

Ajit Industries Pvt. Ltd.

**Recruitment and Background
Verification Policy**



Ajit Industries Pvt Ltd

**Standard Operating Procedure – Recruitment and
Background Verification Policy**

SOP No: HR/2022-23/001

Introduction:

Effective recruitment and selection are central and crucial to the successful functioning of the Company. It depends on finding people with the necessary skills, expertise and qualifications to deliver the Company's strategic objectives and the ability to make a positive contribution to the values and aims of the organisation.

I. Sourcing:

- Internal candidate
- Internal Job Postings (IJP)
- Pre Placement Offer (PPO)
- Candidates who have been interviewed and placed on hold
- Existing data bank
- Approved recruitment agencies and manpower consultants
- Advertisements
- Employee referrals
- Internet portals

II. New position, Job Description and Manpower Requisitions:

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- Recruitment will only take place if there is approved head count / approval of CMD, in case of creation of new position.
- The concerned department head, where the vacancy exists as per the manpower budget, will ensure that the Manpower Requisition along with job description mail sent across to the Human Resources department on time.
- Before any Recruitment is initiated, HR shall examine and explore the possibilities of filling up the vacancy through re-deployment of internal resources.
- In case of non-suitability of competencies of internal resources, external recruitment process would be initiated.

III. Re-Hiring

Re Hiring of potential candidates may be done, but after getting the relevant feedback from the respective Functional / Business department and the HR department. Past employment history and records must be checked prior to making an offer of appointment.

IV. Selection Methods:

- The interviewers will encourage candidates to be at ease during the interview, so that they can give a fair and accurate impression of themselves.
- HR would train and maintain a list of certified panel interviewers across functions.
- Interview assessment forms (customized forms based on the profile to be interviewed) is required to be filled and signed off by the Interviewers before the finalization of any prospective candidate. Such records in case of successful candidates will form a part of his/ her personal file.

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- Based on the recommendations of the interviewers and final approval by the concerned Department Head, Human Resources would finalize the terms and conditions, compensation package and other benefits and prepare the Appointment Letter.
- Selection process purely depends on technical skills and his/ her experience as per job requirements.
- All interviewed candidates will be notified of the outcome of the selection process as soon as possible, by an email.
- Documentation of all potential candidates is to be retained for a period of 6 months for future vacancies in similar profile.

V. Outstation candidates:

- For candidates residing outside the location where the recruitment process is being initiated will undergo a telephonic, or video call interview first with the concerned persons. Details pertaining to the telephonic or video call interview shall be recorded in the assessment sheet.
- If the candidate is found suitable after the telephonic interview he shall be called down to the Interviewing location. The candidate shall be eligible to claim travel expenses as decided and communicated to him by the Interview Panel.

All the outstation candidates will be eligible for fare reimbursement, as mentioned below:

- Outstation candidates in the Grade of General Managers /Assistant General Managers will be reimbursed II Tier AC return Rail fare. (Air Fare Optional)

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- Outstation candidates falling in the Grade of Manager /Assistant Managers will be reimbursed III Tier AC return Rail fare. / (Air Fare Optional)
- Outstation candidates falling in the Grade of Executives & below will be reimbursed II Class Sleeper return Rail fare.
- No reimbursement will be applicable for local candidates and candidates from Delhi/NCR

VI. Personal File Completion:

The employee personnel file contains the history of an employee from the time application is filed for employment through exit interview and employment termination document.

Only Human Resources staff and the employee's immediate supervisor and manager may have access to the information in the employee personnel file, and it never leaves the Human Resources office. Employee files to be completed within one month of joining the organization along with all necessary/mandatory documents as well as Employee's Job description sheet.

