

Ref.: GCT 2019/WET IC-12029571

16th April 2019

**Mr. VIKAS GOYAL
MAHARAJA AGRASEN COLLEGE-DELHI
Contact No. +91 9654397915**

Dear Sir,

Sub: Appointment as Graduate Commercial 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 Commercial Trainee shall lapse automatically.

Please note that you will be allowed to join only if you have been declared medically fit for employment with us. You are hereby advised to complete your pre-employment medical checkup **Latest by May 2019**. Please contact our **HR Shared Services** to complete the medical checkup. (Refer **Annexure-I** for details).

You will be required to report at our **Head Quarters Office-Chennai** for completing joining formalities and thereafter an initial orientation program latest by **August 2019**. 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.

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 (10th Std) Certificate and Mark sheet - In Original
- H.S.C (12th Std) Certificate and Mark sheet – In Original
- Certificate & Mark sheets of Degree (Graduation) of all the semesters/years- In Original (Except final semester, 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)
- A Copy of your Aadhar Card & PAN Card
- Proof of age - either S.S.C or school leaving certificates
- Local Address proof

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 This offer will stand automatically cancelled and withdrawn in case the information provided in the application is false or incorrect.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



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

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16th April 2019

Mr. VIKAS GOYAL
MAHARAJA AGRASEN COLLEGE-DELHI
Contact No. +91 9654397915

Dear Sir,

Sub: Appointment as Graduate Commercial Trainee

With reference to the interview you had with us, we have pleasure in selecting you as **GRADUATE COMMERCIAL 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 at our Chennai establishment.
 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	9,250/- P.M	9,250/- P.M
FLEXIPAY1	8,000/- P.M	7,900 /- P.M
TOTAL	17,250/- P.M	17,150 /- P.M

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

Site Compensatory Allowances (P.M)	Normal Project
	₹ 2,600/-P.M.

An onetime Deferred Retention Pay of **₹12,000/-** will be payable to Graduate commercial trainees after absorption on successful completion of the said 12 Months of training period.

Mr. VIKAS GOYAL

4. **Gratuity:** Your tenure of training of twelve months will not be reckoned as "Service" for the purpose of Gratuity.
 5. **Provident Fund:** You will be eligible for 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-II**.
 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.

Mr. VIKAS GOYAL

14. You will be assigned to work in our **Water & Effluent Treatment IC** under **Finance, Accounts & Admin Service Unit**. You will be required to join at **Chennai Head Quarters, L&T Construction, Mount Poonamallee Road, Manapakkam, PB No.979, Chennai-600089, Tamil Nadu** latest by **August 2019**. We will be intimating you regarding exact date of joining 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 **S-1 Cadre as Supervisor**, on a basic salary of **₹11,900/-** 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://lntscapenew.lntindia.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 educational/professional credentials and other background checks.

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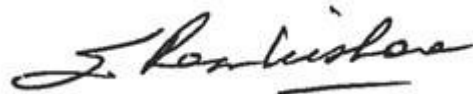
On arrival at our office, please contact our Recruitment Section along with the following documents in original and two attested Xerox copies

- 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 (Graduation) of all the semesters/years- In Original (Except final semester, 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)
- A Copy of your Aadhar Card & PAN Card
- Proof of age - either S.S.C or school leaving certificates
- Local Address proof along with 02 nos. of your recent colour passport sized photographs

All communications/notices should be addressed to **HR Department, Larsen & Toubro, Water & Effluent Treatment IC, 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 Commercial Trainee shall lapse automatically.

Yours faithfully,
for LARSEN & TOUBRO LIMITED



(S.RAMKISHORE)
HEAD-HUMAN RESOURCES
WATER & EFFLUENT TREATMENT IC

Encl: As above

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


Vikas (Apr 23, 2019)

(Signature)

Date: Apr 23, 2019

ANNEXURE – I
LARSEN & TOUBRO LIMITED
L&T CONSTRUCTION

Details for Pre-Employment Medical Checkup (PEMC)

1. Upon your acceptance of offer of employment, you will receive an email from us to undergo PEMC.
2. The email will provide the complete list of network Hospitals / Diagnostic Centers.
3. You can choose the Hospital / Diagnostic center near by your location along with the date of PEMC and send the details to us at the earliest.
4. After receiving the details, we will send you the PEMC letter along with the details of contact details of the Hospital / Diagnostic for undergoing the PEMC.
5. Please carry a print of the email / letter and approach the hospital / Diagnostic center on the specified date and complete the process. (Kindly adhere to the dates)
6. Kindly follow the instructions as given in the PEMC letter.

For any queries on PEMC:

Name	Mr. Mohammed Fasi Ahmed	Ms. Kalpana N Mohan
Contact No	044-22528905	044-22528993
Mobile No.	7305443345	7708607565
Email ID	fasi@lntecc.com	Kalpana_Mohan@lntecc.com

For other clarifications (From IC) :

Name	Contact No	Email ID
Mr. Sivakumar B	044-33195940	sivakumar.b@lntecc.com
Ms. Vishnu Priya	044-33195992	vpriya@lntecc.com

ANNEXURE – II
LARSEN & TOUBRO LIMITED
L&T CONSTRUCTION
Leave Rules for Graduate Commercial 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.