



L&T-NxT
Landmark Bldg. 'A' Wing, 1st Floor
Suren Road, Chakala, Andheri (East)
Mumbai 400 093. INDIA
Tel: +91 22 6134 2611
www.Lntnxt.com

Ref.: GET 2020 / ECE / L&T NxT - 16P31A0429

09-01-2020

Ms.LAKSHMI VIJAYASRI MONDEM
ADITYA COLLEGE OF SCIENCE AND TECHNOLOGY
Contact No. 91-9948051300

Dear Madam,

Sub: Appointment as Graduate Engineer Trainee

Please find enclosed our offer of employment. We would advise you to insert your signature online and send your acceptance within 10 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 Graduate Engineer Trainee shall lapse automatically.

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

You will be required to report at our **Chennai Head Quarters Office** for initial orientation program latest by **June 2020**. We will be intimating you regarding joining formalities in due course. Please note that request for extension in joining time / Change of Department or Division or Location will not be entertained.

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 are requested to submit the following documents in original and a set of self-attested photocopies:

- S.S.L.C (10th Std) Certificate and Mark sheet - In Original
- H.S.C (12th Std) Certificate and Mark sheet - In Original
- Certificate & Mark sheets of Degree (Under Graduation) of all the semesters/years- In Original (Except final semester / final year, if results have not been declared) - [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)
- 2 Passport size photographs (Mandatorily photo should be taken in business formals (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 This offer will stand automatically cancelled and withdrawn in case the information provided in the application is false or incorrect.

Yours Faithfully,
for LARSEN & TOUBRO LIMITED

(BIKRAM K NAYAK)
HEAD – HUMAN RESOURCES

Registered Office:
L&T House, N. M. Marg, Ballard Estate, Mumbai - 400 001. INDIA
CIN: U28920MH1994PLC083035

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Ms.LAKSHMI VIJAYASRI MONDEM
ADITYA COLLEGE OF SCIENCE AND TECHNOLOGY
Contact No. 91-9948051300

Dear Madam,

Sub: Appointment as Graduate Engineer Trainee

With reference to the interview you had with us, we have pleasure in selecting you as **GRADUATE ENGINEER TRAINEE** on the following terms and conditions, subject to:

- (a) Your passing the final Degree Examination in FIRST attempt and
 - (b) Being found medically fit by the Company's Doctor.
1. Your period of training will be for twelve months from the date you report for training.
 2. During the course of twelve months training period, you will carry out all directions and instructions issued to you by the Company, its officers and representatives diligently and faithfully carry out your duties and obligations. The course and manner of your training will be decided solely by the Company at its discretion and you may be required to work, as part of your training, in any one of the Departments / Offices / Projects of the Company and/or its Associates / Subsidiary Companies.
 3. During the course of your training, the company will pay you the following salary:

PARTICULARS	AMOUNT (₹) (Office Based)	AMOUNT (₹) (Project Based)
STIPEND	15500/- P.M	15500/- P.M
FLEXIPAY1	25210/- P.M	24410 /- P.M
TOTAL	40710/- P.M	39910 /- P.M

You will be eligible for reimbursement of Site Compensatory Allowances when posted at Project Sites as follows:-

Site Compensatory Allowances (P.M)	Project Based
	₹ 3160/-P.M.

A lump sum amount of ₹ 60,000/- will be payable to Graduate Engineer Trainees on successful completion of training period.

You are also eligible to get Leave Travel Assistance ₹ 21,000/- after the completion of eleven months of your training period.

4. **Gratuity:** Your tenure of training of twelve months will not be reckoned as "Service" for the purpose of Gratuity.



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5. **Provident Fund:** You will be enrolled as a member of "LARSEN & TOUBRO OFFICERS AND SUPERVISORY STAFF PROVIDENT FUND" from the day of your joining our Organization, under which at present the employee shall subscribe a sum equal to 12% of his monthly salary and the Company contributes an equivalent amount.
6. **Tax Liability:** Income Tax Liability, if any, will be borne by you.
7. During the period of training, you will be entitled to leave as per the leave rules shown in **Annexure-I**.
8. You shall not at any time engage in, or be concerned with, or be interested in, directly or indirectly, any business, work or activity other than that of the Company or commit any act prejudicial to the interests of the Company and/or its business (the Company being the sole judge thereof).
9. The Company shall have the right to terminate this agreement forthwith without any notice in the event of any of the following:-
 - (i). Breach of any of the conditions of this agreement;
 - (ii). Any misconduct on your part;
 - (iii). Failure to carry out any of your duties and obligations;
 - (iv). Being continuously absent from or omit to attend to your work for 10 days without the Company's previous permission in writing whatever be the cause of such absence or omission.
10. Either party can terminate the training hereunder by giving one month's notice in writing to the other and upon expiration of such period of one month, the training hereunder shall terminate.

The Company may at its sole discretion terminate the Contract of Employment without notice and / or salary in lieu of notice, if in the opinion of the Company, the continuance of your employment is detrimental to the interest of the Company. Provided that, in the event of termination as provided hereinabove, all benefits / perquisites / allowances shall stand forfeited immediately, and you will only receive any statutory benefits as applicable to you on the date of your termination.
11. You are to treat the terms of this agreement as confidential.
12. You are to treat the following as strictly confidential
 - Your salary, allowances, benefits, rewards.
 - The affairs of the Company and its customers of which you may be cognizant and particularly the drawings, quotations, specifications and other manufacturing information.

