

RECRUITMENT & SELECTION PROCESS

Synise Technologies has a strong belief in the capabilities of human resources which would provide a strong and vital base for higher productivity, growth and success of the business.

People form the major resource of any organization and the best productivity and efficiency arises when there is a right fit for the right job. The recruitment and selection process hence arises as a vital system.

Recruitment Process

Once the approved Requisition is received, HR would jointly work out the person profile and the job content for that position along with the Head of the Dept.

On finalization of the same, various sources would be outlined and a time frame for the position to be filled would be defined.

Our sources of recruitment are as follows:

- Consultants
- References / networking
- Media – Print / Online recruitment portals
- In house Database
- Employee Referral Scheme

We have an employee referral system for certain key positions whereby employees are recruited through employees reference.

Our Selection process

- Resumes would be screened by HR and short listed ones would be put up to the concerned Heads for further short listing.
- Involves a technical or functional interview by a panel of at least two senior levels for middle / senior management employees.
- On assessing suitability, the candidate would be essentially interviewed by Human Resources for the final discussions of job and salary offer.
- It is mandatory that salary offers are not made by functional heads, to ensure that the salary offer is in line with our employee levels.
- An Interview Assessment Sheet is required to be used for all interview remarks of panel members, without which a selection cannot be processed. The Assessment form is enclosed as an annexure .
- A background check on the selected candidate is performed through HR which will be considered before making a final offer.

EMPLOYEE REFERRAL PROGRAM

The current openings will be informed from time to time to individual staff/ departments/organisation, solely as per management decision only .

Referral Incentives are as below :

4For Trainee's (GRADE L0) - Any department & location - Rs. 2,000/- per referral

4Junior positions (GRADE L1) - Any department & location - Rs. 3,000/- per referral

4Senior Level positions (GRADE L2A) - Any department & location - Rs. 4,500/- per referral

4For Manager & all above positions (GRADE L2B & Above) - Any department & location - Rs. 6,000/- per referral

"When the referred candidate joins, a Referral letter shall be issued to the employee & the incentive amount would be payable after completion of 90 days (ie. 3 months) of service by the new joinee. "

This scheme is open to all employees (Trainees to HOD's) & across all Departments.

Please note, inorder for you to avail this benefit & for us to have a record, all referrals should strictly be routed through HR on time & alongwith the referral form attached. Hard copies will only be accepted .

APPOINTMENT AND GENERAL CONDITIONS OF EMPLOYMENT

Terms and conditions of employment depend upon the nature of appointment and are mentioned in the appointment letters. Appointment letters are issued to new employees as either temporary, trainee, probationary or permanent, contractual depending on various factors like experience, qualifications, skills sets, requirement and nature of job etc.

PROBATION & CONFIRMATION POLICY

PROBATION APPRAISAL

A system to gauge the performance of a new entrant is a preliminary step in setting a quality performance consciousness in the minds of our employees.

The probation appraisal, which will be prior to confirmation is already in place and gauges the performance, which determines confirmation of an employee. It is mandatory and forms the support document for regularization employment.

- 1) For new employees taken as “Trainee” training period will be as specified in their appointment letter.
- 2) For the new entrants except “Trainees” the probation period would be for a period of six months.
- 3) At the end of the probation period, based on periodic feedback, an appraisal would be conducted. A specimen of Performance Appraisal is enclosed as an annexure. If the employee is given satisfactory rating, he/she will be confirmed in writing. If his/her work is found unsatisfactory, his/her probation period will be extended. If he/she is rated poor his/her services will have to be terminated permanently.
- 4) In the case of any misappropriation, embezzlement or any instance of fraudulent transactions, the company reserves the right to terminate the employee with immediate effect without any notice pay.

INDUCTION / ORIENTATION

Joining Process

The joining process of an employee begins with the induction process itself.

The responsibility of an employee joining at any branch apart from the HO rests with the Department head. He is required to inform HR by email or fax the exact date of joining of the employee.

A form called as “ Human Resource Information form “ is required to be filled in once an employee joins and this form should be sent back to HR along with the following documents. The form is enclosed as an annexure.

- Relieving letter from previous employer
- Proof of last drawn salary
- Experience certificates of all previous jobs
- Xerox of all educational certificates
- Two photographs
- ICICI form (please look up in Salary Process)

Salaries will be processed only once the above mentioned forms and documents are received by HR.

Induction Process

An Induction program offers a new employee a chance to familiarize himself with the organization and processes. It helps them to get used to the Organization's policies, structure and business. It allows the new employee to assimilate and find his place in the organization.