Mandatory documents for completion of personal file is as below:

S. No.	Particulars	Document Detail
1	Passport Size Photo (Mandatory)	4 Photos
2	Personal Information Form / e-onboarding form	
3	ID Proof (Aadhar Card or PAN Card Mandatory)	1. Aadhar Card 2. PAN Card 3. Driving Licence 4. Voter ID 5. Passport

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4	Address Proof (Select the Applicable):	1. Aadhar Card 2. Passport 3. Rent Agreement 4. Driving License 5. Voter ID Card 6. Ration Card 7. Telephone/ Water Bill (any one of last 3 months)
5	Previous Employer Documents (Mandatory)	1. Relieving letter OR Resignation acceptance on letterhead or HRMS screenshot* 2. Last month's Salary slip OR Bank Statement of last 3 months* 3. In case any of the above document is not there, following documents are required: Appointment Letter OR Revised Compensation Letter or Form – 16
6	Educational Qualification Documents (to be arranged in descending order)	1. Post-Graduation or Equivalent Passing Certificate (Optional) 2. Post-Graduation or Equivalent Final Year Mark sheets (Mandatory) 3. Graduation or Equivalent Passing Certificate (Optional) 4. Graduation or Equivalent Final Year Mark sheets (Mandatory) 5. 12th Passing Certificate (Optional) 6. 12th Mark-sheet (Mandatory) 7. 10th Passing Certificate (Optional) 8. 10th Mark-sheet (Mandatory) 9. Any other certificate (if applicable) please mention _____
7	Statutory forms (Mandatory, if applicable)	Form 11 – Employees' Provident Fund Form 2 – Nomination and Declaration form for unexempted/exempted establishments Form F – Gratuity Nomination Form Form 1 – Declaration Form ESIC

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8	Additional Forms	1. Cancelled Cheque / Bank Details 2. References for Background Check
9	Summary Sheet	1. Detailed Curriculum Vitae 2. Reference Document (if applicable) 3. Offer Letter
10	Compensation/Tax forms	Letter of Employment (Appointment Letter) Flexible Benefit Plan Form

VII. Appointment Letters:

Only HR is responsible for release of offer letters to the selected candidates. All appointment letters have to be signed by the Head of HR, or authorized signatory. S(he) may, however, authorize in writing the HR Manager to do so. The decision to hire shall be jointly taken by the initiating department, Human Resources and the Functional Head of respective functions.

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Background Verification Policy

I. Objective:

The objective of this policy is to define the rules and standards for background verification checks for prospective and current employees in Ajit Industries Pvt. Ltd.

II. Scope:

This policy is restricted to all employees of Ajit Industries working in Head office or at plant/ branch locations.

III. Policy Guidelines:

- This policy aims to cover all full-time employees (as in scope) under the background verification scanner.
- Confirmation of employment of an employee is subject clearance of back ground verification.
- Non-clearance of Back ground verification calls for discipline action which can impact confirmation and may lead to termination.

IV. Rules and Procedures:

- Background verification check is mandatory for all candidates joining / Joined Ajit Industries Pvt. Ltd.
- All candidates will have to furnish the educational, work experience and personal details along with a letter of authorization, on joining, for Ajit Industries Background Verification checks on the date of Joining.
- All Employees joining Ajit Industries are required to follow the steps laid for Background Verification:

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- Candidate should complete Background Verification form and signed on the Background Verification Authorization letter on the day of joining.
- Background Verification is initiated for the following.
 - Highest Qualification
 - Last Employment detail
 - Permanent Address Verification

V. Exception Clause:

- Exception means bypassing any of the work procedure/approval mechanisms laid down under this document due to urgent/unplanned circumstances.
- If anyone seeking an exception to the rules set forth under this policy document, then he/she needs to obtain prior approval from the CFO/ CMD in the form of a "Note for Approval/ E-mail correspondence."
- Note for approval will contain the reasons for not complying with the document.
- Only the CFO/ CMD has the power to sanction exception approval.
- Approved "Note for Approval/ E-Mail correspondence" will be referred by the concerned person in future communication. This approval document also forms a part of working papers of such activity performed.

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