

STANDARD OPERATING PROCEDURE (SOP) FOR RECRUITMENT PROCESS

POSITION – GM and Above:

1. The shortlisted candidates will be interviewed by the Functional Heads viz., Director / VP (Fin) / VP (BD) / GMs and the final interview will be done by CHMN, either jointly or separately.
2. The panel will negotiate the CTC and the break up will be forwarded to VRR along with assessment sheets for verification of salary structure. The panel should follow only the Standard Structure already approved by the Management.
3. Written confirmation should be obtained from the Candidate towards acceptance of CTC and other terms of employment.
4. After verification of the documents, recruitment proposal will be processed by VRR based on the inputs from the FHs.
5. Upon getting written approval from CHMN, the Offer letter will be issued by the concerned FHs and the validity is subject to the back ground verification (if applicable) and Medical Fitness.
6. After getting confirmation on Medical Fitness, VRR will coordinate for Appointment Order (as per new format).
7. Appointment order will be issued to the candidate within 48 hrs of joining.
8. HR will coordinate for the induction process as per company policy.
9. All AOs pertaining to GM & above will be signed by CHMN and it is essential to take the signature of the candidate before sending for his signature. AOs should be in duplicate.
10. The concerned FHs should simultaneously prepare and forward the draft JD to VRR for scrutiny and getting approval from CHMN.
11. The acknowledged AOs will be retained by CCAL along with the personal file of the executive.
12. DGM Accounts will take care of processing of monthly salary and HR will not be involved in any of the above.

POSITION – DGM and below:

1. HR will take the lead and follow due recruitment process as per policy.
2. Technical interview will be conducted by the Panel depending upon the Job profile and min. 2 Technical members with DGM (HR) must be available in the panel.
3. HR will verify all the documents and negotiate Salary (CTC) for the selected candidate.
4. HR will follow the standard salary structure of the company and compare the CTC of existing employees to avoid anomalies.
5. Written confirmation will be obtained from the Candidate towards acceptance of CTC and terms of employment.
6. Recruitment proposal will be forwarded by HR to VRR for taking Management approval.
7. Offer letter will be issued upon getting Management approval.
8. The validity of the Offer letter is subject to back ground verification (as applicable) and Medical Fitness.
9. After verifying the Medical / Back ground verification records, HR will process for Appointment Order (as per new format).
10. All AOs pertaining to DGM & below will be signed by COO after verifying the Management approval. AOs should be in duplicate.
11. HR in consultation with the concerned HODs / FHs will prepare and issue JD as per standard format.
12. JDs for all new and critical position will be finalized in consultation with concerned HODs / FHs and with Management approval.
13. Appointment order will be issued within 48 hrs of joining, followed by JD within a weeks' time.
14. HR will ensure the induction process is followed as per company policy.
15. The acknowledged AOs will be retained HR in the respective personal file of the employee.
16. The Salary Master will be updated by HR immediately upon getting the joining report from the Candidate.