



Candidate Name.....(To be Filled by Candidate's own Handwriting) (1st Page)

You are selected for interview in Tata Group Of Companies Ltd for permanent Job to be a part of this committed and professionally managed Indian multinational company. We've reviewed and verifying your educational records from Online Database / Online job portals/ college side / previous company side then your application materials carefully and we're excited to invite you to interview.

Notice - If you want to receive email from Tata Email address for assurance. Then fist send your Resume by email. After that keep an eye on your email inbox or spam folder also.



Please don't share your Interview Letter to any other person for security reasons. Fresher & Experience holders both can apply now. 515 candidates are shortlisted and Vacancies are 502. (Online interview & Work from home also available).

Role/Job Description- After interview your post or Department (Functional area) will be decided by senior HR Manager according to your Qualification. We are urgently hiring the thousands of bright candidates for the multiple locations and for the different field in Tata Group. We also recruit freshers from our sources across the country in order to build our future leadership talent pipeline. Now we have thousands of job opportunities in India/Abroad so apply now. The decision of selection/rejection of the candidate will be at the sole discretion of HR Manager.

Diversity and Equal Opportunity-We welcome diversity at the workplace. Our efforts are therefore focused on sustaining and enhancing this diverse work environment. It introduces fresh perspectives and enables our people to integrate better in society. We are an equal opportunity employer and adhere to statutory & regulatory norms. Our egalitarian work culture fosters diversity and equal opportunity. We do not discriminate on the basis of caste, religious or political affiliation, gender, nationality, age, sexual orientation or disability.

About Us-Founded by Jamsetji Tata in 1868, the Tata group is a global enterprise, headquartered in India, comprising 30 companies across ten verticals. The group operates in more than 100 countries across six continents, with a mission 'To improve the quality of life of the communities we serve globally, through long-term stakeholder value creation based on Leadership with Trust'.



Companies include- Tata Consultancy Services , Tata Sons,Tata Motors, Brunner Mond, Tanishq, Tata Teleservices, Air Asia India Tata Steel, Tata Communications, Tata Capital, Tata AIA, Tata Auto Comp Systems, Tata Consulting Engineers Ltd, Tata DoCoMo, Tata Chemicals, Tata Steel , Tata Power, Tata Defence, Tata Elxsi, Tata Global Beverages, Voltas, Voltas Vistara, Taj Air Chartered flights, Taj Hotels Resorts and Palaces,Jaguar Land Rover, Tata Construction,Tata Chemicals Limited, Tata Housing, Tata Pharmaceutical, Air India.

Salary/Allowances- As per company rules and regulations your starting salary will be (Rs. 55,850, -To Rs. 3,85,000) per month in hand. You will be eligible allowances, such as housing allowance, traveling expenses, cost of living allowances, (Life Insurance/ medical Insurance, etc). As per company policy. After completing the interview your exact Salary will be decided by senior HR manager.

Working Hours, Holidays and Leave-Working hours are 09:00 AM to 5 PM Monday to Friday. Saturday and Sunday are holidays. Employees are provided with the extra Opportunity to take 24 leave every year accrued at the rate of 2 leave per month. The company also provides (30 days) annual holidays announced at the beginning of every year. Except for emergencies and employee marriage and medical reasons leave will be granted immediately after receiving approval by your seniors.

All of Expenses will provided by the company during the interview process - All travel (Both side Air fare/Train fare/Cab fare) Covid-19 Report Expenses will be given to candidate appearing for interview. So you are requested to please be on time at your interview place on the date of your interview. The Candidate can come along with one family person on the day of interview. The company will be providing the all of expenses for that family person also. If you are not come for interview. Then you will be in rejected list for one year.

