

Recruitment & Selection

Introduction

Effective recruitment and selection is central and crucial to the successful functioning of HCPL. It depends on finding people with the necessary skills, expertise and qualifications to deliver the Company's strategic objectives and the ability to make a positive contribution to the values and aims of the organization.

Advertisements

Vacancies will be identified from each departmental head by filling up

Manpower requisition form duly approved by GM/ MD. (*Attached annexure-1 Manpower Requisition form*).

Vacancies will be notified to the local placement agency, newspaper, electronic media or internal agencies that have been appointed by the Company

All vacancies will be posted on the internal notice boards if required if Company is keen to facilitate internal promotions wherever possible as development opportunities for its staff.

Company may, on occasions, decide to restrict advertisement i.e. quarterly or half yearly.

Application Form

In applying for posts, all candidates to be provide with a job description, details of the appropriate conditions of service and details about the Company. The job description will include a list of the main duties and responsibilities of the post, together with an outline of the qualifications and experience which candidates are expected to possess.

All completed applications will remain private and confidential and should only be made available to those directly involved in the recruitment and selection process.

All application will be collated by Human Resources Department / Company Administrator and supplied to the appointing manager and interview panel for shortlisting purposes.

A shortlist of candidates will be drawn up for interview, based entirely on merit and suitability for the post. Other than in exceptional circumstances, reasonable notice will be given to ensure that candidates have sufficient time in order to prepare for and make the necessary arrangements to attend the interview.

Selection Methods

Interviews will be held by a panel comprising of a minimum 4 persons. The interviewers will encourage candidates to be at ease during the interview, in order that they can give a fair and accurate impression of themselves.

The selection and appointment of the Gen.Manager and above will be made by the panel will be chaired by the Managing Director.

A set of questions will be agreed by the interview panel and will be developed from the current job description for the post. The panel will seek to develop

questions which ask the candidates to give examples of their previous relevant experience. (*Annexure-2, Interview assessment sheet*)

In addition to interviews, a range of other selection techniques may be used. In such circumstances reasonable notice and relevant information will be given to ensure that candidates have sufficient time and information to prepare.

All selected candidates will be notified of the outcome of the selection process as soon as possible, either by telephone, letter or email or offer letter

Joining

The selected candidate will ask to join the organization by issuing joining letter.

Candidate must provide following documents during the joining.

1. Birth Certificate
2. Aadhar Card/ Pan Card
3. Bank Details
4. Passport Size Photo-4 nos.
5. Educational Certificate
6. Experience Certificate
7. Relieving letter from last company if any.

First Day of Employment

Preparations should be made for the arrival of the new entrant well in advance, for example, arrangements should be made to provide desk, equipment and lockers etc.

Most new employees tend to be concerned primarily with two matters:

- a) Whether they can do the job and
- b) How they will get on with their new colleagues.

It is therefore important to introduce them to their new workplace and colleagues at the earliest opportunity. An introductory talk will be appropriate at this time and can be combined with the provision of general information and exchanging any necessary documentation. This talk should be as brief as possible, because the employee is unlikely to be receptive to detailed information at this stage, and should be conducted by someone who is well prepared and has sufficient time available. Managers/supervisors should refer to the Induction Checklist and use it as a basis for discussion thus ensuring all documentation is complete.

A tour of the workplace should be arranged for the new entrant allowing the Company / Division to be viewed as a whole and the recruit to see where he/she fits into the organization.

The new entrant will want to get to know his/her colleagues and quickly become part of the team and time should be made for this process. Colleagues should be briefed on the new entrant's arrival. If possible one of the new entrant's colleagues should be nominated to ensure that he/she has every assistance in settling in quickly.

Induction Program

Induction program must be geared to the individual's needs to know the organization. Some of the more obvious new members of staff requiring special attention. Each newly selected candidate must visit each Dept, and Respective Departmental head should educate the selected candidate about his/ her departmental process to be followed while doing daily duties. (*Annexure-3 attached as Induction Form*).

Induction program to be completed by all newly appointed candidates within a one day.

On job training:

To create a happy, productive workforce, Departmental head must provide on job training, which includes:

1. Job Instruction Training:

Job Instruction Training (JIT) is received directly on the job, and so it is often called “on-the-job” training. It is used primarily to teach workers how to do their current jobs

2. Job Rotation:

To cross-train employees in a variety of jobs, some trainers move a trainee from job to job. Each move normally is preceded by job instruction training. This is a method of training wherein workers rotate through a variety of jobs, thereby providing them a wider exposure.

3. Apprenticeship:

Apprenticeship training is an ancient device. An apprentice is a worker who is learning a trade but who has not reached the state where he is competent to work without supervision.

4. Coaching:

At management levels, coaching of immediate subordinates by their managers is common. Coaching is almost always handled by the supervisor or manager. Participation, feedback, and job transference are likely to be high in this form of learning.

5. Mentoring:

Mentoring is an on-going relationship that is developed between a senior and junior employee. Mentoring provides guidance and clear understanding of how the organization goes to achieve its vision and mission to the junior employee.

(Candidate must record all the data and information while going through on job training for future reference. it will be a maximum duration of 2 days)

Skill assessment test.

Company will arrange a one hour written test for newly selected candidates after completion of on job training.

Written test will be consisting of Ten Questions which will be set by Concerned Dept. Head.

HR will organize for skill assessment test; candidate must score 60-70% of marks in order to enter on actual work place or shop floor.

In case of candidate failed to answer the skill assessment test up to the decided score, he has to undergo additional 2 days on job training and attempt for next skill assessment test as per the instruction from his Departmental Head.

Second attempt of skill test will be considered as last chance for the candidate, In case the candidate failed in second round of skill test , management will decide whether to continue with the candidate or not.

Arpit Agarwal

Director

Date:1st April 2022

