

RECRUITMENT POLICY

22.08.2020

INTRODUCTION

Human resource management is an essential function of any organization. Among the HR practices, recruitment is the basic function where employees enter into the organization.

Anya Polytech & Fertilizers Pvt. Ltd. (APFL) is committed to equal employment opportunity for all, regardless of race, religion, colour, sex, age, genetic information, disability, status as a veteran, marital status, parental status, sexual orientation, gender identity, or gender expression.

While recruiting new employees, we will:

- Follow the good practice recommendations;
- Not to discriminate unlawfully against any person;
- Select the best candidate for the job in terms of qualifications and abilities.

To achieve these aims, we have set up a recruitment and selection policy. No position in the organization will be filled unless this procedure has been followed.

OBJECTIVE

- To streamline the Recruitment process,
- To ensure that all the positions in the organization are staffed by persons who have the appropriate skill, knowledge, experience and qualifications required to perform the job effectively.

SCOPE

This recruitment and selection policy applies to all employees who are involved in hiring. It also refers to all potential job candidates.

RECRUITMENT & SELECTION PROCESS

A. Request

- The vacancy request is intimated to the HR department by the concerned department through mail.
- HR should take the approval from MD to initiate the recruitment process for the vacancy request.
- After approval of MD, HR ensure to follow the following process

B. Defining the Requirement -

- Task analysis - Draw up a detailed list of tasks that the person will have to do. This helps in determining the qualities and qualifications genuinely required for the job.
- Job description - Produce an outline of the broad responsibilities (rather than detailed tasks) involved in the job.
- Person specification - Decide what skills, experience, qualifications and attributes someone will need to do the job as defined in the task analysis and job description.

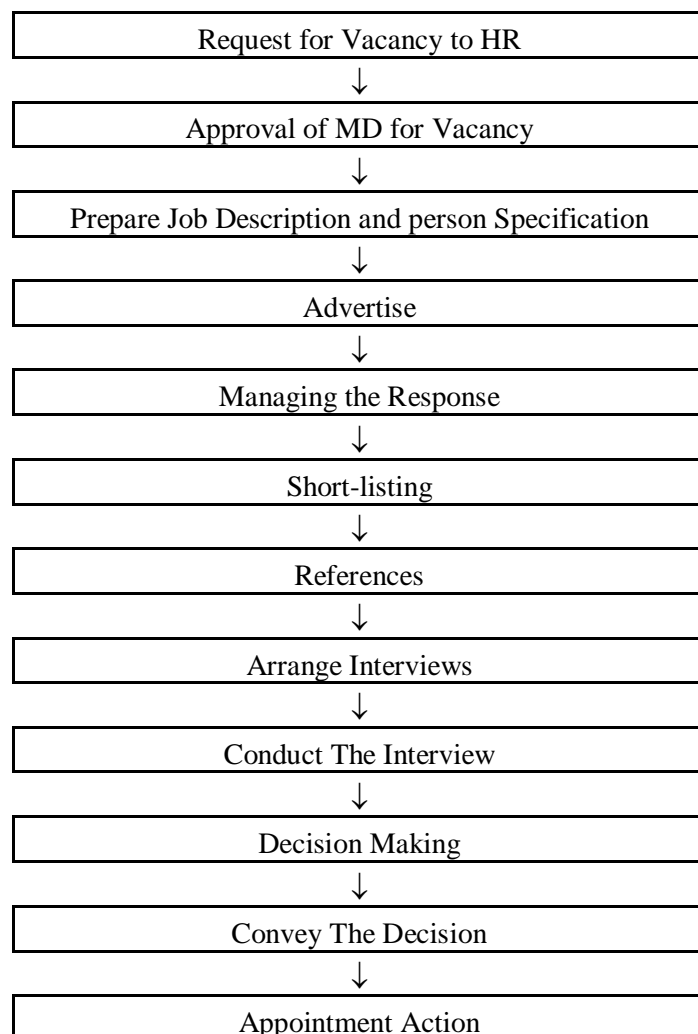
C. Sourcing Candidate :Sourcing of resumes/ profiles/ bio-data of prospective candidates are received through various sources:

- **By internal search**
 - Referral from existing employee.
 - Listing of existing employees identified as surplus by various departments, or applications received from existing employees
 - Through Internal Transfer or Amongst Trainees
- **By external Search**
 - Through Recruitment Consultant/ placement agencies.
 - Through Job sites/ portals like LinkedIn, Indeed, Naukri etc.
 - Advertisements in news paper.
 - Through Social Media.
 - Bio-Data Bank of candidates applied earlier
 - Profiles received via mails / website
 - Walk in Interviews

D. Short listing: Download relevant application and review them on the basis of the person specification. Ensure that you select for interview those who match our specifications, regardless of age, sex, race etc, and that the specifications are not themselves discriminatory.

- E. Interview Panel:** Form an interview panel by which the interview is conduct.
- F. Interviews:** Preliminary round of Interview is taken by HR on telephone for shortlisting the candidate according to requirement. Shortlisted candidates call for the final Face to Face interview conduct by Interview Panel. The Panel will interview and write their comments in the interview assessment sheet along with their recommendations.
- G. Background Check:** On completion of the interviews, the HR Department would carry out verification of references, certificates of qualifications and experience, salary proof etc maximum within a week's time before issuing offer of appointment.
- H. Selection:** Before issuing an offer for appointment a formal approval of Managing Director will be obtained on the Interview Summary Sheet.
- a. **Issue of Offer Letter** – The employment offer would be made to the suitable candidate from Corporate HR Department by sending him a Letter of Intent(LOI) in the prescribed format.
 - b. **Issue of Appointment Letter-** The appointment letter would be prepared in duplicate. The candidate would sign one (duplicate) copy & the same will go into the personal file.
- I. On Boarding**
- Before the joining of a candidate, an orientation plan will be developed in consultation with all concerned departments.
 - The admin department will prepare the work station with initial and necessary stationery items.
 - At the time of the joining, the new joiner will fill all the joining forms. HR will ensure that all the documents and credentials would be verified with originals, and would complete the joining document set as per the joining check list.
 - After completion of joining formalities, HR will provide an orientation plan along with Code of conduct, staff contact list, holiday list and an official email id(if needed) with its password to the new employees.
 - HR will take the new employee for the introduction with other colleagues and then handover his/her charge to his/her reporting manager.

The main stages are identified in the below flow chart –



NOTE: All the interviews will be conducted as per Interview guidelines, attached with this policy. The Management reserves right to amend the policy without any prior notice.