We would have a batch of minimum 3-5 nos. new entrants who would be required to visit HO for the induction. Alternatively, an induction process could be on individual basis.

The schedule would include Introduction Session with HR, followed by sessions with the various Heads and their team members and introduction to the senior management.

Regional Sales Heads would be required to take on this responsibility for their respective regions. A brief outline of the activities which could be done as a part of the induction process at regional level is given below:

1. On the date of joining, the concerned Head must initiate a briefing / dialogue with the new employee and spend some time with him.
2. Guide the new entrant, on issues of office protocol, attendance, facilities like lunch etc.
3. The new entrant should then be introduced to all the other branch employees
4. At HO, HR would do the initial orientation process for the new entrant, through an introduction to the Organization Structure, systems and processes followed by an introduction round to the other employees and a tour of the premises.
5. The new joiner should be given the Employee Handbook for more detailed reading.
6. An official email id and a log in id for the Company Intranet, is created for the new employee and a welcome note regarding the new employee/s is sent across the organization by HR.
7. Once the new employee has finished orientation the concerned Head takes over, and his detailed role and responsibilities are discussed with him.
8. Immediate superior of the new employee would provide feedback on the new employee once a month to HR.
9. HR would also meet on an ongoing basis the new employees to ascertain their assimilation in the organization.

Salary Disbursement

The salaries of all employees would be credited to their savings accounts. For easier administrative purpose and better banking facilities, we have tied up with ICICI in their power pay scheme. ICICI has branches and ATM facilities at places in all major cities and towns.

Procedure for opening an account with ICICI

- Employees are required to choose any branch of ICICI, which is suitable to them.
- HR would provide the Salary Power Pay form of ICICI, and the employee returns the completed form to HR.
- HR would then sign the form and send it to Pune ICICI branch, which in turn would process the account and ensure its operation.
- Employees are to ensure that all documents required for opening an account are sent along with the form so that there is no delay in the account being finalized.

Those employees whose accounts are yet to be operational would get their salaries through cheques or Demand drafts.

TERMINATION OF EMPLOYMENT

- a) The service of the employee may be terminated at any time during the tenure of his/her employment as follows :
- b) **In case of employees who are on probation or working as trainee** : By giving one (1) month notice (i.e. 30 days notice) / salary in lieu of notice for ALL employees
- c) **In case of confirmed employees** : By giving one (1) month notice (i.e. 30 days notice) / salary in lieu of notice for all employees who come under L0, L1, L2A grade & for employees who come under L2B, L3A, L3B, L4 grade the notice period will be two (2) months (i.e. 60 days period)
- d) By the Company without notice, if the employee is found guilty of insubordination, intemperance or breach or violation or non-observance of Company's rules and regulations and the provisions herein mentioned.
- e) By the Company without notice, if the employee is found guilty of tampering with any bills or forging documents / bills, signatures etc. or any kind of fraud / cheating / misappropriation etc.
- f) By the Company without notice, if the employee is found to have given false information regarding prior work experience to the Company about position, compensation and tenure held / received etc.
- g) By the Company if the employee is found to have leaked or parted with any confidential information, source codes, software's etc. belonging to the Company.
- h) By the Company if found making false representation or commitments on behalf of the Company for which the employee does not have any authority.

With effect from 1st January 2009.

In addition to the above TERMINATION POLICY, it shall further include the following (SCM group) –

A) In case of employees who are on probation or working as trainee :

1) KAC/Select KAC/Sr. KAC – SCM group :

- a. By giving 30days (1 month) notice in writing or salary in lieu thereof
OR
- b. the company can terminate your services by giving 15 days notice in writing or salary in lieu thereof.

2) Officer staff onwards – SCM group :

- a. By giving 60days (2 months) notice in writing or salary in lieu thereof
OR
- b. the company can terminate your services by giving 30 days notice in writing or salary in lieu thereof.

B) In case of confirmed employees : (same as above ie.

1) KAC/Select KAC/Sr. KAC – SCM group :

- a. By giving 30days (1 month) notice in writing or salary in lieu thereof
OR
- b. the company can terminate your services by giving 15 days notice in writing or salary in lieu thereof.

2) Officer staff onwards – SCM group :

- c. By giving 60days (2 months) notice in writing or salary in lieu thereof
OR
- d. the company can terminate your services by giving 30 days notice in writing or salary in lieu thereof.

SEPARATION PROCESS

Employees who come under L0, L1, L2A grade (i.e. Trainee / Executive / Sr. Executive / Senior Consultant / Assistant Manager / Dep. Manager] the notice period if he or she is on probation and/or confirmed will be one (1) month.

