

HR Dept.	KALYANI TECHNOFORGE LTD	Revision 04
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Recruitment Policy



Scope: This policy is applicable to KTFL and allied companies.

[a] Purpose

To ensure recruitment of RIGHT people in the RIGHT role at the RIGHT time.

[b] Applicability

Covers all the vacant positions across the functions, levels and hierarchy.

[c] Policy

While considering candidates for recruitment, opportunity will be given to candidates who have the required qualification, skill and competency for the said job. Other things being equal, no discrimination will be made based on gender, race, and religious belief. Our Company is an equal opportunity employer.

1. All Recruitments are done based on manpower approval note or MRF
2. No person below the age of 18 years will be recruited in the Company, also we do not employ any form of forced or prison labour.

Lateral Recruitment

Recruitment against lateral vacancies will be done as per the job specification given by the department.

Recruitment Approval:

Any Recruitment across the organisation, at any level/function for new position has to be approved by MD.

All replacement positions has to be approved by CHRO/MD office as per Delegation of Authority document.

Approval will be signed MRF or on digital mode.

Approval, an email confirmation on approval note or digital acceptance of MRF request in HR portal.

Recruitment Sources:

To ensure a steady in-flow of quality candidates for all the existing vacant positions, HR would always focus to develop a database of CVs searched from the following sources –

- i) HR Data Bank
- ii) Employee Referrals
- iii) Portals
- iv) Placement Consultancy
- v) Campus Interviews
- vi) Labour Contractor (Recruiter)

In case of urgency with approval of Head HR, the position can be given to external Placement agency.

All placement agencies and expenses on recruitment need to be approved by Head HR.

Compensation Proposals, Negotiation & issuing the offer letters:

HR prepares the compensation proposals based on the below-mentioned points before extending to the candidates –

- Academic & Professional qualification of the respective candidates
- Experience Profile
- Existing Compensation & benefits
- Internal Role-wise compensation study to maintain the equity
- Minimum wages as per nature of job and skill level to be paid as applicable for that region.

HR extends the proposal to the candidate who gets selected after final round of Interviews and negotiates the same to close those positions.

Once the candidates agree to the proposals & intimate their acceptance, post their medical checkup HR issues the appointment letter & takes the acknowledgement of the candidate.

Head HR will be the signing authority for offer letter & appointment order for all employees.

Shortlisting of C.V.

- The next step is to receive the C.V of all the candidates through different sources of recruitment. After receiving the C.V. of the candidates, the concerned department, short lists candidates based on their requirement.
- Applications received in response to invitation, are screened and shortlisted by HOD on the basis of eligibility and suitability.

Interview Process

- The interviews are arranged and the schedule of the interview is communicated to the candidate and is also asked to get the desired documents along with the photocopies. The schedule of the interview is also communicated to Plant HR Coordinator.
- The professional and educational documents and the photocopies of the documents of the candidate are collected and are checked and verified.
- The feedback of the interviewed candidate is taken from the HR coordinator and ensured that the interviews can be taken as per requirement by Hiring Manager/Dept. Head & the Plant HR. Remarks and sign are to be mentioned. Interview Evaluation score has to be minimum 60.
- Pre-employment medical check-up has to be done post release of Offer.

Salary negotiations If the candidate gets selected then the salary negotiation is to be done.

Salary hike would be offered on the bases of relevant qualification, experience, skill and competencies, certification courses, similar industry work experience, etc. If the salary hike is upto 30% then CHRO can approve, over and above 30% needs approval from MD as per DOA.

Background verification and reference check

- Reference Check – Applicable for all level selected candidates before joining.. For Reference Check Sheet see annexure A
- Background Verification (Trainee) – Applicable for all trainee level new joinee. We should share this form and educational document shared by the candidate with college TPO and get it verified on College Letter Head. For Background Verification-Trainee see annexure B
- Background Verification (Manager & Above) – The form should be filled with all the details by employee of Manager & above level after joining and we should get it verified from HR of his previous employer For Background Verification form - Manager & Above see annexure C

Issue of offer letter

- After the candidate is agreed for his offered salary, his notice period is confirmed and the offer letter is issued accordingly indicating the date of joining.
- Company does not buy out Notice Period and in exceptional cases the notice period can be bought based on submission of deduction of the last employer and Prior approval note signed by Head HR.
- In the cases where the company has bought the notice period , candidate will have to sign the letter provided by the HR department which has clause of repayment by the candidate if he/ she leaves before 2 Years .
- The HOD, Plant HR and IT department are informed about the candidates who are going to join and their seating arrangements are checked.

Issue of appointment letter

- On the day of joining their appointment letter is prepared and is sent to the plant with all other related documents. Acknowledgment copy to be taken from employee within a week after issuance and filed in personal file.
- On the joining day of the candidate, his/her, Induction schedule, IT assets, E-mail id and joining kit is to be provided. The concerned recruitment coordinator should ensure that the onboarding and the induction of the new joinee are completed as per the schedule.

