

The Joy of creating an institution



Policy

Recruitment

Policy Title	Talent Acquisition / Recruitment
Employee Value Proposition	Guideline and General Principles for attracting and hiring the talent meeting the job role without any discrimination, in accordance prevailing laws.
Applicability	This policy is applicable to for recruitment of all approved on-roll positions across Rubamin and its subsidiary Companies in India.
Originator and Contact Information	Human Resource (hrd@rubamin.com)
Effective Date	April 1, 2024

1. Purpose

To man effectively, while proving the equal opportunity to all suitable candidates without any discrimination in terms of ethnicity, culture, demography, gender, color, cast, creed, using SAP SuccessFactors.

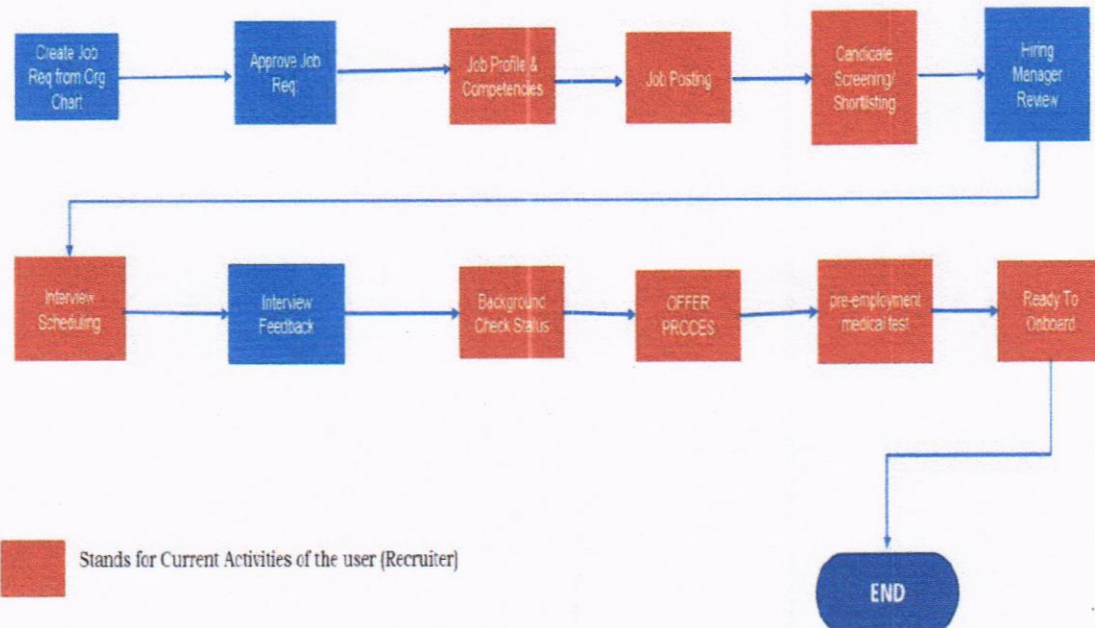
2. Objective

- To have the right number and the right quality of people.
- The organization is made ready for future challenges.
- To ensure right, timely and cost-effective recruitment.
- To provide equal opportunity to all without any discrimination
- To prevent the child / underage recruitment across the cadre ,

3. Scope of Policy

This Policy applies to all companies of the Rubamin Group in India, as well as to all entities not belonging to the Group but over which the Company has effective control, within the limits established by law.

4. Process



2

5. Responsibility

Hiring Manager, Recruiter, HODs, Unit HR Head, Business Heads, Group HR Head

6. Guideline

1. Vacancies: -

Vacancies can arise due to:

- Replacement against the resignation, retirement for approved position in the organization structure of respective BU/ Corporate Functions. BU/ Functional head may decide to keep the certain positions vacant as per approved Manpower Plan and budgeted manpower.
 - Additional vacancies arising out of approval for new positions in the organization structure.
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- As per approved organization structure and the Manpower Plan for the respective Business / Function, Hiring Manager (Manager for whom the vacancy to be filled) will raise the Job Requisition in SuccessFactors, which will imitate the defined workflow for appropriate approvals.
 - Recruiter along with Talent Management manager will evaluate the possibility of job rotation, redeployment, Job Enrichment and get the approvals from respective Business/ Functional Head and Group HR Head for filling up the requisite positions internally or decide to go through fresh recruitment.
 - It is statutory to notify Govt. Employment Exchange Department for such vacancies by concerned HR Dept. in specified format. Recruiter has to ensure to comply to this statutory notification.

2. Sourcing: -

- Once the job requisition is approved, it can be posted internally and externally or if need be, can be extended to recruitment consultants with prior approval.
- SuccessFactors has seamless integration with Naukri.com and LinkedIn Recruiter and posted job appears along with Job Description of the required position on Rubamin Career page and both social media platforms.
- For mass recruitment – Walk-In, participation in Job Fairs can be exercised with prior approval of Business / Group HR Head.

