

Manpower Acquisition Policy

General Information

The policy covers all the vacant positions across the functions, levels and hierarchy.

The objective of this policy is to recruit staff with the appropriate technical and personal skills, in order to meet the current and future needs of the organization.

Purpose of the policy is employer branding, developing and enhancing the public image of Sparkline as an employer, to attract the best talent in the industry.

Authority & Responsibility

- HR Team has responsibility of the recruitment from screening till the candidate is hired.
- HOD of respective departments has to submit the Manpower Requisition Form (MRF) whenever there is any vacancy in the department. This form has to be approved by the MD (Top management) after which HR starts hunting for the right candidates.

Recruitment Policy Statement

- Internal transfers will be considered for all vacancies,
- Reply to every job applicant without delay; Process all applications with efficiency and courtesy
- Inform job applicants the basic details and job conditions of every job advertised,
- Seek candidates on the basis of their qualifications,
- Aim to ensure that every person invited for interview will be given a fair and thorough hearing

The company will not:

- Discriminate unfairly against potential applicants on the basis of sex, race, religion, caste, etc.; (Equal Opportunity Employer)
- Knowingly make any false or exaggerated claims in its recruitment literature or job Advertisements.

Recruitment Process

Justification for Recruitment

Before recruitment begins, the following shall be given consideration:

- Is it necessary to fill the vacancy?
- Does the role require changes in duties and responsibilities?
- Could the work be accommodated in other ways?
- What terms and conditions are being offered for the post? Are they appropriate and consistent with the rest of the Sparkline?
- Is staff within the organisation given first consideration for any vacancy prior to an external

sourcing / advertisement being placed.

Recruitment & Selection process:

Every indenter should completely fill the (MRF) form, get it approved by the HOD and then send it to the HR department at least 30 days prior to the required Date of Joining. If the position is of middle / senior management, then the form should be submitted at least 45 – 60 days prior to required DOJ. In case of Top Management recruitment the Turnaround Time is 90 days. The HR department will further take approval from the MD/ CEO and then proceed with the Recruitment.

Annexure I

Manpower Requirement Form

Position Name	
Position Department	
Reason for the Vacancy	Resignation / Termination / New Position
Educational Qualification	
Name of contractor (If applicable)	
Mandatory Skills	
Desirable Skills	
Other Specifications	
Job Description:	
Salary bracket CTC	
Year of Experience	

Request By,
(Name)

Authorized By,
(Name)

Approved By:

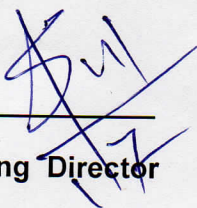
Managing Director

Date

Annexure II

Interview Assessment Sheet					
SPARKLINE EQUIPMENTS PVT LTD					
Interview By:	Business Unit & Location:				
Date of Interview:	Source:				
Interviewed for the Post :	Location:				
Attributes	Poor	Average	Good	Very good	Excellent
Relevant Qualification					
Experience					
Presentation					
Communication Skills					
Interpersonal Skills					
Customer focus					
Body Language					
Current Salary/Last drawn salary- Gross: _____ In Hand: _____					
Expected Salary: _____					
Comments:-					
Interviewer 1: Name:					
Interviewer 2: Name:					
Interviewer 3: Name:					
Final recommendation- Select: _____ Hold: _____ Reject: _____					

Approved By:

A handwritten signature in blue ink, appearing to be 'S. M.', is written over a horizontal line.

Managing Director

Date