

LTC-Hack Limited

Talent Hiring Policy

Effective Date: Thursday, July 24, 2025

1. Purpose

To set clear standards for talent acquisition, ensuring fairness, transparency, and compliance in all recruitment and selection processes across LTC-Hack Limited.

2. Scope

Applies to all job positions—permanent, temporary, and contract—filled at LTC-Hack Limited.

3. Manpower Requisition

- Departments must submit a **Talent Requisition Form (TRF)** justifying new positions or replacements.
- All requisitions require approval from department head and HR.

4. Sourcing Candidates

- All job vacancies posted internally for **5 business days** before external advertising.
- External recruitment channels include: company website, job portals, campus drives, and licensed recruitment agencies.
- Referral Program: Employees rewarded **₹10,000** for successful referrals.

5. Shortlisting & Interview

- Minimum **3 suitable candidates** must be interviewed for each open role.
- Each panel includes at least 1 HR and 1 Technical/Functional expert.
- Interview scoresheet uses clear criteria: skills, culture fit, past achievement, aptitude.

6. Selection & Offer

- Selection is solely based on merit, organizational need, and role requirements.
- Conditional offers extended within **3 business days** of final interview.
- Offer letter issued detailing CTC, role, probation (**6 months**), and all terms.
- Standard joining period: **30 days** from offer acceptance.

7. Background Verification

- All final candidates undergo background verification:

- Education, employment history, criminal records.
- Any material discrepancy leads to withdrawal of offer.

8. Onboarding

- Comprehensive orientation conducted within **first week** of joining.
- Issuance of employee code, access credentials, and policy handbook.
- Feedback collected from new hires within **30 days** of joining.

9. Diversity and Inclusion

- At least **30% female candidates** to be interviewed for all open roles.
- Persons with disabilities encouraged to apply; reasonable accommodation provided.

10. Recruitment Documentation & Record-Keeping

- All selection records retained for minimum **3 years**.
- Confidentiality maintained for all candidate data per data protection policy.

11. Recruitment Agencies

- All agency tie-ups require prior approval by HR.
- Agency fee capped at **8.33%** of annual CTC.

12. Exceptions

- Executive or critical hiring exceptions require written CEO approval.
- Contractors, interns, and temp staff may follow accelerated processes.

13. Policy Review

Policy to be reviewed **annually** or as required by law.

For queries, contact:

HR Recruitment Desk

Email: recruitment@lhc-hack.com

Extension: 2201