3. Screening: -

- Primarily application will be first screen by the SuccessFactors ATS based on the screening criteria defined by the recruiter / hiring managers.
- Filtered applications are attached to approved Job Requisition which can be further shortlisted by the recruiter and will share it with hiring managers in the SuccessFactors.
- Hiring Manager will further shortlist the CVs and suggest recruiter for interview scheduling.

4. Interviews: -

- Recruiter will schedule the interview with defined interview panel using interview central in SuccessFactors recruiting.
- Recruiter will initiate the interview call letters for personal interview / Online interview using Microsoft Teams.
- Interview assessment to filed by each interviewer in the panel independently using their respective log-in.
- Based on the overall rating and ranking, most deserving and right fit candidate can be selected for further process.
- It is always recommended to keep the backup for concerned vacant position.

5. References and Background Checks: -

- The Recruiter will conduct the reference check on completion of the final interview.
- Candidates will be asked to provide the names and telephone numbers of a minimum of 3 referees from former employers, as they are the most accurate sources of information on past performance.
- The reference checking will be done over phone or in writing and documented in the reference check format so that it may be referred to when making the hiring decision and as a record, and later if any queries arise.
- An applicant who provides misleading, erroneous or deceptive information on a profile or in an interview will be immediately eliminated from further consideration for employment and may be subject to termination if already been recruited.
- All references should be professional reference only. Any references of near relatives, and / or existing employee is not valid for hiring reference check process.
- The offer of employment will be subject to receipt of satisfactory references.

6. Salary Fitment / Offers: -

- All the salary proposal/finalization will be done by respective Recruiter, Unit HR Head in consultation with Business Head / Functional Head and Group HR Head as per the authority and the fitment should be done as per the approved authority matrix.

- Salary proposal should be within the prevailing compensation structure and, should not compromise internal parity and external equity.
- The salary proposal should be confined to the elements of the existing structure. While making an offer, a comparison must be made with the existing employees with equivalent qualification and experience and a suitable record to be maintained internally.
- If for certain reason higher salary/level is offered to the candidate, proper justification should be documented with due approval of Business Head / Functional Head and Group HR Head.
- No manager of the company should make any promise to the candidate solely with the intention of increasing the attraction of the offer. Only the terms, which are agreed upon or sanctioned by the appropriate authority, should be discussed with the candidate. Any violation would be a serious lapse on the part of the manager concerned, as it damages Company's credibility.
- In the discussions with candidates, all the components of CTC (Monthly Cash, Annual Benefits, Retirement Benefits, etc.) along with direct/indirect benefits (SIM Card/ Desktop / Laptop / Mobile) etc. should be properly explained to the candidate. Also, date of joining would also be discussed and agreed upon.
- Any agreement for Notice Pay buy-out, relocation expenses for outstation candidates should be duly authorized by Unit / Group HR Head based on the criticality of the position. This is not a normal practice for local candidates.
- Once it's discussed with the candidate, recruiter should raise the offer letter through SuccessFactors, indicating the place of Joining and acceptable date of joining and seek the acknowledgement from the candidate.

- Once the offer is made, the concerned Manager, HOD is to be informed for tentative DOJ of the candidate.
- Recruiter will inform all unsuccessful candidate about the decision, also, if the candidate has been referred through placement agency, suitable information along with rejection reason to be informed to concerned placement agency.

7. Medical Examination: -

The medical examination of selected candidate is done by company approved doctor before candidate's joining. The expenses of such examination shall be borne by the company. In case of outstation candidate, they must get a medical certificate from a qualified physician based on parameters provided by the company.

8. General Guideline: -

- Age should be determined in case of ITI – AOCP / NMCP etc., no candidate bellow age of 18 should be recruited
- Consult the policy of Near Relations, in case of any reference is there from any internal employee/ candidate appears directly having family relationship with internal employee etc.

9. Travel Reimbursement for interview candidates: -

- Generally local candidates will not be considered for any travel reimbursement if coming for corporate office for interview.
- For Halol / Nandesari if its already agreed during interview call can be either provided bus facility or fuel reimbursement for travelled Km as per the prevailing policy on fuel reimbursement.
- Out station candidates following matrix is recommended for shortest route from their original destination to Vadodara and back
 - Grade 2 – Rail First Ac / , Air
 - Grade 3 – Rail Second Ac / First Ac
- This reimbursement is be made through proper format of interview reimbursement form after completion of the interview.

10. Rehire of Employee: -

- Rubamin encourages the promising, talented candidates to return to Rubamin, provided during the tenure with Rubamin his / her

performance, behavior was up to the acceptable standard and one possesses the specific skills / talent.

- Additionally, during off-boarding process, if the Rehire – option should be 'Yes'.
- Rehire employee can be provided the compensation hike, considering the time-gap of his/ her last association with the Rubamin and average increment of no. of years given to normal employees.
- Any decision on Re-hire is subject to approval of Group – HR Head.

7. Changes to Policy

The above rules / guideline is subject to modifications from time to time at the discretion of the management.