According to company Rule & Regulations - Interview process and Round (You have to clear two rounds of interview given below). (1) Written Test - 25 minutes (On basis of Qualification) Tick Mark Question Paper (15 Questions). (2) Senior HR round - 5 minutes (There will be questions to test your personality, communication skills and behavior - Face to Face In your comfort language (English, Hindi, Tamil, Marathi, Kannada, Telugu, Gujarati. so don't hesitate)

Interview Date: - You can choose the Interview Date from 19th of December to 24th of December 2022. Time:- 11:00 AM to 04:00 PM. Your interview will be conducted in your city or nearby city so don't hesitate to come over. (You can change the interview City/Joining City Also. From below list. (Read the complete letter Properly)

City's List:- Mumbai, Delhi ,Bangalore ,Hyderabad ,Ahmedabad ,Chennai ,Kolkata ,Surat Pune ,Jaipur Lucknow ,Kanpur ,Nagpur ,Indore Thane Bhopal ,Visakhapatnam ,Pimpri and Chinchwad ,Patna ,Vadodara ,Ghaziabad (Continue to Next Page)

Ludhiana ,Agra Nashik Faridabad ,Meerut ,Rajkot Kalyan and Dombivali ,Vasai Virar ,Varanasi ,Srinagar , Aurangabad ,Dhanbad ,Amritsar Navi Mumbai ,Allahabad Haora ,Ranchi ,Gwalior Jabalpur Coimbatore ,Vijayawada ,Jodhpur ,Madurai ,Raipur ,Kota ,Chandigarh Guwahati,Solapur ,Hubli and Dharwad ,Bareilly ,Mysore Moradabad Gurgaon ,Aligarh ,Jalandhar,Tiruchirappalli ,Bhubaneswar ,Salem Mira and Bhayander ,Thiruvananthapuram ,Bhiwandi Saharanpur ,Gorakhpur Guntur ,Amravati ,Bikaner ,Noida ,Jamshedpur ,Bhilai Nagar ,Warangal ,Cuttack,Firozabad ,Kochi ,Bhavnagar Dehradun ,Durgapur ,Asansol Nanded Waghala ,Kolapur ,Ajmer ,Gulbarga ,Loni Ujjain ,Siliguri ,Ulhasnagar Jhansi ,Sangli Miraj Kupwad Jammu ,Nellore ,Mangalore Belgaum ,Jamnagar ,Tirunelveli ,Malegaon ,Gaya Ambattur ,Jalgaon ,Udaipr Maheshtala ,Tiruppur ,Davanagere Kozhikode ,Kurnool. And Many More in India. (If your city is not available in this list so call to your HR manager)

For Abroad:-Canada, London, Dubai, San Francisco, Shanghai, Melbourne, Moscow, Singapore, Los Angeles, New York Only.

Interview City _____ **Interview Date** _____ **Interview Time** _____ **Joining City** _____

