

RECRUITMENT POLICY PART 1-POLICY

POLICY STATEMENT-

The Human resource division of KPL has comprehensive policy and procedure that practices best approaches with legal and ethical consideration. The company strives to ensure that our recruitment results in us having the right people, in the right place at the right time.

OBJECTIVE-

- The Recruitment Policy has been established to ensure that KPL has the opportunity to attract the best available staff for all vacant positions.
- Our recruitment and selection policy aims to ensure that we attract and appoint applicants with the right skills, knowledge, and experience to meet the needs of our organization. In light of this we ensure that we appoint on the basis of merit and without discrimination.
- This policy outlines all procedures concerned with recruitment. It is to ensure that all aspects of recruitment are carried out in a proper and efficient manner.

SCOPE-

This recruitment policy applies to all employees who are involved in hiring for our company. It refers to all potential job candidates.

PART 2-PROCEDURES

There is a standard of procedure for recruitment and selection process of KPL-

- The need for hiring is identified through a well-defined Organization Structure of the company.
 - All departmental head will raise personnel requisition with proper justification if any vacancy arises and send it to HRD.
 - Concerned department will fill out requisition form if any job vacancy arises in any department to head of HR for taking necessary action and obtain management approval for onward processing.
 - HR division will examine and inspect the manpower requisition form.
 - HRD will collect profiles of potential candidates through number of sources like internal job announcements, CV bank of unsolicited applicants, employee and management referrals, university/institution, direct contact, advertisement in local newspaper and online job posting as applicable.
 - HR division will sort out the applicants in consultation with concerned department. Next, HR Division will invite the prospective candidates after preliminary short-listing of the candidates for written test and/or interview.
 - It will conduct written tests and/or interview as required on the appointed date in combination with HRD and concerned departmental head.
 - The performance of candidates will be checked under a set standard and HR division will complete recruitment and selection process in a define system with the approval of

management.

- HR division will inform the finally selected candidates about their selection.
- HR Division will provide all joining papers/forms to the candidates on acceptance of offer pertaining to recruitment formalities to be filled out and returned to HRD.
- After that, HR Division will offer letter of appointment to the candidates on completion of selection formalities and send received copy to HR division as means of acceptance.
- HR division will check original certificates of the candidates and all relevant papers while working out on submission and verify photocopies of all academic certificates which will be kept in the personal file of the candidates.

The steps of recruitment and selection process of KPL are as follows:

1. Human Resource Planning-

Human Resource Planning is done in accordance with the approved Organization Structure. Each Division has to submit their recruitment plan to HR and on the basis of such requirement, HR Division will outline the proposed recruitment plan of each Department in the Organization Structure.

2. Manpower Requisition-

Based on the HR Planning, respective Departmental Head will inform HR on personnel requirement through Manpower Requisition form.

The concerned department must fill the manpower requisition form and after obtaining management approval, send it to HR division.

3. Attract applicants and collecting resumes-

After approval, Human resource division will start the recruitment process. We use two sources for collecting resumes-

a) Internal sources-

- Employee referrals
- Transfer and promotion

b) External sources-

- Online advertisement
- Internship
- CV Bank
- Consultant

4. Sort out applicants-

After collecting resumes, HR division starts its selection process. At first, HR division selects applicants' resumes.

5. Make call and informing candidates-

To inform applicants for attending interview, interview calls are made.

6. Written exam/Interview-

For selecting right candidate, HR division arranges an examination. After written exam, Interview is conducted.

7. Final selection-

After clearing the interview, the Best candidate is finally selected.

8. Offer of Appointment-

The selected candidate is issued an Offer of Appointment.

9. Acceptance of Offer Letter & Joining Procedure-

After the candidate have accepted the offer letter by signing it. Then he or she has to fill up some forms like Declaration form 11, UP Factory Rule form 16 etc.

10. Employment Check List for new joinee-

New joinee has to submit some important documents. These documents are:

- Educational Certificates- New joinee will give photocopies of all certificates.
- Experience/Relieving Certificates- New joinee will give photocopies of all certificates.
- Passport size photograph- New joinee will give 3 passport size colored photographs.
- Identity card - New joinee will give photocopies of his/her Aadhar Card, PAN Card etc.
- Bank account- He/She will have to provide the bank account details.

11. HR Division justification-

When new joinee submit his/her necessary papers, HR division will also justify new joinee's papers and information.

- Educational certificates- After submitting educational certificates, HR Division will justify these certificates.
- Past employer- HR Division will contact with past employer. They will try to get information from past organization.

For Kanpur Plastipack Ltd

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