



## HUMAN RESOURCES MANUAL

### TITLE: EMPLOYMENT RECRUITMENT POLICY

DOC. No. : HRM/HR/09

REV. No. : 00

DATE : 01-12-2020

#### Revision History

Date	Changes Made	Change Made By (MR)	Approved By (HOD)	Affected Section	Revision No.
01.12..2020	Format built & authorized	Tej Pratap Singh	ND Saini	All	00

#### Document Ownership and Time lines

<b>Title</b>	EMPLOYEMENT RECRUITMENT POLICY	<b>Document Classification</b>	" Internal document"
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**Objectives:**

1. To meet the manpower requirement for Business.
2. To provide guidelines and procedures for the recruitment and selection of candidates to ensure consistent practices across all the departments.

**Scope:**

1. Recruitment and Selection of candidates for all the deptts of the company.
2. The provisions will apply to all recruitment except where stopped for valid operational reasons, such as:-
  - a. Organizational restructuring: Staff will be transferred and appointed wherever possible to revised structures in accordance with the approved matching and slotting procedure.
  - b. Casual appointments (a casual worker is not guaranteed any work and is not required to accept work when it is offered. Work is ad hoc and occasional.)

**Attract**

- The objective of this step is to create a sustained 'pull' of the **Luboil Filtration Systems Pvt. Ltd** brand amongst prospective job candidates. This is achieved through innovative and effective use of all communication channels. The company would follow a variety of modes to offer recruitment solutions depending upon business needs.
- ❖ **For this purpose the sources of hiring can be broadly categorized as:**  
**Internal and External**
  - Internal:**
  - This will comprise of prospective job candidates who are already a part of the **Luboil Filtration Systems Pvt. Ltd** family, and references from **Luboil Filtration Systems Pvt. Ltd** employees. These are the preferred source of filling up an open position. 'External' sources should be resorted only after due diligence has been done on 'Internal' sources.
  - ❖ **Internal channels through which job candidates can sourced are:** Employee Referrals

**(a) Employee referral scheme (ERS)**

Employees recruit new employees!

Under this, an existing employee of Luboil Filtration Systems Pvt. Ltd' refers a known candidate for a particular position. This process fosters a win-win



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situation for all involved stakeholders i.e. referrer, Luboil Filtration Systems Pvt. Ltd' and the referred candidate.

#### **Purpose**

- a) To encourage employees to source talent.
- b) To reduce recruitment costs substantially.
- c) To promote a positive attitude towards the company with our own employees.
- d) To reach a pool of candidates who are not actively looking out for a job, and who are thus not attainable through other sources.
- e) To foster retention of workforce by fostering pride and better bonding amongst employees.
- f) To reduce applicant sourcing time.
- g) To have uniformity across Luboil Filtration Systems Pvt. Ltd'.

#### **External**

- (a) E-recruitment – Job portals & Company Web Site

#### **E-Recruitment**

E-recruiting supports the entire gamut of the recruiting process by means of the electronic medium. This is based on web tools bringing candidates and Luboil Filtration Systems Pvt. Ltd. in an active and continuous relationship. It's a 24 hrs x 7 days a week recruiting business environment is beneficial to both the candidates and recruiters.

#### **Purpose**

- (a) To reach out to a large number of prospective job candidates
- (b) To recruit better people, faster and at lower cost.
- (c) Creating better brand recall and reaching out to a large target audience.
- (d) Lends itself to better data mining and analysis with the ability to sort data faster than other sources of recruitment. It is supported by technology in terms of database, resume bank, resume sharing and handling facilities etc

#### **Guidelines:**



1. All recruitments to be undertaken as per the Manpower Plan prepared in the beginning of each year, duly approved by the board of Directors.
2. The Manpower Plan shall be prepared after discussions with the individual department heads based on the Business goals and objectives set in the Annual Business Plan.
3. All the employees involved at any stage of the recruitment and selection process must be aware of and act in accordance with the contents of the policy. In addition, any external consultants, recruitment agencies or external experts who assist in the recruitment process must act in accordance with the policy.
4. All the approvals to be recorded.
5. Offer letter to be issued to the candidate must be pre-approved offer letter as set by HR Head which is enclosed as Annexure B.
6. Process of new recruitments should be initiated only in cases where internal succession planning is not possible.
7. All the documentation relating to the applicants will be treated with utmost confidentiality maintained through different steps like exclusive hard and soft copies storage space for the HR documents, exclusive printers and shredders for the HR department etc.
8. Recruitment of people who have attained the age of 58 years shall be only on advisory/ consultancy basis and not on regular rolls.
9. **Hiring of Family Members of Employees:** A member of an employee's immediate family will be considered for employment by the Company, if the applicant possesses all the qualifications for employment. An immediate family member may not be hired, however, if the employment would:
  - (a) Create either a direct or indirect supervisor/subordinate relationship with a family member; or
  - (b) Create either an actual conflict of interest or the appearance of a conflict of interest.
10. These criteria also will be considered when assigning, transferring, or promoting an employee. For purposes of this policy, "immediate family" includes: the employee's spouse, brother, sister, parents, children, step children, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, and any other member of the employee's household.