Vacancies For these - Accounts Executive, Accountant, Part Time Accountant, Accounts Officer, Cost accountant, cost accountant trainee, cost controller, costing officer, Manager Indirect Taxation, Manager Direct Taxation, Taxation Executive, Accounts Manager, Senior Accounts Manager, Regional Accounts Manager, Financial Accountant, Senior Financial Accountant, ICWA, ICWA INTER, ICWAI TRAINEE, Chartered Accountant, Practicing Chartered Accountant, Fresher Chartered Accountant, Finance Executive, Finance Trainee, Financial Advisor, Credit Control Executive, Manager Credit Control, Investor Relation Officer, Audit Executive, Forex Executive, Financial analyst, Treasury Executive, Treasury Officer, Finance Manager, Budgeting Manager, Assistant Company Secretary, CS, Industrial Engineer, Executive Industrial Engineer, Design Engineer, Senior Design Engineer, Factory Manger, Factory Head, Plant Head, General Manager, Assistant Engineering Manager, Production Executive, Executive Production Engineer, Production Manager, Senior Production Manager, Production Head, Executive Quality Control, Executive Quality Assurance, Manager Quality Control Quality, Manager Quality Assurance, Product Development Executive, Product Development Manager, Workman, Foreman, Technician, Maintenance Engineer, Service Engineer, Project Manager, Production, Manufacturing, Maintenance, Safety Officer, Health Manager, Health Officer, Environmental, Vice President Operations, General Manager Operations, Environment engineer, environment officer, Associate, Senior Associate, Assistant Team Leader, Tele Marketing Executive, Telecalling Executive, Business Analyst, EDP Analyst, Business Development Executive, Transitions Executive, Migrations Executive, Operations Executive, Infrastructure & Technology Executive, Dialer Executive, Product Manager, Graphic Designer, Web Designer, Release Manager, Database Administration, Database Administrator (Oracle & SQL), Network Administrator, System Administrator, Security System Engineer, Technical Support Engineer, Maintenance Engineer, Webmaster & Seo Analyst, IT, Networking Manager, Business Analyst, Data warehousing Technician, DBA, Technical Writer, Instructional Designer, Sales Executive, Sales Officer, Counter Sales Executive, Medical Representative, Assistant Merchandiser, Business Development Executive, Sales, Bid Assistant Manager, Bider, Data Analyst, Junior Financial Analyst, Architect, Draughtsman (Bridge & Highway), Interior Designer, Yoga Instructor, Yoga Teacher, Yoga Trainer, Yoga Trainer, CSR Executive, Chief Security Officer, Security Supervisor, Security Manager, R&D Executive, Analytical Chemistry Associate, Associate Scientist, Chemical Research Associate, Associate Scientist, Formulation Scientist, Formulation Chemist, Microbiologist, Executive Microbiologist, Medical Microbiologist, Nutritionist, Clinical Nutritionist, Biomedical Technician, Scientist B, Pharmacist, Chemist, Biochemist, Product Development Executive, Receptionist, Secretary, PA, Production Manager, Accessory Designer, Apparel Designer, Garment Designer, Textile Designer, Assistant Textile Designer, Jewellery Designer, Jewellery Cad Designer, Bartender, Senior Bartender, Hotel Night Manager, Night Auditor, Host, Sales Host, Restaurant Hostess, Showroom Hostess, Front Office Executive, Guest Relation Executive, HR Executive, Recruitment Executive, HR Manager, Recruitment Manager, Payroll Executive, Compensation Executive, Industrial Relation Officer, Labour Officer, Transport Executive, Collection Officer, Collection Executive, Area Collection Executive, Phone Banking Executive, Crm Banking, Internet Banking Executive, Technical Support Executive, Technician, Technical Lead - Hardware, Hardware & Networking Installation Engineer, Hardware Administrator & Network Administrator, It Networking - Executive, Packaging Development Executive, Shipping, Marine, Civil Engineer, Civil Diploma, Electrical Engineer, Electrical Diploma, Mechanical Engineer, Mechanical Diploma, Process Engineer, Structural Engineer, Geographic Information Systems, GIS, Construction Engineer, Store Keeper, Warehouse Executive, Logistics Executive, Animation, Gaming and For Freshers also. (If According to your profile Vacancies is not available in this list so call to your HR manager for confirmation)



To Get This Opportunity Immediately In Tata Group Of Companies Ltd. (Then follow these company Rules and Regulations). (Entries beyond this date and time will not be considered under any circumstances)

Mandatory Process- You have to Deposit a Refundable Interview Processing/ Accommodation/ Assurance Amount Rs Five Thousand Nine Hundred Fifty Rupees Only (5,950, with GST/CGST) On 01-12-2022 Before 06:00 Pm in favor of Tata Group Of Companies Ltd by (Google Pay, PhonePe, Amazon Pay, Paytm Wallet, BHIM UPI 5% Cashback), IMPS Transfer, RTGS, Mobile Banking, Net Banking Or By Money Transfer.

For the Bank Account Details or Payment QR Code Kindly Contact To your Senior HR Manager Mr. Digvijay Patil.

