

	Corporate Policy
	RECRUITMENT PROCEDURE
	Number: CP/HR/01
	Revision Number: 01
	Effective Date: 01/01/2025
Next Review Date: 31/12/2029	

I. OBJECTIVE:

To lay down a procedure for recruitment to hire the RIGHT people at RIGHT role at RIGHT time.

II. SCOPE:

All the employees of Almelo Unit II and trainees.

III. RESPONSIBILITY:

1.0 Human Resources Department:

1.1 Executive: It is the responsibility of Executive/Designee of Human Resources to:

1.1.1 Conduct training on this policy on site.

1.1.2 Implementation of this policy on site.

2.0 HOD/Designee: It is the responsibility of HOD/Designee of Human Resources to Ensure effective implementation of this Policy.

IV. PROCEDURES:

1.0 Given below are the procedures that will have to be followed while recruiting and all queries at variance with this sop are to be addressed to the HR head. And his / her decision is final.

1.1 The supervisor to fill in the Manpower Requisition Form (MRF) (Annexure-I) and gets it authorized by the Concerned HOD.

1.2 After verifying, the MRF concern HOD will take the approval from ED to recruit the candidate and the same will be submitted to HR for recruitment.

1.3 The vacancy is to be filled by advertising, employee's referrals, walk in interviews, or placement consultants.

1.4 All potential candidates should be over and above the age of 18 years.

1.5 Interview Preliminaries:

1.5.1 After receiving the list of candidates, primary screening will be done by HR with co-ordination of concern HOD.

1.5.2 The shortlist the candidates will be arranged for the personal interview. In personal interview the candidate will fill the Interview Application form (IAF) as per Annexure-II.

1.5.3 Based on the personal interview preliminary discussions if it was felt that potentiality of the candidature is in doubt the candidate may be dropped from the process and duly informed.

- 1.5.4 If the selection involves any tests or exercises this would be administered by HRD and further short listing may be done in consultation with the concerned HOD.
- 1.5.5 The Interview Evaluation Sheet (IES) is duly fill with all the required columns and signed with the concerned HOD and handed over to HRD for further process.
- 1.5.6 It may involve ED for senior level recruitment and specialists from outside for certain positions.
- 1.5.7 HR prepares the compensation proposals based on IES gets those shortlisted candidates approved in writing by the ED before extending to the candidates.
- 1.5.8 HR extends the proposals to the candidates who are selected after final round of Interviews and negotiates to close those.

2.0 Hiring consultants:

- 2.1 Considering the of recruitments to be done within a small span of time, it is necessary to identify and engage Professional hiring consultants to help HR to source quality candidates for middle & senior level positions.
- 2.2 Process guidelines (To engage a new Hiring Consultant): HR would identify the Consultants in all the regions, based on their current client's distribution, database size, past performance records and industry feedback.
- 2.3 HR will negotiate the Terms & Conditions with all the identified consultants and will get a one-time approval (from the Executive Director) before rolling out the formal agreement with them.

3.0 Quality Expectations from the Hiring Consultants:

- 3.1 Minimum Turn-around time (TAT): Once a requirement is placed, the consultant should forward at least 6 CVs within the next 72 hrs.
- 3.2 Strong Conversion Rate (6:4:2): Out of the 6 CVs forwarded by a consultant, 4 have to be short-listed (after initial screening by HR) and at least 2 of them have to be selected.

