

DIPTAB VENTURES PRIVATE LIMITED

Recruitment Policy

Note: The policy will be applied at the discretion of management. The management reserves that right to modify/change this policy as deems fit. Any change in the guidelines narrated below would be communicated to all employee

1. Introduction and purpose -

1.1 Diptab Ventures Pvt Ltd (hereinafter referred to as the “Company” or “Lets Transport”) believes that hiring qualified individuals to fill vacancies contributes to the overall success of the company. Each employee is hired to make significant contributions to the Company. This recruitment policy (“Policy”) aims to provide clear process to search for prospective employees and to ensure that all the vacancies in the Company are staffed by persons who have appropriate skills, knowledge, experience and qualifications required to perform the job effectively.

2. Applicability –

2.1 This Policy shall apply to all employees who are involved in hiring. It also refers to all potential job candidates, who are Indian citizens.

3. Recruitment Initiation

3.1 Recruitment may be initiated for:

- 3.1.1 A vacancy arising due to replacement requirement i.e. transfer, resignation, termination, retirement or demise of an employee;
- 3.1.2 An approved new position;

3.2 Recruitment process may be initiated either by the hiring manager, reporting manager, regional head or head of the department by sending a duly filled in Job Requisition Form including necessary details such as position title, position hours/shifts, reason for the opening, essential job

functions and qualifications, any special recruitment advertising guidelines. Once the request is scrutinised and approved by the HOD / CEO / CPO / COO / CTO / Business Head / Regional Head as applicable in each case, the same shall be sent to the HR department (“HR”) for further process.

- 3.3 HR will conduct a meeting with the hiring manager to learn more about the position prior to posting a job opening. The recruiting strategy will be set during this meeting and expectations established with all the key stakeholders.
- 3.4 HR will create job postings that briefly describe the job opening. The job openings will be posted concurrently on Company’s intranet or website and externally with sources appropriate for the position being filled including manpower consultants, if any. The HR department will be responsible for tracking all applicants and retaining applications and resumes as required.

4. Recruitment Process

- 4.1 *Shortlisting process* - All applications will be screened for eligibility using essential qualifications, experience and skills criteria that are outlined in the person specification.
- 4.2 *Interview process* - The HR department will screen applications prior to scheduling interviews. Initial interview shall be generally conducted by the HR department and Associates, if any. This will be a generic interview. The interviewing authority shall complete candidate assessment forms after each interview. If selected, further interview rounds shall be conducted by functional managers/reporting managers or any other personnel with a higher rank in the management hierarchy, depending on the vacancy to be filled in and it may consist of writing assignments or case studies or online assessments.
- 4.3 *Job offers*-An offer will be made to the selected candidate, subject to the satisfactory completion of conditions set out herein this policy. If a candidate has concealed or misrepresented any material fact or forged or faked any document at the time of appointment or later, such appointment shall be void ab-initio. The Company will have no liability to such a person and may initiate any action as deemed fit.
- 4.4 *Background checks* - HR will either internally or with the aid of external agency carry out professional reference checks and employment verification on the selected candidates. Background checks will vary depending on the position and may include reference checks from previous employer, educational qualifications verifications criminal history, credit history, or any other relevant information for the job.
- 4.5 *On-boarding*- At the time of the joining, the new joiner will fill all the joining forms. HR will ensure that all the documents and credentials would be verified with originals and would complete the joining document set as per the joining check list.

5. Other Conditions

- 5.1** Any referral candidates or direct applicants shall also be considering while filling up the vacancy.
- 5.2** Any past employees of the Company may be reconsidered for re-hiring at the discretion of HR department and the reporting manager.
- 5.3** Any relatives of the current employees of the Company may be hired at the discretion of the HR department and the reporting manager. In case such relative is selected, the relative of the current employee shall give a declaration stating his or her relationship with the current employee of the Company. The Company shall not hire a relative of employee if (a) such relative is being hired for a vacancy in the same department as of the concerned employee or (b) is directly reporting to the concerned employee.
- 5.4** Confidentiality shall be maintained at each step of the recruiting process.
- 5.5** Recruitment process shall be carried out without bias and with an aim to create and maintain diversity in Company's employees.
- 5.6** Let's Transport is an equal opportunity employer and does not discriminate based on caste, creed, gender, race, etc.

Approved by:

CEO