

## Recruitment and Selection Policy

**1.0 Objective-**To establish guidelines for a structured recruitment process in the company, thereby ensuring flow of quality talent to meet objectives of the company-especially those objectives which are related to structural and operational efficiency within the business.

**2.0 Scope-**This Policy applies to all levels in the company and its associated/subsidiary companies. Talent is to be selected for appointment according to ability, qualifications and competencies required to fulfill the job requirements, without any discrimination towards race and gender.

### **3.0 Guidelines**

- All employees engaged in the recruitment and selection process must adhere to the process as mentioned in this policy.
- In addition, any external consultant/ recruitment agency(s) hired, must also act in accordance with this policy. The HR Department will be responsible for providing the guidelines for recruitment to the external parties prior to their involvement in the recruitment process.
- If an applicant is a relative or a personal contact of an employee, the same must be duly reported at the start of the process or as soon as the employee becomes aware of it.
- Documents pertaining to applicants will be treated with utmost confidentiality, and in accordance with statutory laws.

**4.0 Equal Employment Opportunity (EEO) -**The Company believes in Equal Employment Opportunities (EEO) for all. This principle helps in realizing and respecting the talent of the individual, without any biases or discrimination against them on the basis of their knowledge, skills, abilities, ethnic background, caste, creed, religion, gender, sexual preference, marital status, national origin, political belief, handicap or disability.

**5.0 Human Resources Planning-** In order to achieve organizational and departmental goals, manpower requirement needs to be **proactively** assessed and defined in qualitative and quantitative terms for the financial year. Based on the requirements given by the HODs, the detailed Manpower Plan for the financial year will be prepared by the HR Department. HODs shall specify details for the new positions, cost and justifications. The Manpower Plan will form a part of the overall HR budget. Plan will be subject to CMD approval only for new positions. All recruitments will be in accordance with the approved Manpower Plan for the entire financial year.

**Creation of posts-** Creation of any new post would require the sanction of the CMD. The Recommending Authority must ensure that new positions raised, are within the approved HR budget and the Manpower Plan.

### **5.2 Processing requests for manpower**

Managers are responsible for establishing business need for recruitment and justify the need to fill the vacancy or the need to create new position. Requirement to fill up a vacancy and / or generate new positions would be raised by the concerned department, by submitting a Manpower Requisition Form to the HR Department. The Manpower requisition will be approved by CHRO. Although there may be resignation, it may not always be necessary to replace the

resigned employee as the function may be absorbed by other employees. The information provided thru this form will be vital in drawing up the internal and if necessary external resources. It would be prudent to keep the lead time for filling up various vacancies in perspective. The Service Level Adherence (SLA s) for HR to fill up various positions is as tabulated below: -

Position	Days required
AGM and Above	60
Sr Manager and below	45

The HR and functional head may mutually decide on a date by which a vacancy is to be filled.

**5.3 Evaluating of the request-**The requirement will be verified, with reference to the approved Manpower Plan and HR Budget. The HR Department will decide whether the post(s) can be filled through: -

- Internal Job Postings
- Recruitment thru consultant
- Recruitment thru job portal
- Inter-functional adjustment of posts
- Redeployment of surplus staff
- Trainees recruited through various sources

**5.4 Finalizing-** After evaluating manpower requests, the HR team will hold a meeting with the concerned department to finalize the details if any. A date by which the new employee would be recruited must be fixed. The HR team will be required to fill in the vacancies, on or before the agreed date.

**5.2.4 Screening Process-** It has two components:

- Prerequisite criteria
- Selection criteria

Differentiating between the criteria will enable the Functional Heads / CHRO to determine which of these criteria is to be given more weightage. All criteria must be thoroughly investigated during interviews and other selection procedures. Before making a recommendation for an appointment, the concerned must ensure that all prerequisite criteria have been met to the fullest. The assessment forms the basis for interview questions, assessments and any other tests which form a part of the recruitment process.

## 6.0 Sources of Recruitment

**A. Employee Referrals-** Under this scheme, employees can refer their friends, relatives, and acquaintances for suitable positions emerging from time to time in the organization. **However, first blood relations will not be eligible for selection.**

**Procedure-**HR will list all the positions under this scheme on the company website. Employees can submit the resumes of their referral candidates by mailing it at [jobs@jaipur rugs.com](mailto:jobs@jaipur rugs.com).

Selection will be based on merit only. The incentive for referred candidate being selected as below: -

Grade	Incentive Amount
L4 to L6	Rs 20000
L3	Rs 15000
L2	Rs 5000
L1	Rs 1000

is selected. Other criteria are as under: -

1. Incentive amount will be paid along with salary after the new joiner has completed three months in the company
2. Unless 1 year has lapsed since leaving the company, no ex-employee can be referred again
3. Due to confidentiality of the recruitment process, HR won't be able to give updates on the candidature of the referred person. Only once the candidate joins, that the HR will intimate to employee
4. Resume shared on other ID's won't be eligible for incentives. In case of hard copy, it needs to be submitted to Head HR directly
5. While giving reference, employee to indicate his/her employee number, name and location
6. No restriction of number of times incentive can be claimed
7. If the same person has been referred by 2 of you and subsequently same person is selected, the employee who gave the reference first will be entitled to incentive.
8. In case of any ambiguity, decision of the Head HR will be binding to all
9. Due to conflict of interest, HR team is not eligible for this scheme
10. Company reserves the right to modify or suspend this scheme anytime

**B. Campus Recruitments-** Campus Recruitment will be coordinated by the HR department. Campus interviews are conducted for Diploma/ Graduates/ Post Graduates/ Management Trainee. The Campus Recruitment Committee will comprise of representative of departments and a senior HR representative. Selection process will involve aptitude and / or technical assessment, followed by Group discussion and personal interview(s) or any other selection process as defined by the HR department.

