<u>EMPLOYEE RECRUITMENT POLICY</u>

There should be a well defined and transparent recruitment policy in every organization and everyone should be aware about this. In our company also, there is a clear and well defined process of recruitment.

In today's work environment, only technical skills is not sufficient for a hiring, Rather, there is need of a strong system for the verification of the documents which are presented by the candidate at the time of hiring. A leaving certificate from the previous employer is also desired. Ours at Vamani, is the following recruitment process:-

- Candidate should not be under the age of 18 years. For this, an age certificate or other relevant document is obtained from the candidate.
- While coming to apply for a job, candidate should have a Bio-data/ Identification proof and age certificate. If he don't have a bio-data, then a blank paper is given to him to prepare this. If candidate is unable to prepare it, then assistance is given to him/her for this. But he must have to self attest the document by his signature or thumb impression.
- Candidate will be given an application/test form, and trial for a technical opening. Candidate can be declared pass/fail after test/trial.
- During trial/test, the candidate have to perform as per the satisfaction of the examiner. If his/her work/ knowledge/eligibility is found satisfactory then his/her form is sent to the personnel department for further process. And if he is not found eligible, then he will be sent back.
- Pass candidate will have to submit the various documents into personnel department for completing the hiring process which are age certificate, address proof, photographs, technical/academic qualification documents, personal reference.
- Personnel department will verify the authenticity of the documents and if everything is satisfactory, then appointment letter is issue to the candidate. He /she will be eligible for the salary from the first day of the trial/test.
- If personnel department is not satisfied with the documents or management don't finds it authenticated, then candidate will not be recruited. But he will be paid for the day of trial/test if it is more than 02 hours.
- A failed candidate will be paid for the trial/test day and then he/she will be informed to leave the premise.