Employees who comes under L2B, L3A, L3B, L4 grade (i.e. Lead Consultant, Manager, Regional Sales Head, Business Head, CEO the notice period if he or she is on probation one (1) month and in case if he or she is confirmed it will be two (2) months.

Every employee who is leaving the organization as a result of his resignation or termination, shall hand over all the belongings of the organization / any literature/ product catalogues, CDs or any related content acquired during the course of his employment under his custody to the Head of the Dept. There will be a proper handing over of current responsibilities to a person identified by/ or the head of that team.

Employee will not seek full time or part time job or be involved in any way with any of the clients or competitor's of the company either directly or indirectly during his employment with the Company, and for a period of 12 months after separation from the company for whatever reason

CLEARANCE FORMALITIES

In the event of termination of the employment in terms of resignation, the following procedure is required to be followed after the resignation has been duly accepted by the Dept. Head person. Intimation of the resignation should be given immediately to HR.

- The accepted copy of resignation should be forwarded to Human Resources.
- The actual date of relieving (last working date) should be clearly stated & informed **IMMEDIATELY** . This should be in conformity with company rules.
- The clearance form enclosed as an annexure should be **duly filled in and signed by respective authorities and sent to Human Resources on the last working day by the said staff.**

For all outstation employees

- A copy of the employees' attendance till last working date should also be sent to HR.
- HR would further process the form and make necessary calculations for leave encashment, salary payable and number of working days till last working date & forward the same to accounts department.
- Accounts would process & then hand over the cheque to the employee.
- An exit interview would need to be conducted by HR. At branches the sole responsibility of the exit interview would rest with the Sales Head. The exit interview form is enclosed as an annexure.

Completion of Clearance Formality :

The Clearance formality is the sole responsibility of the out going employee . The initiation & completion shall be done by the said employee & **duly completed** form shall be handed over to HR alongwith accepted copy of Resignation letter **on Or after the last working day.**

The full & final settlement shall be done after ONE MONTH's period which starts after the last working day of the said staff, subject to clearance of all matters.

The letters shall be issued by HR only after the issue of the final clearance cheque by Accounts. No special case would be entertained for early separation & clearance formality.

Also, note the stipulated notice period that is not completed would be recovered.

LEVELS PREVALENT IN THE ORGANIZATION

The employees in the organization are classified as follows :

L0	-	Trainees
L1	-	Executives/Consultants
L2A	-	Sr.Executives/ Sr.Consultants / Officer/ Sr. Officer /Asst.Managers / Deputy Manager
L2B	-	Lead Consultants /Managers / / Regional Heads
L3A	-	SBU Heads
L3B	-	SBU Heads
L4	-	CEO

ANNUAL BENEFITS

PROVIDENT FUND

All employees shall join the Provident Fund (PF) Scheme according to the Employees Provident Funds and Miscellaneous Provisions Act, 1952. Twelve percent (12%) of the basic pay shall be deducted towards PF and an equivalent amount contributed by the Company shall be credited to employees PF account with the Office of the Regional Commissioner, Employees Provident Funds, Pune, Maharashtra.

Every employee to whom the Provident Fund and Employee's Pension Scheme Act is applicable on joining the organization, shall furnish his/her details and particulars in the prescribed declaration form No.2. He/She is also required to make nomination of a person(s) conferring the right to receive the amount that may stand to his/her credit in the event of his/her death, in Form No.2. An employee can, by filling up new Form No.8, change his/her nomination given earlier.

In case the employee was employed in another Company and was a member of the Employees' Provident Fund, then he/she should apply for transfer of his/her past P.F accumulations to the new account on this company's P.F by filling up Form No.13 in triplicate and processing the same through the old employer. The necessary forms are available with the HR & Admin Dept.

When an employee has not been covered under P.F Scheme earlier, he /she also becomes a P.F member with the company on the date of joining.

Some of the benefits under the P.F Scheme are given below :

1. For purpose of a dwelling house, a flat or for a site for the purpose of a dwelling house for self accomodation if the property stands in the name of the employee.
2. For illness in certain diseases.
3. For marriage of self, children and dependent sister/brother.
4. For post matriculation education of children.

The withdrawals in above cases are subject to continuous membership of 7 years in P.F Scheme. To avail the above benefits, contact HR & Admn Dept for specific forms.

The above withdrawal of accumulations are non-refundable.

A member of the P.F Scheme, can withdraw full amount of accumulation standing to his credit if he has not been employed in any factory or establishment for a continuous period of not less than 60 days by filling up Form No.19 for P.F.