



Mr. Dhivagar Alaguvel,

Date: 11.03.2022

Dear Mr. Dhivagar,

This is with reference to your job application and subsequent discussion with us regarding your industrial training and employment in our organization. We are pleased to inform you that we are appointing you as **Trainee – Integrated and open development platform** for **Chennai location** on following terms and conditions:

- Your Training period will be from **21.03.2022 to 20.09.2022**.
- During the training period you will be paid a stipend of **Rs 15,000/- (Rs. Fifteen Thousand Only)** gross per month.
- The overall goal is two fold: 1) Providing Training and 2) Absorb the Trainee in to the organization upon successful completion of the Six Months Training. This depends on the Performance Evaluation of the trainee.
- After completion of successful training and further assessment, you will be absorbed in AVL as **Engineer – IODP (Integrated and Open Development Platform)** with a **CTC of Rs. 4,00,000/- Per Annum** After completing **1 year and 6 months**, from your date of joining basis performance assessment, your Salary will be revised to **Rs. 5,00,000/- Per Annum**. After completing of **2 years and 6 months**, basis performance assessment your salary will be revised to **6,00,000/- Per Annum**.
- During the training period your traineeship can be terminated giving one month's notice without assigning any reason thereof.
- You will maintain proper discipline and dignity of our office and shall not divulge any of the information and data that you may come across during your training period to any one without prior written permission from the management.
- During training period you will be governed by established rules, regulation and procedures of the organization.
- Please note that you have to sign a service bond on your joining for the training period plus two and half years employment for working in the company after completion of the training. The value of the bond will be Rs. 3,00,000/- Lacs only. For any unforeseen reason if your training is extended beyond six months then the period beyond six months will be covered in the bond of two and half years employment requirement.
- Kindly bring the applicable documents as per attached Annexure on the date of joining.
- Please return the duplicate copy of this letter duly signed, in token of acceptance of the terms and conditions given above.

Yours Sincerely,

For AVL India Pvt. Ltd.,


Deepak Kapur

AVP-Corporate HR

Joining Check List

Please bring all the below mentioned documents (S.N. 2 to 9) in original for verification

SN.	Document/ Detail	Y/N
1	Complete Resume	
2	Educational Certificates	
	a Secondary Certificate (Date of Birth Proof)	
	b Secondary Mark sheet	
	c Sr. Secondary Mark sheet	
	d Graduation Mark sheet	
	e Graduation Certificate	
	f PG Mark sheet	
	g PG Certificate	
	h Diploma Mark sheet	
	i Diploma Certificate	
	j Other Certificates mentioned in Resume	
3	Copy of the Letter of Intent issued	
4	Previous employment Relieving Letter	
5	Previous employment Salary Certificate/ last salary slip	
6	All the experience Certificate	
7	Aadhaar card*	
8	PAN card	
9	Permanent address proof (Valid passport, DL, Voter's ID card or Family Ration Card)	
10	Bank A/c Detail (if ICICI, HDFC or Kotak Mahindra Bank): A/c no. and IFSC code	
11	Cancelled blank cheque with bank account detail	
12	Two copies of colored passport size photographs	
13	Two copies of colored postcard size family photograph. (If covered in ESI)	
14	Pre-employment Medical checkup (Done/Not done)	
15	Blood Group	
16	Passport Copy / If Not Please apply and submit within 2 Months from the acceptance of offer	
17	Vaccination (Y/N) *	

**Please note that you must have Aadhaar Card with proper Date of Birth in DD/MM/YYYY format. Only Year of Birth is not acceptable. In case it is not there please get it updated by visiting local Aadhaar center. Please note that it is mandatory.*

**If Yes, kindly share your Certificate. If not vaccinated, kindly get Vaccinated*