



Date :01/11/2018

Ms. J. Terin Nivedhana
D/o M. Joseph Christin

Dear Terin Nivedhana,

With reference to your application dated 01.11.2018 and the subsequent interview held on 01/11/2018, we are pleased to offer you an opportunity to undergo training at our Unit, subject to the following terms and conditions:

1. You will be on training for a period of Twelve Months from 02/11/2018. This would comprise both class room training and On the Job Training in various departments / functions.
2. The total period of training is Twelve Months, however the management may extend the period of training in case you do not attain the desired levels of proficiency.
3. You will be paid a consolidated stipend of Rs. 421/- per day (Rupees Four Hundred & Twenty One Only) per day. Statutory deductions as applicable will be recovered from your stipend. You will not be entitled to any other benefits or emoluments during the period of your training.
4. You will be under the Administrative control of the personnel department / Training Department.
5. You should be declared medically fit by the Company's Medical Officer.
6. You are liable to be transferred to any department / sections / units during the period of your training.
7. During your training you will abide by the Rules and Regulations and Standing Orders of the company that may be in force from time to time.
8. During the period of your training, you will be continuously evaluated. If, at any point of time, it is observed that you are not achieving the company's standard of skills, conduct and discipline, attendance, punctuality your training will be terminated without notice.

ASHOK LEYLAND LIMITED

175, Sipcot Industrial Complex, Hosur - 635 126. India.

t : +91 4344 276631 f : +91 4344 276067

e : reachus@ashokleyland.com

Regd. Office: No. 1, Sardar Patel Road, Guindy, Chennai - 600 032. India.

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CIN : L34101TN1948PLC000105

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HINDUJA GROUP



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9. In order to assess your skills, Management may, at its discretion, prescribe skill and proficiency tests in which you will have to qualify to establish your having acquired the desired level of skills and proficiency.
10. If any accident occurs resulting from unsafe act of yours during the period of training, which endangers the safety of your colleagues or causes damage to the machinery, your training will be terminated with immediate effect.
11. Antecedent's verification will be carried out and the feed back if found to be adverse, your training will be discontinued with immediate effect
12. At any point of time, if it is found that any of the information, declaration, documents, records, certificates, provided by you are found to be false, your training will be discontinued with immediate effect.
13. During the period of your training, you have to maintain medical standards as prescribed by the Company Medical Officer. In case, on examination by the medical officer, it is found that you do not meet the standards prescribed, your training will be dispensed with immediate effect.
14. Please bring with you Photostat copies of all your certificates / testimonials pertaining to your qualification, date of birth, legal heir certificate etc along with four copies of your recent passport size photographs. Please note that the originals of all the certificates / testimonials must be produced for verification and return.

If the above terms and conditions acceptable to you, please sign and acknowledge your acceptance on the duplicate copy of this letter on or before 01/11/2018 after which this offer stands withdrawn.

For Ashok Leyland Unit I

I agree to the above terms and conditions.


R Kalyan
Head – HR (H)

Signature of the candidate

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