Gradation Chart

Gradation Chart		
Level	Grades	Designation
L0	MD	MD
L1	M1	President
		VP
		AVP
		GM
L2	M2	Dy. GM
	M3	AGM
	O5	Sr. MGR
L3	O4	MGR
	O3	Dy. MGR
L4	O2	Asst. MGR
	O1 A	Sr. Executive
	O1	Executive
	S2	Sr. Officer
	GET	GET
	PGET/MGT Trainee	PGET & MGT Trainee
L5	S1	Jr. Officer
	DET	DET

JOINING PROCEDURE

[a] Purpose

To define all joining and documentation formalities in a structured way.

[b] Applicability

To all candidates, who have accepted the offer letter and report for joining.

[c] Policy

The appointee will be welcomed by the HR department on the date of joining. The appointee will fill and submit the following documents.

1. Documents to be submitted (Only copies to be collected and verify the original documents)

- Copy of the Offer Letter duly signed by the Concerned.
- Age Proof (Aadhar Card, Voting Card, School Leaving Certificate)
- Relieving letter from previous employer or the acknowledgement copy of resignation letter.
- Experience certificates of previous jobs
- Photocopies of all the certificates and mark sheets along with all the originals for verification

- 3 passport size photographs
- Medical fitness certificate
- Savings account
- Xerox copy of PF, PAN card
- Blood group certificate

2. Filling up of forms

- Employee Medclaim Nomination Form
- Provident fund
- Gratuity nomination form
- Address proof form and Emergency contact form
- Any other related documents
- A confidentiality and non-disclosure agreement will be signed by all candidates joining Jejuri, Khed, Ambethan and other Gear Plant and for others based on the job responsibilities and grades as directed by Head HR

3. Documents provided by HR department

- Identity cum punching card shall be issued only for Corporate employees
- Joining Announcement to be circulated for new joiners

4. On completion of the above formalities the appointee gets a brief introduction about the company by the HR department followed by the induction program of a day.

5. Factory visit for the appointee will be organized based on role.

6. The appointee will then report to the department for work.

7. Visiting cards

- Visiting cards will be issued by Admin department to Deputy Manager and above grade.
- For any other employee the visiting cards will be issued need based, with approval by the HOD and HR department.

8. Uniforms

- The company issues two pair of uniform which the employee must wear regularly at work and also when he is representing the company outside the factory premise. It is the responsibility of every employee to keep their uniform in a neat and presentable manner.
- The pattern of the uniform is fixed by the company. No employee is allowed to make any alterations in it.
- If an individual requires an additional pair of uniform the concerned employee is advised to register their request with the tailor at the time of measurement and the same will be made

available at the actual cost, and the same will be recovered from the salary of the employee.

- The tailor will be called as and when needed.

9. Personal Protective Equipment's

The employee will be given a personal set of protective equipment's (e.g. safety shoes, goggles, gloves, aprons etc.) depending on the nature of work on his\her joining. It is expected that they use the equipment's while they are at work for their own safety.

10. E-mail id

E-mail id will be provided only after the approval of the department head to specific employees depending on the job requirements and grade of the employee.

11. Computer\ sitting arrangements

The concerned department head & HR will be responsible for providing the computer and sitting arrangement for the employee depending up on the job requirements and specifications.

12. If any employee is traveling abroad for any training, employee needs to sign the Service Bond.

13. Contract Labour Hiring Policy

Objectives of a Contract Labour Hiring Policy

The primary objectives of a contract labour hiring policy are to:

- Protect the rights and interests of contract workers
- Ensure no recruitment fees is charged from workers.
- Ensure compliance with all applicable laws and regulations
- Promote fair and ethical treatment of all workers
- Manage the risks associated with contract labour

Selection of Contractors (Recruiters): Selection of Contractor is done on the basis of due diligence after checking the following parameters:

Sr. No.	Documents list
1	Registration Certificate under Shops & Commercial Establishments Act.
2	Agreement Copy
3	Registration certificate of EPF
4	Registration certificate of ESI.
5	Registration certificate of Professional Tax
6	Pan card of the Company or Proprietor in case of individual.
7	Address proof, ID proof of the contractor (Proprietor)
8	Labour License under Contract Labour Act. - If Applicable
9	Undertaking for Compliance.
10	Indemnity Bond – Duly signed, stamped & notarized on Rs. 500/- stamp paper.
11	Documents required for New Contract License: (By Contractor) - If applicable
12	Application for License in Form IV (triple copy). - If Applicable
13	Not charging Recruitment Fees from workers
14	Principle Employer's certificate in Form V - If Applicable
15	Registration Certificate of the company (Principle Employer)
16	Annexure of manpower of the company (Principle Employer)
17	Employee Details (ID No. name, address, DOJ, DOB) in Form XIII (13)
Sr. No.	Documents to be maintained by contractor
1	Muster Roll/Attendance register
2	Register of Fine, Deduction , Advances
3	Wage Register
4	Leave with wages register
5	Register of SL/CL & National Holidays
6	Overtime register
7	Wages Slips
8	Bonus Register
9	Record under EPF Act (Register, Challan, Returns, Inspection Book etc)
10	Register of ESI Act (Register, Challan, Returns, Inspection Book, Accident Book etc.)
11	Labour Welfare returns
12	Professionanl Tax Payment Challans & Returns
13	Returns of Contract Labour in Form XXIV(24)

MIGRANT WORKERS POLICY

OUR COMMITMENT

KTFL is committed to ensuring that all workers within its supply chain are treated fairly and ensuring that labour rights are upheld.