**C. Hiring consultants-** In case of middle/senior level recruitment is to be made; it would be desirable to engage a professional hiring consultant(s) for sourcing quality candidates.

**Procedure-** HR department will identify Consultants, based on their current clientele, database quality and size, past performance records and industry feedback. The HR department will negotiate the Terms & Conditions and sign a formal agreement.

An Annual Evaluation of the services provided by the existing consultants would be carried out, and used to create and maintain a list of Preferred Consultants. At the time of recruiting, these Preferred Consultants would be given priority over other Consultants.

**E. Talent Pipeline-** It is the responsibility of the CHRO to create enough talent pipeline for all functions, levels and locations. The CHRO should regularly engage and search talented

passive candidates for any future requirement. However, to fulfill these requirements, CHRO should be made aware of the business plans involving manpower induction or reduction.

## **7.1 Processing of applications**

- All applications received will be subject to a preliminary screening by the HR Department.
- During the preliminary screening, candidates who qualify in terms of the nature and quality of technical knowledge, professional expertise, and educational qualifications will be short listed. The HR Department will forward the short-listed applications to the concerned department for further screening.
- After re-screening HOD, will forward the list of candidates considered eligible for assessment/interview to the HR department, along with the criterion adopted for screening and the basis for rejection of each application.
- Thereafter HR engage with eligible candidate for personal interview and psychometric based assessment, wherever applicable.

**7.2 Selection procedure-** The HR Department will design the method of selection, consisting of various selection techniques such as written tests, group discussions, competency based psychometric assessment etc. Selection panel will be constituted as follows: -

- HOD from the concerned specialization
- CHRO or a designated representative.
- COO/MD, or their representative, not below the rank of General Manager
- Non-executive/trainee appointments will be made on the basis of recommendations of a HOD/CHRO

Intimation for appearing in the Interview will be sent out in advance to all short-listed candidates via e-mail/ phone call. The HR Department will make the following documents available for selection: -

- Job Descriptions along with copy of resume
- Interview assessment form along with results of tests held prior to interview
- Specific requirements, responsibilities and remuneration for each post

While the technical members will judge the suitability of the candidates in terms of knowledge, skill, expertise and professional competence, the HR representative will be responsible for soft skills required for the job. Based on the assigned candidate's merit ranking at the time of interview and evaluation, candidate will be offered with an appropriate designation as per salary matrix.

- Interview Assessment form (Annexure) is to be used during interviews, to rate each applicant against the selection criterion. The Interviewer while making its recommendations may also indicate remarks considered relevant with respect of any candidate. Candidate can be eliminated at any given stage of the selection process.

**7.3 Reference Checks-**Reference check(s) can be made before and after extending an offer to the selected applicant. Candidates must be informed of the reference check. There should be a minimum of two professional reference checks before extending an employment offer for a middle/ senior-level position. During reference check, it is mandatory to check the

candidate's previous designation, salary and role and verify whether experience details provided is affirmable.

**7.4 Recommend an Appointment-**Once the candidate has been shortlisted, the Interview Assessment Sheet of shortlisted candidate will then be sent to the CHRO for approval

- On approval of the appointment by the CHRO, the HR department will finalize salary and issue an offer letter which can be issued in person or sent thru mail.
- A copy of the offer letter must be signed by the prospective employee
- On joining, appointment letter will be issued mentioning the Terms and Conditions of employment. This must be signed on all pages by an authorized signatory and be given to the New Employee. The New Joiners would be required to give their due acceptance to the Terms by signing on each page of the offer letter.
- If a New Joiner does not report as per the appointed place and time on the first working day, the appointment can be considered as cancelled. Candidate needs to inform the HR department in advance for any extension of joining date

**7.5 Joining Formalities-** Documents to be filled on first day are: -

- PF Nomination form if applicable
- Form 16/salary certificate from previous employer
- Bank Account opening forms
- Academic, Work Experience, and Salary slips (from past employer).
- Forms for Mediclaim Insurance, GPA and Gratuity Nomination
- Pan card/ Aadhar Card

**8.0 Induction-** The HR division will arrange for the Induction Program. The New Joiner will also be provided with employee soft copy of employee hand book. Each department will also provide the New Joiner with an induction specific to the function and the new work environment.

**9.0 Travel entitlements for outstation candidates-** Candidates may be required to travel to a location outside their city of residence, in order to participate in the company's recruitment process. In case of such travel, the candidate will be entitled to get reimbursements equal to corresponding position mentioned in the company travel policy

**10.0 Appointment letters-** All appointment letters will be signed by the CHRO/authorized Manager