

Ref.: PGT 2020 / IR / TI IC -AA02COXC

29th Sept 2020

**Mr. AMAL JOSE**  
**Madras School of Social Work**  
**Contact No. 91-9495254399**

Dear Sir,

**Sub: Appointment as Post Graduate Trainee - IR**

Heartly Congratulations on being selected for the position of Post Graduate Trainee - IR through our rigorous campus selection process. We are pleased to attach the offer of your appointment as PGT-IR. We would advise you to sign online and submit your acceptance within 07 days from the date of this letter. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as Post Graduate Trainee - IR shall lapse automatically.

Further to the Pre-Employment Medical Checkup you are declared **MEDICALLY FIT** for training with us.

You will be required to report in the Month of **NOVEMBER 2020** for completing joining formalities. The exact date of joining and reporting location will be intimated to you in due course. Please note that request for extension in joining time / Change of Department or Division or Location will not be entertained

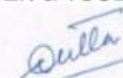
You are requested to submit the following documents online (Scanned in color) on or before **15<sup>th</sup> October 2020**. You will also be required to produce the following original documents at the place of posting for verification on the date of your physical joining:

- S.S.L.C (10<sup>th</sup> Std) Certificate and Mark sheet - In Original
- H.S.C (12<sup>th</sup> Std) Certificate and Mark sheet - In Original
- Certificate & Mark sheets of Degree (Under Graduation/Post Graduation) of all the semesters/years- In Original - [Attested copies of degree certificate and final year / semester mark sheets should be forwarded to us within 3 months of your joining].
- Course Completion Certificate (if your final semester/ final year result is not declared) - In Original (Mandatory)
- Good Conduct certificate issued by the College
- Photocopies of achievements in extra-curricular activities claimed (College / District / State /National/ International levels)
- 2 Passport size photographs (Mandatorily photo should be taken in business formal in white background (for Men - Blazer and tie & Women - formal office wear).
- A Copy of your Aadhar Card & PAN Card
- Proof of age - either S.S.C or school leaving certificates

Please note that this offer of employment given to you is based on the educational qualification declared by you in your application for employment. This offer will stand automatically cancelled and withdrawn in case the information provided in the application is false or incorrect.

In case of any clarification, kindly contact Mr. Ashwin Prabhu S S / 9600693608 / [sashwinprabhu@lntecc.com](mailto:sashwinprabhu@lntecc.com)

**Yours Faithfully,**  
**for LARSEN & TOUBRO LIMITED**



**(SUKHENDU DUTTA)**  
**HEAD – TALENT ACQUISITION**  
**TRANSPORTATION INFRASTRUCTURE IC**