By accepting employment with the Company, you undertake not to disclose the above to anyone. Violation of this would be viewed as a serious breach of conduct.
13. You will keep us informed of your local contact address whenever there is any change.

Ms.LAKSHMI VIJAYASRI MONDEM

14. You will be assigned to work in our **L&T NxT**. You will be reporting to **Mr. Ashwin V K Senior Manager – Analytics**. You are requested to join at **Chennai Head Quarters** latest by **June 2020**. We will be intimating you regarding joining formalities in due course. Please note that you will not be eligible for reimbursement of any expenses that you may incur for reporting. Please note that requests for extension in joining time will not be entertained.
15. The Company may extend the training period if the trainee has not attended training on all days or has not fulfilled the learning objectives.
16. On successful completion of the said 12 months training period to the satisfaction of the Company of which the Company shall be the sole judge and depending on the vacancies existing in the Company at that time you will be considered for appointment in the Company's **O-1 Cadre as Senior Engineer**, on a basic salary of **₹16,000/-** per month.
17. Code of Conduct : You shall abide by the internal regulations specified in the company's 'Code of Conduct' inter alia Confidentiality policy, Gift policy, Insider Trading and Policy on Sexual Harassment and any amendments thereof and /or other policies which may become applicable From time to time. Any violation /breach thereof shall call for consequence management, which May include as disciplinary action for those found guilty of such misdemeanors, termination of Services with immediate effect without any compensation. The Company expects all employees To comply with these regulations in letter and spirit.

Company further expects that you will abide by the law of land in your dealings with the Company, its stakeholders & society.

Please note that it is the duty of every employee to familiarize themselves with the dos and don'ts of all policies concerning conduct, discipline and behaviors. In case of any concerns or clarification the HR department may be approached. However, ignorance of the rule will not be accepted as a defence in any case. You can also access the Code of Conduct on L&T Scape portal at <http://Intscapenew.ltindia.com/SitePages/Governance.aspx>

18. **Disputes & Arbitration**: Any dispute or difference or claim arising in connection with this contract shall be resolved by reference to arbitration by a sole arbitrator appointed by L&T at its sole discretion. The arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996. The language of arbitration shall be English. Each of L&T or the employee shall be respectively entitled to approach the Court of competent jurisdiction for such interim reliefs as the Company or the Employee may in its discretion deem fit. The venue of arbitration shall be at Chennai. The award of the arbitrator shall be final and binding on the parties. The governing law shall be the laws of India.
19. The company reserves the right to verify your documents and background through internal or external agencies. These may include your current / previous employment history, educational/professional credentials and other background checks.



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On arrival at our office, please contact our Recruitment Section along with the following documents in original and two attested Xerox copies

- S.S.L.C (10th Std) Certificate and Mark sheet - In Original
- H.S.C (12th Std) Certificate and Mark sheet - In Original
- Certificate & Mark sheets of Degree (Under Graduation) of all the semesters/years- In Original (Except final semester / final year, if results have not been declared) - [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)
- 2 Passport size photographs (Mandatorily photo should be taken in business formal (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

All communications/notice should be addressed to, **HR Department, L&T NxT, CRR Building, Mount Poonamallee Road, Manapakkam, PB No.979, Chennai-600089, Tamilnadu, India.**

Please give your acceptance online as a token of agreement to the terms and conditions thereof, within 10 days from the date of this offer. 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 Graduate Engineer Trainee shall lapse automatically.

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

**(BIKRAM K NAYAK)
HEAD-HUMAN RESOURCES**

Encl: As above

I have read the letter and accept my selection and all the terms and conditions thereof.

M.L.Vijaya Sri
M.L.Vijaya Sri (Jan 10, 2020)

(Signature)

Date: Jan 10, 2020

ANNEXURE – I

Leave Rules for Graduate Engineer Trainee

Privilege Leave :

1. Eligibility : After 11 Months Training
2. Quantum : 23 days per annum
3. PL not availed at the end of the training period will be encashed and cannot be carried over to the Next Year.
4. If for any reason the leave extends beyond the period of training, your training period will be proportionately extended and if the trainee is offered employment with the company, the date of employment will be from the date of training is completed.

Casual Leave :

1. Eligibility : From the date of Joining
2. Quantum : 07 days per annum
3. Not more than 2 days CL will be allowed to be taken at one time. With holidays/ weekly off days prefixed / suffixed to CL, the total absence should not exceed 5 days.
4. Except in the case of extreme emergency, application for CL shall be made to the appropriate authority and sanction to be obtained prior to availing of leave.

Sick Leave :

1. Eligibility : From the date of Joining
2. Quantum : 07 days per annum on full stipend
3. The trainee shall produce a medical certificate from Registered Medical Practitioner in support of his sickness.
4. The company has the right to have the trainee examined by the company's Medical officer to ascertain the sickness.
5. SL shall not be combined with CL

If for any reason, the attendance of the trainee falls short of 240 working days per annum his training period will be extended by the period of such shortfall.

For other clarifications (From L&T NxT) :

Name	Contact No	Email ID
Ms. Namita Singh	7305827995	namita.singh@lntnxt.com

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