Unfortunately, migrant workers can be vulnerable to unfair working conditions, exploitation and forced labour.

This KTFL Migrant Worker Policy (the “Policy”) outlines how KTFL expects its Business Associates, to treat migrant workers in their own companies and throughout their supply chains.

KTFL recognises that Business Associates may require support to comply with this Policy. KTFL is committed to supporting all Business Associates on their journey of improvement to ensure all migrant workers are treated fairly and with dignity.

This Policy is based on:

- The Ethical Trading Initiative (ETI) Base Code
- The United Nations Universal Declaration of Human Rights
- The Fundamental Conventions of the International Labour Organisation (ILO)
- International Convention on the Protection of the Rights of All Migrant Workers and Members of Their Families

KTFL requires its Business Associates to respect the above principles and conventions, and adhere to the provisions within this Policy

COMPLIANCE

To ensure all workers are treated fairly and labour rights are upheld, all Business Associates are required to demonstrate full adherence to this Policy prior to on boarding with KTFL. New Business Associates should conduct due-diligence of their labour practices to ensure that they are fully in compliance with the Policy. Evidence of the compliance of the Policy, e.g. reimbursement of recruitment fees to migrant workers and use of legal recruitment agents, may be requested for review at any time.

LEGAL REQUIREMENTS

Business Associates should ensure that they adhere to the applicable national law in both the host country and (if applicable) the country of origin of migrant workers, and any other applicable laws. Where the provisions of the law and this Policy address the same subject, Business Associates should apply the provision that gives migrant workers the greater benefit.

DEFINITIONS

“Business Associates” are employees in Leadership Roles.

“Migrant workers”: A person who is engaged or has been engaged in a remunerated activity in a state of which he/she is not a national.

“Recruitment agents”: Migrant recruiters, also known as labour brokers or recruitment agencies, are intermediaries that

supply migrant workers for the use of other business enterprises, usually on the basis of agreements with these business enterprises as well as agreements with the migrant workers concerned. They perform various functions, which can include matching migrant workers to jobs in other parts of the country or abroad, arranging for visas, making travel arrangements, and providing pre-departure orientation or training.

Other Guidelines to be followed by Contractors:

1. Ensure minimum wages are paid to the workers.
2. No worker under the age of 18 years is hired and copy of proof of age is collected at time of hiring.
3. No original documents are kept by the Contractor.
4. No recruitment fees is charged from potential workers at any stage of hiring or while in employment.
5. We strictly prohibit availing commercial sex in any form during the tenure of contract.

Selection and On boarding Process

- Contractor (Recruiter) share the profiles of skilled workmen to Plant HR Team.
- After screening and evaluation, workers are shortlisted for the role.
- Safety training is imparted to all the shortlisted workers.
- Workers who clear the Safety Test are selected for the role.
- Wages are fixed as per the minimum wage and as per the role requirement.
- Selected workers report to the Plant HR.
- Contractor issues uniform and Safety Shoes to contract workers.
- Rest of the PPEs are issued by the Plant HR team.
- They are taken for Plant Round and then handed over to the respective department.
- Workers are on boarded and imparted class room and on job training for the role.

Welfare

- Leave and Bonus are given as per Statutory norms.
- Annual Health Check – up is conducted for all workmen.

Separation

Separation of Contract Workmen is governed by the Contract Agreement.

11. CONVEYANCE REIMBURSEMENT POLICY FOR OUTSTATION CANDIDATE

a) Purpose

To pay/reimburse conveyance expenses incurred by the outstation candidate and for facilitating joining of the outstation candidates.

b) Applicability

To all Grades of candidates coming from Outside Pune more than 300 KMS

For Outstation Candidates

All reimbursement will happen on the submission of the ticket\receipts within a weeks' time.

SR.NO	GRADE	OUT STATION TRAVEL
1	GET / DET	Train Sleeper Class / Bus
2	S 1 – O 2	Train Sleeper Class / Bus
3	O 3 – O5	Air (Economy) / Train (Second A.C.) / Taxi
4	M 2 – M 1	Air (Economy) / Train (Second A.C.) / Taxi

When the outstation candidates are coming for joining they will be entitled for the reimbursement as above.

For outstation candidates joining from outside Maharashtra from grade S1 to O5 during the initial 3 days of their joining hostel accommodation will be provided at KCTI and if the same is not available then they can avail hotel rooms up to 2000 /- per day inclusive all max upto only 3 days .

For M2 – M1 level candidate joining from outstation Maharashtra will be given hotel accommodation for hotel rooms up-till 3500/- per day inclusive all max upto only 3 days.

The concerned reimbursement bills both with the policy and specific deviations will be authorized by CHRO or Business HR Leaders