4.0 Offer letter Issue:

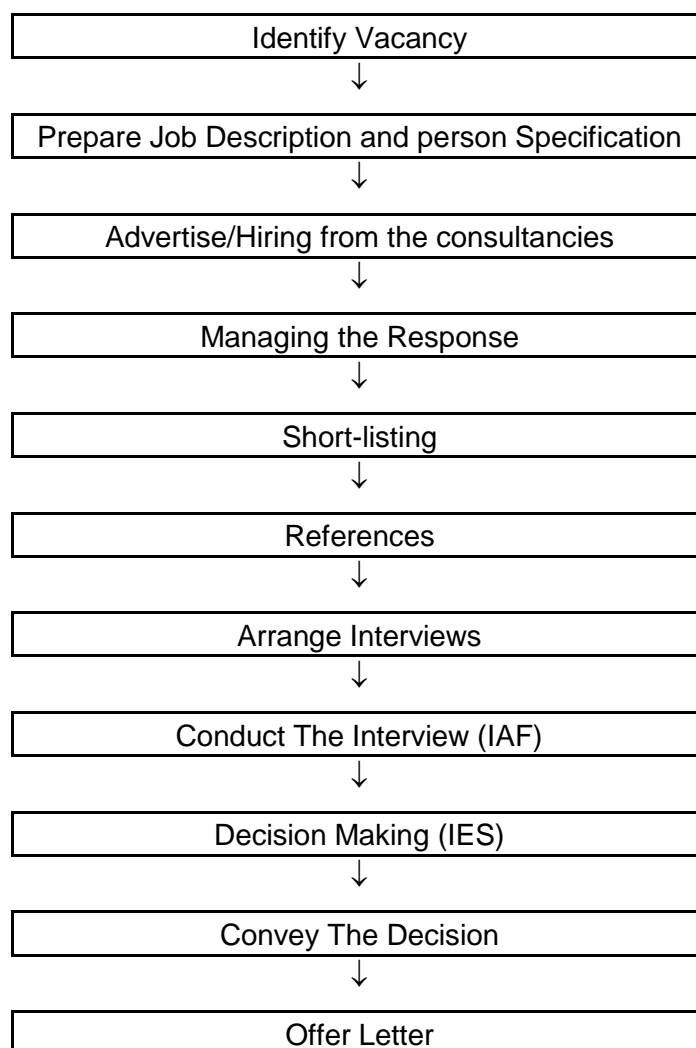
- 4.1 HR should make sure that all the below listed documents are received & checked thoroughly before issuing the formal offer letters .
 - 4.1.1 Approved Manpower Requisition form (MRF)
 - 4.1.2 Resume (hardcopy) of the candidate

- 4.1.3 Interview Evaluation sheet (Filled up with specific recommendations by the concerned HODs)
- 4.1.4 Reference checks details (documented in the specified format)
- 4.1.5 Compensation Proposal (Existing package & the proposed plan, duly approved by the ED)
- 4.2 Once the candidates agree to the proposals and intimate their acceptance, HR sends out the formal offer letter, duly approved & signed by the ED.

5.0 The Recruitment Process:

The recruitment process begins when you know you need someone new in the department, either because an existing staff member has left, or because there is new work to be done. It does not finish until after the appointment has been made.

The main stages are identified in the below flow chart:



6.0 Power to Amend:

The Company reserves the right to amend the policy at any time without assigning any reason whatsoever. The utility and interpretation of the policy will be at the sole discretion of the Management.

V. CHANGE HISTORY:

Version	Supersedes	Changes made
00	NA	Newly Prepared
01	00	As part of periodical revision

VI. ATTACHMENTS:

1. Attachment -1: Manpower Requisition Form
2. Attachment-2: Interview Evaluation Sheet
3. Attachment-3: Offer Letter



Anand Tatambhotla
Executive Director - Operations

Attachment-I
MAN POWER REQUISITION FORM

MANPOWER REQUIRED BY:					
Name	:		Designation	:	
Department	:		Date	:	

MANPOWER DETAILS:					
Job Title	:		Shift	:	
No. of Vacancies	:		To be filled before	:	

Recruitment type: <input type="checkbox"/> Project Based/Temporary	
<input type="checkbox"/> Replacement → due to	<input type="checkbox"/> Resignation <input type="checkbox"/> Termination <input type="checkbox"/> Promotion <input type="checkbox"/> Transfer
<input type="checkbox"/> Additional Position	

Project Name: _____ (if recruitment type is project based)

Replacement Required for: _____ (name of employee)

Reasons for Additional Position Required:

Vacancy to be filled from:

Within Outside

Educational Qualification Required: _____

Experience Required: _____

Special knowledge/Skills/Abilities required:

Describe the impact on the department if the position is not filled?

