

HAJI GUL GROUP OF COMPANIES



Title: STAFF RECRUITMENT PROCEDURE

Document #:

HGGC/OM/SOP-03

Rev #

01

Effective Date

01-01-2022

Review Date

01-01-2025

REVISION HISTORY

Revision	Date	Change
00	January 01, 2022	Created
01	January 01, 2023	➤ Reformatting of the whole document. ➤ Précised Clause numbers. ➤ COO responsibilities added. ➤ Add Records.
02	January 01,2024	Reviewed
03	January 01,2025	Staff age 18 to 65 Years Reviewed

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Staff Recruitment Procedure

1. PURPOSE:

- 1.1 The purpose of this procedure is to provide guidelines to all the concerned for “Staff Recruitment Procedure” complaint to all legal legislative and Company requirements.

2. SCOPE:

- 2.1 This system shall be applicable to all employees of **M/S HAJI GUL GROUP OF COMPANIES**.

3. DEFINITIONS:

- 3.1 **CNIC:** “Computerized National Identity Card”.
 3.2 **RL:** “Reference Letters”.
 3.3 **NOC:** “No Objection Certificate”.
 3.4 **DOJ:** “Date of Joining”.

4. RESPONSIBILITIES:

- 4.1 All employees are responsible to comply with these guidelines.
 4.2 OPs/HSEQ Manager shall be responsible to recruit new staff as per guidelines.
 4.3 The concern Manager shall be responsible for requesting hiring in case of hiring need or replacement.
 4.4 DO shall be the final approving authority.

5. PROCEDURE:

- 5.1 All applicants shall be recruited based on merit with minimum eligibility standards, No preference shall be given based on caste, creed, color, race, and language.
 5.2 The recruitment system encompasses mandatory criteria for all applicants, which must be followed in letter and spirit for recruitment of an employee in the organization.
 5.3 The line Manager must define the following required criteria before initiating the recruitment process:
- **The age (years) at the time of recruitment, minimum 18 years and maximum 65 years is the least requirement.**
 - **Physical requirement.**
 - **Gender requirement.**
 - **Experience requirement.**
 - **Minimum knowledge (education)/training/certification required.**
 - **Employees must have 02 (Two) references.**

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- 5.4 OPS/HSEQ Manager shall initiate a recruitment process by following the below-mentioned guidelines:
- The HSEQ Manager/ operation manager shall forward the hiring request to Operation director.
 - After getting approval from Director/HSEQ manager or Operation manager shall review the required resources for the new hiring
 - The HSEQ manager will collect the job application given by the applicant for recruitment and all the necessary documents/requirements
 - The HSE Manager shall take written Test and the technical interview and fill the interview form.
 - After Director interview, the candidate will be selected and an employment offer shall be placed.
 - Once the applicant accepts the offer, the HSE Manager will request to sign the offer letter by the employee and DOJ as pre-defined by the employee in an initial interview.

5.5 **EMPLOYEE ORIENTATION:**

5.5.1 On the day of joining, the employee will submit all educational documents, experience certificates to HSE Manager .

5.5.2 The employee will be issued all the prerequisites, e.g. Laptop, mobile, SIM card, and any other which is pre-defined by the mutual understanding of the employee and company

5.5.3 The HSE Manager will conduct an employee orientation program as per pre-defined procedure and will document it on the orientation checklist. 5.5.4 The HSE Manager will introduce the employee to the organization.

6. **RECORDS:**

Sr. #	Document Name	Document #	Retention Period
1	Job Application Form	HGGC/DM/FM006	1 Year
2	Interview Form	HGGC/DM/FM005	1 Year
3	Staff Orientation Form	HGGC/OM/FM002	1 Year

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Designation	Department	Date	Signature
Manager (Operations)	Operations	Jan 01 st , 2022	

Reviewed by:

Designation	Department	Date	Signature
Manager (HSEQ)	HSEQ	Jan 01 st , 2025	

Approved by:

Designation	Department	Date	Signature
CEO	All	Jan 01 st , 2025	

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Haji Gul Group of Companies