



To

**Dear**

**Mr. Vinayak I Kumbar**

You Have Been Selected From **Tata Motors** Company in Post of **Trainee Engineer**

We are Pleased Inform to Offer You the position of **Engineer**

Attach had are the specific terms and conditions of our offer please read it carefully as important details are included. Your compensation and benefits are detailed on page 2

It Is Our Good Pleasure to inform you, that you are selected for One of Our Given Requirement. The Company Has Urgent Opening For New Plants and Branches in Various Cities. The Company Required Urgent Staff for Many More Departments as Executive and Manager.

Your Starting Salary Will Be 28.500 + Foods and All Accommodation Provide Company.

Total CTC 3, 45,600.lakh,

**Basic: - 28,800**

**Medical;-2500**

**HRA;-2500**

**Other Allowance;-2000**

**Gross Salary = Total (of the Above) = 35,800**

**Acceptance and Commencement**

**You must pay 5000 for Salary account and medical, insurance as per company's guideline.** Your appointment will be effective on your joining date, i.e. 25/08/2022. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

**To confirm your acceptance of this offer, you are required to:**

- Respond via email to communicate acceptance of the offer and to confirm your joining date.  
Please note that if you do not send your acceptance to the email ID, you will not be allowed to join on the joining date specified above.
- Any charge of joining date must be sent **tatamotorsrecruiter@gmail.com** at last 5 days prior to your original from the joining date specified above.
- Report to On the joining date at **10:00 a.m.**Please notes that it is important to be on time to complete the joining formalities. If you arrive late, you will not be allowed to join and must reschedule your joining date. On your joining date please bring(i) the original and 1 photocopy of this letter duly signed and dated by you: (ii) 3 self photograph ( passport sized, color photos with a white background) (iii) the original and 2 sets of photocopies of the following documents.
- Education degree certificate and all year mark sheets for the highest degree attained  
Photocopies should include both from the back side of certificate.
- Relieving letter or resignation acceptance letter from your most recent employer, include employee number.
- Proof of identity, bring one of the following documents: passport, driving license, voter's identification card, PAN card, or credit card with photograph.
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**Please note that all of the above documents are mandatory and you will not be allowed to join without them.**

Please contact us at) or **tatamotorrecruiter@gmail.com** for any queries regarding your employment offer.

The **Tata Motors Ltd Limited** Connections program is designed to help assist new joins with their initial transition in to Tata Motors Ltd. As part of the program .Sumit shah has been appoint your Connections Advisor to answer any question you may have about joining the organization you will receive more information about the Connection Program and your Connections Advisor on joining date.

The other terms and conditions of the offer are as follows.

Your initial posting will be **Dehradun (UK)**. However, your services are transferable and you may be assigned to any office of **Tata Motors Ltd.** a subsidiary, or associate company. In such case, you will be governed by the policies of that location.

- Your appointment is contingent upon satisfactory reference & background checks, which may be conducted at any time from the date of this offer to 90 days from your joining date, and which included verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer).
- Your designation may be changed at the discretion of the Company depending on the work assigned to you.
- You may be required to travel on company work and you will be reimbursed expenses as per Company policy.
- If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
- You or the Company may terminate your service at any time by giving 90 days' notice or basic salary in lieu thereof.
- You will retire from the service of the Company on attaining the age of superannuation {63 years}.
- Upon your resignation or retirement from the company or termination of your services, you are required to return all assets and property of the company such as documents, machines, data, files and books etc, (including but not limited to leased properties).
- Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
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- Your individual remuneration is strictly between yourself and the company. It has been determined based on numerous factors such as your job, skills –specific background, and professional merit. This information and any changes made there in should be treated as personal and confidential.
- The benefits as outlined here in and in **Tata Motors Ltd** policies are subject to change at the company's discretion. You will be entitled to privilege leave in accordance with the company's policy as applicable from time to time.
- It is your responsibility to notify the company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the company.
- During your service with the company, you are expected to devote your whole time and attention to the company's affairs and refrain from directly or indirectly engaging in any other business.
- Information pertaining to **Tata Motors Ltd** operations and intellectual property is confidential and you will sign a non-disclosure agreement. If you are bound by a confidentiality agreement with a previous employer, you must notify the company and indemnify the company against any breach thereof.
- All employees are required to read and comply with **Tata Motors Ltd** business Conduct Guidelines and sign a statement to this effect. Any breach of the guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.
- If any information furnished by you in your application for employment or during the selection process is found true during your employment to be incorrect or false, and or if you have suppressed material information regarding your qualifications
- In the event of litigation and expense, the Company may terminate your services without notice or compensation.

17. You will be on probation until your successful completion of the probationary period is confirmed in writing. The probation period is 1 year and may be extended at your manager's

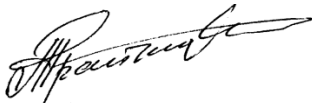
Discretion. At any time during this period, either you or the Company may terminate your service by giving 30 days notice or basic salary in lieu thereof.

18. You will abide by all the rules and regulation of the Company which are in force from time to time and the company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.

The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At Tata **Motors** Ltd, we're charging the world every day and we will be delighted to have you as part of our team.

**Tata Motors Ltd**

Sincerely,



**Mr. Raghuram Patil,**

**Deputy General Manager Human Resources Tata**

**Motors Ltd**

ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS:

I agree that I have read, Understand accept employment with Tata Motors **Ltd** under the terms & condition.

Signature: .....