11. **Re-Hiring:** Former employees who left the Company in good standing may be considered for re-employment.
12. Former employees who resigned without written notice or who were dismissed for disciplinary reasons will not be considered for re-employment.
13. Employees who retire may be eligible, in certain circumstances, to be considered for rehire as consultant.
14. **Employment on Contract:** An office may consider appointing a person on a limited period contract for following categories
  - i. Director and Process Heads on a contract for 4 years
  - ii. Limited period contract for Process/ Time bound projects
  - iii. Worker level employee for factory
15. Employment Equity principles – in terms of race, gender and disability – must be strictly adhered to.
16. All the recruitment related communications, internal as well as external, should be in writing and in prescribed formats.
17. The HR department is the custodian of all the documents, recorded decisions related to the recruitment.
18. The recruitment shall be considered closed for a position if the same has been filled/ withdrawn or put on hold for further discussion.
19. Following a decision to hire the applicant, the Human Resources Department will make an offer of employment which should include any necessary contingencies or disclaimers.
20. If the background, medical, misrepresentation of facts or any other subsequent investigation discloses any misrepresentation on the application form or information indicating that the individual is not suited for employment with the Company, the applicant will be refused employment or, if already employed, may be terminated.

**Recruitment Procedures:** The recruitment and selection process will commence once a full evaluation of the need for the role against the company's strategic plan and budget has been completed. (Recruitment workflow to be adhered for any hiring.)

1. Every recruitment will be started against a formal approved manpower Requisition Form. This form would also carry details on the Job description and the Job Specifications for the role.



2. The person specification will describe the person sought for the job in terms of the essential and desirable qualities including:
  - i. Technical qualification and competencies
  - ii. Experience/ Expertise areas.
3. All decisions and systems used throughout the recruitment and selection process will be based on the Person Specification. It is therefore essential that it must be clear, concise, presented on the prescribed format, directly related to the Job Profile and free from any reference, which may be interpreted as discriminatory.
4. As soon as approval to recruit is taken, recruitment panel to be identified and committed date to start and complete the process must be defined and documented.
5. To ensure consistency in decision making, the managers identified will participate throughout the recruitment and selection process.
6. The first level of screening of the profiles will be done by the HR department based on the education, sector specific expertise, compensation, location convenience etc.
7. HR will forward the profiles to the stakeholders involved in the process, who will give their shortlist to the HR department.
8. The short listing process should be completed within 3 working days of the receiving the profiles.
9. The Applicants as well as the consultants will be kept informed of the progress of their application / candidates referred by them.
10. Shortlisted candidates should be given a notice of at least 2 days for the interview date.
11. Shortlisted candidates should be informed of the selection process to be used and advised of the documents, which will need to be produced at interview
  - i. Qualification certificates
  - ii. Salary statements.
  - iii. Any other document relevant to the job.
12. The Candidate interview information form should be filled by only the Staff candidates.
13. Any tests used as part of the process must be administered by a competent person.
14. All parts of the selection process must be applied consistently to all candidates.
15. Comprehensive, clear and accurate records will be made of each candidate's performance and assessment throughout the selection process.
16. Database of all interviews (including those employees who are rejected) conducted shall be maintained.



17. HR Personnel shall (verbally) discuss the salary structure with the selected candidate and ascertain his/ her willingness to join. In case of hiring for subsidiaries HR shall provide the list of facilities as per the provisions of approved HR handbook of the country to the selected candidate so that there remains no communication gap after joining.
18. The candidate should be informed that in case the salary terms are acceptable, he/ she will be required to furnish details of at least two references. The comments based on reference check should also be documented on the Candidate Interview Information Form.
19. The successful candidate will be informed as soon as possible. If a decision is likely to be delayed, candidates must be advised accordingly.
20. All internal approvals should be completed within 3 days of the hiring decision.
21. The formal letter of offer will be sent to the successful candidate within 4 working days of the verbal offer.
22. Unsuccessful candidates will be advised of the outcome of the selection process as soon as possible and within 5 working days of the interview.
23. The recruitment and selection process shall be documented accurately at all stages and access limited to recruitment staff.
24. All appointment letters shall be signed by either Director or his delegated authority. There will always be two signatories & second shall be head of HR or equivalent as delegated by Director. Appointment Letter enclosed as **Annexure C**.



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(Annexure A)

### Manpower Requisition Form

*Initiated by :*

*Dept:-*

*Date*

Requirement	NEW POSITION <input type="checkbox"/>	REPLACEMENT <input type="checkbox"/>
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Requisition details:-

Parameters	Position 1	Position 2	Position 3
Designation			
Qualification			
(i) Essential			
(ii) Desirable			
Skill set			
Job Description			
Required by date			
Specify name, if replacement			
Cost to Company			
Experience range			

Average manpower of last three days:-

APPROVING AUTHORITY:	Comments	Signature	Date
HOD			
Director			
HR			

For HR Department

Requisition completed: YES / NO

Date

*Signature of Requisitioner (on completion)*

*Signature of HR-Manager*

Name:



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## Annexure B

**Date:-**

Name:

Address:

Subject: Job offer as \_\_\_\_\_

Dear Mr. \_\_\_\_\_

This is in reference to your application for the Job with us and subsequent interviewing you on \_\_\_\_\_.

