



Larsen & Toubro Limited,  
Construction  
Water & Effluent Treatment  
P. B. No. 979, Mount Poonamallee Road  
Manapakkam  
Chennai - 600 089, INDIA  
Tel : +91-44-2252 6000, 2252 8000  
Fax : +91-44-3319 4949  
www.Lntecc.com

Ref.: PGT 2020 / IR / WET IC -AA02COYI

03rd Nov 2020

**Mr. Rasheed Bashab**  
**Madras School of Social Work**  
**Contact No. 91-9176903387**

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 posted at Project sites in **Madhya Pradesh state / region** under **Indore Cluster**. Our Cluster will share the project location and reporting details in the due course. You will be required to report for the joining formalities latest by **November 2020**. Please note that request for extension in joining time / Change of Department or Division or Location will not be entertained. Based on your travel plan of reporting at the project location and the local quarantine norms, your date of joining will be considered. On completion of the joining formalities & orientation program, you will be required to proceed to your place of posting immediately.

While coming for the joining, you will be required to bring 02 nos. of your recent colour passport sized photographs and the following documents in original along with a set of self-attested photocopies:


- > 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 (Mandatory photo should be taken in business formals 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.

Cluster HR Person	Cluster HR Contact No.	Cluster HR E-Mail ID
Mr. Venkatraman / Ms. Vishnu Priya	0731 – 4723575 / 8939313683	vkvenkataraman@Lntecc.com vpriya@Lntecc.com

In case of any clarification, kindly contact Mr. Sivakumar B / 9500010533 / [Sivakumar.b@Lntecc.com](mailto:Sivakumar.b@Lntecc.com)

Yours Faithfully,  
for LARSEN & TOUBRO LIMITED

  
(R SAI RADHA)  
HEAD – TALENT ACQUISITION  
WATER & EFFLUENT TREATMENT IC

Registered Office: L&T House, N. M. Marg, Ballard Estate, Mumbai - 400 001, INDIA  
Licence No.: CIN - L99999MH1946PLC004768

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