 Discovery Labs	STANDARD OPERATING PROCEDURE			
	SOP No.:	SOP-HR-011-01	Effective Date:	01.04.2018
	Supersedes :	HR-011-00	Next Review Date:	March-2021
	Department:	Human Resources	Page:	1 of 2
TITLE: EMPLOYEE RECRUITMENT JOINING FORMALITY				

1.0 PURPOSE:

To lay down the Procedure for recruitment and joining the new employee in organization.

2.0 SCOPE:

This procedure is applicable for all the employees being joined in Discovery Laboratories Pvt. Ltd.

3.0 RESPONSIBILITY:

1. It is the responsibility of various Departments to inform the HR department regarding the need of candidates for the welfare and growth of the organization.
2. It is the responsibility of HR Department to recruit the individual based on the organization need.


4.0 DEFINITIONS:

Nil

5.0 PROCEDURE :

- 5.1 Every department in the organization should inform the HR department regarding the requirement of employee.
- 5.2 HR Department will source the Candidates through various mean and inform the required department about the status.
- 5.3 Once the candidate is shortlisted, he/she will be sent to the required department head for further discussion on the technical knowledge of the candidate.
- 5.4 Once the required department head is satisfied, it should inform to HR Department.
- 5.5 If required another set of discussion is conducted with Plant Head / Management and then Offer letter is issued after finalized.
- 5.6 While joining, the individual need to fill the Joining formality, Employee Information Sheet & Self Declaration.

	Prepared by	Reviewed by	Approved by
Sign & Date			
Name	I. Naresh	G.SriVarma	N.Sreedhar
Department	Admin & HR	Admin & HR	Quality Assurance

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6.0 ANNEXURE:

6.1 Employee joining formality : Annexure-1

6.2 Employee information sheet : Annexure-2

6.3 Self-Declaration : Annexure-3

7.0 CHANGE HISTORY:

Revision No.	Effective Date	Details of Revision	Ref. CCF No.
00	01.09.2009	New SOP Introduced.	---
01	01.04.2018	1. SOP revised in-line with SOP "SOP-QA-001-05" 2. Procedure rephrased for better clarity.	CCF/GEN/ 18009

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Department	Admin & HR	Admin & HR	Quality Assurance

QA001-FM139-01