We are pleased to offer you position of **Designation- (Dept)**" on the terms & conditions as discussed with you. Your date of Joining with us will be by \_\_\_\_\_ failing which this offer stands withdrawn.

The formal letter of appointment with detailed terms and conditions will be issued to you after joining with us.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance. You are advised to bring Experience Certificate, relieving letter of present employer, Medical certificate of good health along with you on joining day.

We welcome you to The Luboil Filtration family and look forward to fruitful delivering services to the company.

**Thanking you**

**For Luboil Filtration Systems Pvt. Ltd.**

**Authorized Signatory**



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## Annexure C

### Appointment Letter

DATE:

Name:  
Address:

#### Subject: Appointment Letter

Dear Mr. \_\_\_\_\_,

This has reference to your application and subsequent interview you had with our works recruitment commitment on Date \_\_\_\_\_, in this context, we are pleased to appoint you on the following Terms and condition:

1. Designation: You will be designated as \_\_\_\_\_ In \_\_\_\_\_.
2. Date of Joining: Your appointment is effective from - \_\_\_\_\_.
3. Salary : You will be entitled to salary, perks and benefits as detailed out in Annexure I ,

#### PLACE OF POSITION

Your Present place of posting will be at Luboil Filtration Systems (P.v.t) L.t.d - IMT Manesar, Haryana -122050(India),You may be assign duties from time to time depending upon need and priorities of the company,

#### PROBATION

You will be on probation for period of six month from the date of joining our Services. This period can be extended by three month at a time and maximum of two times at the sole desecration of the management. If you work is not found satisfactory and unless given in writing in your service will not be confirmed automatically. During the probation period your service can be terminated by giving one day notice by either side,

#### LEAVE

You will be entitled to Casual /Sick/Earned leave as per rules of the company.



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#### TERMINATION

This appointment, after the confirmation, may be terminated by giving one Month Notice or Salary in lieu thereof, by either side. Salary shall mean the basic salary only and shall not include the cash equivalent of any perquisites,

#### GENERAL TERM AND CONDITION

This appointment is governed by the general terms and condition applicable to your level of employees in the company group.

If the above terms and condition are acceptable to you, Please sign the duplicate copy of this appointment letter for your acceptance. We thank you for the interest you have shown and we believe you find your job in Luboil Filtration Systems (P.v.t) L.t.d both challenging and rewarding.

We extend a warm welcome and look forward to your contribution to the growth and profitability of Luboil Filtration Systems (P.v.t) L.t.d,

#### GENERAL RESPONSIBILITIES

- a) During your entire tenure of service, You will neither communicate nor divulge any secret affairs/information/technical know – how connect with the business of the company nor you will take any sketch, documents, drawing or specimen of the company without written permission of the management,
- b) You will abide by all the rule/regulation of the company has made applicable in the company from time to time,
- c) Should there be change in your address, qualification etc, The same will be intimated in writing to us within days of the change,

#### DISCIPLINE

During the course of your services in the organization, You will not engage yourself in any other trades, Business or profession without permission of the management,

#### ABSENTEEISM

In case you are found absent up to (10) Ten consecutive days without any lawful Permission of authorization, it shall be deemed by the management that you have abandoned the job on your accord the therefore, Your name be struck off the muster roll,



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#### RETIREMENT

You will automatically retire on attaining the age of 58 Years,

#### RECOVERY OF JOINING EXPENSES

In the event based on the agreed term at the time of selection, Travel fare for self & Family, shifting expenses for household to outstation of the employee and or notice period is embossment and he leave the service of our organization for any service whatsoever (Other than involuntary exit),

#### MEDICAL FITNESS

This appointment is subject to your being



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### ANNEXURE-I

Annexure of Appointment letter for Mr. \_\_\_\_\_ Dated: \_\_\_\_\_

<b>SALARY BREAKUP :-Mr. _____</b>	
<b>Employees</b>	Name
	Designation
	Basic Salary
	HRA
	Conv
	Medical
	<b>G.Total</b>
<b>Deduction Employees</b>	
	EPF @ 12%
	ESIC @ .75%
	LWF
	<b>TOTAL</b>
<b>Employers Share</b>	<b>NET PAYABLE</b>
	EPF @ 13.00%
	ESIC @ 3.25 %
	LWF
	Bonus
	<b>TOTAL</b>
<b>CTC SALARY</b>	

Your Sincerely,  
For Luboil Filtration Systems P.v.t L.t.d

(AUTHERISED SIGNATORY)