1. **PURPOSE:**

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

1. **SCOPE:**

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

1. **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.

1. **Definitions:**

Nil

1. **PROCEDURE :**
   1. Every department in the organization should inform the HR department regarding the requirement of employee.
   2. HR Department will source the Candidates through various mean and inform the required department about the status.
   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.
   4. Once the required department head is satisfied, it should inform to HR Department.
   5. If required another set of discussion is conducted with Plant Head / Management and then Offer letter is issued after finalized.
   6. While joining, the individual need to fill the Joining formality, Employee Information Sheet & Self Declaration.
2. **annexure:**
   1. Employee joining formality : Annexure-1
   2. Employee information sheet : Annexure-2
   3. Self-Declaration : Annexure-3
3. **Change History:**

| **Revision No.** | **Effective Date** | **Details of Revision** | **Ref. CCF No.** |
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| 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 |