Signature / Date : _____ (HOD)

Signature / Date : _____ (Verification by HRD)

Remarks:

APPROVALS:

Signature: _____
EXECUTIVE DIRECTOR

Remarks:

Attachment-II

INTERVIEW EVALUATION SHEET

Date: / /

Name of the Candidate :	Position Interview for :
Present Company :	Present Designation:
Qualification:	Total Experience :
Current CTC :	Expected CTC :

Please write your comments in the space provided below:

ATTRIBUTES	** Rate on "S M A R T" Scale	REMARKS
1. Functional Knowledge & Experience		
2. Ability to Learn		
3. Initiative & Motivation		
4. Analytical Thinking		
5. Problem Solving Skills		
6. Communication		

Panel Recommendation (Please tick):

Overall Rating:

Selected

Hold

Reject

Level / Designation	Unit & Location	CTC Recommended	Expected Date of Joining

Position required against Replacement/ Addition	If against replacement, details of resigned / relieved associate				
	E#	Name	Designation	CTC	Date of Relieving / Resignation

Name of Interviewers:			
Signature of Interviewers:			

*** Note: Please attach this sheet with CV. ** '1=Start' '2=Meritorious' '3=Adequate' '4=Reasonable' '5=Trailing'**

Attachment-III

OFFER LETTER

Date: / /

Mr.

Dear **Mr.** _____,

Sub: Offer Letter

It gives us immense pleasure to extend to you an Offer to join us as “**Offered Designation**” in **Department** department at our **Location**. We believe that there is an excellent match between your profile and the career opportunity available with us as an Associate of our Organization.

As agreed, your total compensation as **CTC** (Cost to Company) shall be **Rs.** _____ **(Rupees in words)** per annum inclusive of all allowances.

A detailed break-up is given below as Annexure - I

You will be given a formal Appointment Letter upon your joining the Organization, indicating the Company’s standard Terms and Conditions of appointment.

This Offer is conditional upon your complying with the following:

1. Submission of the documents / certificates mentioned below to HR department on the day of joining.

- Copy of the Offer Letter/Appointment Letter.
- Proof of age, proof of Identity, proof of address and Blood Group.
- Proof of Educational Qualifications.
- Proof of Work Experience – Relieving Letter & Service Certificate.
- All Original Certificates pertaining to Qualification, Experience & Service Certificates for verification purpose.
- 6 Passport size photographs of self and 1 each in case of Spouse and children. Also required two family photographs if covered under E.S.I.
- Relieving Letter and latest three months Pay Slips from the previous employer.
- Last 6 months bank statement of the salary account.
- Form No.16 or Salary Certificate from the previous employer for computation of Income Tax liability.
- PAN Number, P.F. Account Number, UAN (Universal Account Number) and E.S.I number (if covered under E.S.I).

2. Satisfactory References: You are requested to provide the full names and contact details of your Reporting Manager and your HR department along with their Mail addresses. If you confirm your acceptance of this offer of employment, the Company will take this acceptance as your permission to automatically seek oral or written references from any of the referees named by you. All references will be received in strictest confidence. If you want us not to approach or contact anyone specifically, please let us know the same.

3. Medical Fitness: This offer is subject to your being found medically fit. You are required to produce Physical Fitness Certificate on the day of joining with us.

4. If you accept this Offer of Employment and comply with the above conditions to our satisfaction, the Terms and Conditions of your employment shall be provided to you on your joining the Company.

5. All matters pertaining to your appointment and compensation are strictly confidential and it should be treated as such.

6. Any tax liability arising out of your compensation should be borne by you and it will be as per Income Tax Rules.

Please confirm your acceptance of this Offer of Employment by signing and returning the duplicate copy.

Please feel free to contact **HR Person Name** and **Contact No** or **Email of HR** for any further clarifications.

I would like to take this opportunity to welcome you as an Associate of the Almelo Private Limited and wish you successful career with us.

Yours sincerely,

For Almelo Private Limited.,

Annexure - I

Name : _____
Designation : _____
Department : _____

A. Monthly Components	Per Month	Per Annum
Basic Pay		
House Rent Allowance		
Conveyance/Travel Allowance		
Children Education Allowance		
Special Allowance		
Gross Salary		
B. Retirals / Statutory Benefits		
Provident Fund (Employer Contribution)		
ESIC (Employer Contribution)		
C. Retirals Total		
Total Cost to Company (A+B)		

For Almelo Private Limited.,

Acceptance of Offer:

By acknowledging this letter I, _____, accept the offer as detailed above by Almelo Private Limited.

Signature:

Date:

CP/HR/001/00/F/03/00

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