

## RECRUITMENT AND HIRING POLICY

### 1. Purpose

The purpose of this Recruitment and Hiring Policy is to ensure a fair, transparent, and compliant hiring process at TechnoSphere India Private Limited. This policy aims to attract, select, and onboard the most suitable candidates while promoting equal employment opportunity and complying with all applicable laws and regulations.

### 2. Scope

This policy applies to recruiting and hiring for all open positions across TechnoSphere India Private Limited, including full-time, part-time, contract, temporary, and internship roles.

### 3. Policy Statement

- TechnoSphere is committed to a merit-based, non-discriminatory hiring process that values diversity and inclusion.
- Everyone involved in recruitment will follow legal, ethical, and organizational standards.
- Hiring decisions will be based on job-related criteria including skills, qualifications, experience, and cultural fit.
- The Company prohibits discrimination based on caste, gender, religion, age, disability, or any other protected characteristic.

### 4. Recruitment Process

#### 4.1 Job Requisition and Description

- All hiring requests must be formally submitted and approved by the department head and HR.
- Detailed job descriptions outlining responsibilities, qualifications, experience, and skills are prepared.

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- Job descriptions must be clear, non-discriminatory, and aligned with organizational goals.

### 4.2 Sourcing Candidates

- Positions are advertised internally and externally through various channels like job portals, company website, social media, and recruitment agencies.
- Preference for internal candidates may be given where applicable.

### 4.3 Screening and Shortlisting

- HR conducts an initial screening of applications to shortlist candidates who meet job criteria.
- Shortlisted candidates are forwarded to the hiring manager for further review.

### 4.4 Selection and Assessment

- Selection may include multiple rounds like telephonic screening, technical/skill assessments, panel interviews, and psychometric tests.
- Interview panels should include diverse members to minimize bias.
- Reference checks and background verifications are mandatory before final selection.

### 4.5 Job Offer and Onboarding

- A formal offer letter containing terms of employment is issued only after approval and completion of background checks.
- HR coordinates onboarding activities including document verification, induction, and training.

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## 5. Equal Opportunity and Non-Discrimination

- The Company adheres to all applicable labor laws including the Equal Remuneration Act, Rights of Persons with Disabilities Act, and POSH Act.
- The recruitment process is designed to ensure equal opportunity for all applicants.

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## 6. Background Verification

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- All candidates must provide consent for background checks including education, employment history, criminal records, and ID verification.
- Any adverse findings may be grounds for withdrawal of the offer or termination.

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## 7. Candidate Data Protection

- Candidate personal data will be collected, stored, and processed in accordance with applicable data privacy regulations.
- Candidate details will be shared only with authorized personnel and external agencies involved in recruitment.

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## 8. Roles and Responsibilities

- **HR Department:** Oversees recruitment process, ensures policy adherence, and maintains records.
- **Hiring Managers:** Participate actively in assessments, interviews, and final decision-making.
- **Recruitment Agencies:** Must comply with the Company's policies and ethical standards.

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## 9. Appeals and Feedback

- Candidates may request feedback regarding their application.
- Any complaints about the recruitment process can be submitted confidentially to HR for resolution.

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## 10. Policy Review

This Policy shall be reviewed annually or as needed to reflect legal changes, business needs, or process improvements.

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**Approved by:** Board of Directors

**Effective Date:** Jan 2025

**Review Date:** Jan 2025

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