



# Recruitment Policy

## 1. Purpose

The purpose of this policy is to ensure a transparent, fair, and consistent recruitment process that attracts and retains qualified candidates while promoting equal employment opportunities.

## 2. Scope

This policy applies to:

- All permanent, temporary, and contractual hiring.
- Recruitment of apprentices, trainees, and interns.
- Internal transfers and promotions within the organization.

## 3. Objectives

- To recruit competent individuals aligned with organizational goals.
- To maintain fairness, transparency, and non-discrimination in recruitment.
- To comply with all applicable labour laws and ethical hiring standards.
- To avoid child labour, forced labour, and unethical hiring practices.

## 4. Guiding Principles

1. **Equal Opportunity:** No discrimination based on gender, caste, religion, disability, or any protected category.
2. **Merit-Based Selection:** Recruitment decisions will be based on qualifications, skills, and business needs.
3. **Transparency:** The hiring process will be structured, documented, and auditable.



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4. **Compliance:** All recruitment activities will comply with labour laws and ethical standards.

## 5. Recruitment Process

### Step 1 – Manpower Requisition

- Department Head raises a requisition (MRF – Manpower Requisition Form) stating role, skills required, and justification.
- HR reviews and approves requisition as per workforce plan.

### Step 2 – Job Posting & Sourcing

- HR drafts and circulates job descriptions internally and externally.
- Sources may include job portals, employee referrals, recruitment agencies, campus drives, or internal job postings.

### Step 3 – Screening & Shortlisting

- HR screens applications against job requirements.
- Shortlisted candidates are invited for interviews/assessments.

### Step 4 – Selection Process

- Candidates undergo interviews, technical assessments, or skill tests.
- HR ensures panel interviews for fairness.
- Reference and background verification is conducted.

### Step 5 – Final Approval & Offer

- HR compiles selection report and seeks approval from the Hiring Manager/Department Head.
- HR issues appointment/offer letter with clearly defined terms of employment.

### Step 6 – Joining & Onboarding

- New employees submit required documents (ID proof, age proof, educational/experience certificates).
- HR ensures compliance with **age verification** to avoid child labour.



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- Induction/orientation program conducted to familiarize employees with company policies, safety, and code of conduct.

## 6. Roles & Responsibilities

- **HR Department:** Oversee recruitment, ensure compliance, maintain records.
- **Hiring Manager:** Define role requirements, participate in selection.
- **Recruitment Committee (if applicable):** Ensure fairness in senior-level hiring.

## 7. Documentation & Records

- Job descriptions, requisitions, interview notes, and offer letters to be retained.
- Recruitment records to be preserved for at least **3 years** for audit purposes.

## 8. Compliance & Ethical Standards

- Strict prohibition of child labour and forced labour.
- Adherence to equal opportunity and diversity standards.
- No recruitment fees to be charged from candidates.

A handwritten signature in blue ink, appearing to be 'B. D. O.', written in a cursive style.

Approved By