After transferring the amount in to the company account kindly **Email/** whatsapp me the payment screenshot or money transfer information and then contact to HR manager for payment confirmation email with gate pass. This letter as a token of your acceptance (Take the printout and fulfill this letter by hand handwriting)

The amount paid by the candidate this is a refundable or if you need to change your interview place or not this is a mandatory amount Due to Covid-19. Whether you belong to local area or you belong to other city or any other states of India. It is because so that the **company may be ensured for it that the applicant is definitely coming to face the interview round on the date of interview on time.** (Continue to Next Page)

Amount Refunding Process-The Company will refund you the amount with 32% GST With 28% CGST on the interview day. By Cash or Cheque. In both of condition whether you are selected or not in the Interview. It is just a security amount of your presence on the day of interview and this is compulsory due to company process. You have to show the copy of your payment transaction Number (Payment Successful screenshot, Paytm passbook. payment transaction number, Deposit slip) to Accounts Department. To take your amount back. (3rd Page)

Reasons of payment-This is a measure we have taken to check bogus applications from unserious candidate who applies for job Due to Covid-19. Also make the above mentioned arrangements in order to give them a comfortable interview and they fail to appear for the Job Recruitment interview which causes a huge loss to the company, the interview Becomes shabby Hence we fail to recruit the needed manpower but with your security deposit **we will be assured that our expenses will not be wasted.** The Company will be responsible for all other expenditure to you at the time of Face-to-face meeting with you in the Company office.

01-12-2022 before 06:00 PM is the last date for Deposit a Refundable Interview Processing/Accommodation/ Assurance Amount.

If you fail to indicate your acceptance before 01-12-2022 before 06:00 PM-This Offer of employment will be withdrawn and cancelled. Late reporting candidates will be not allowed in this Interview process. (Note - Only for medical emergency If you are late to making the payment so you just contact your HR Manager). We are strictly concerned on time management as per the values of the Company. All other rules and regulations will be governed by the Company's policies as stated from time to time. We look forward to your joining us for a long, successful and mutually beneficial association.

After depositing your refundable security fee you have to send us the Scan copies Now :-1. Transaction Screenshot (Any Money Transfer Apps Transaction Screenshot. Deposit Slip. 2. Passport size photograph. 3. Email Address. 4. Updated Resume 5.Your contact number. by WhatsApp to your HR Number **and email also.**

So first you have to follow the company rules and regulations and Submit your amount then Human Resource Manager will change your Interview place From Here to your nearby preferred Interview location (City).

Important- If you are interested in this process so please read this interview call letter very carefully then you contact to your HR manager and discuss on point to point only. Because all call recorded by the company for training and quality purposes. It is a Online Selection Process So nobody company employee or customer care person is able to provide any kind of information to the candidate in spite of the authorize HR Manager. You can Contact in official working hours **Monday to Sunday-10:00 am to 08:00 pm.** After the working hours your call not is accepted.

Note- Read This Letter Properly then only contact to HR.

[About Us - Visit Here](#)

Letter Serial Number - TG-011



Tata Group Of Companies Ltd



Contact to Senior HR Manager Mr. Digvijay Patil :- +91-7060875946



TATA Group Of Companies Limited

Apply On Given Time Interview Call Letter

Registered Office Address: Bombay House 24, Homi Mody Street Mumbai 400001 India. Fax:+91 (22) 6665 8080 Email: apply@tatainterview.com , Site: www.tata.com
© 2019-2022 Tata Sons Private Limited. All Rights Reserved.

Signature valid
Digitally signed By Tata Sons Limited LLC
Date: 01.12.2022 07:04:11 AM- Asia Region
Reason: I'm the author
Location: Mumbai India



(Digital Signature)



(QR Code of Letter)



(Authorized Signatory/ Stamp)



" No success or achievement in material terms is worthwhile unless it serves the needs or interests of the country and its people and is achieved by fair and honest means."

JRD Tata
(July 29, 1904 – November 29, 1993)

On JRD Tata's 114th birth anniversary, we pledge to continue our journey as a pioneering organisation, committed to improving the lives of the communities we serve globally.



Tata Group Of Companies Ltd



Mr. Digvijay Patil

Card No: T-3098720
Emp. Id: E-4800323
Location: Mumbai
Designation: Sr. HR Manager
Blood Group: B Positive
Issued: 05-09-2022
Expires: 05-09-2023

Office Address: Tata Group, Bombay House 24, Homi Mody Street Mumbai 400 001.

