



## RECRUITMENT AND SELECTION POLICY

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### Purpose –

The aim of an employee recruitment policy is to frame a clear set of rules for the hiring process of an organization. It serves the following purposes:

- Ensuring consistency and fairness in the recruitment process without any discrimination.
- Aligning the hiring needs with organizational goals and objectives.
- Minimizing risks by adherence to governmental rules and regulations.
- Attracting top-quality candidates without any discrimination.
- Promoting a diverse and inclusive hiring process.

### Scope:

This recruitment and selection policy apply to all employees who are involved in hiring through Mantri Metallics Pvt. Ltd. It also refers to all potential job candidates.

### Objectives:

To ensure that all the positions in the organisation are staffed by persons who have the appropriate skills, knowledge, experience and qualifications required to perform the job effectively irrespective of discrimination, religion, caste and gender.

### Procedure for Recruitment: -

#### 1. Request

Place a requisition for manpower requirement to HR along with Job Description, details for specific position with management approval.

#### 2. Advertisement or through Recruitment Agency

- Arrange to publish the positions in local news paper with management approval.
- Internal Circulation or reference, if required.
- Through hiring Consultants.

Salary will not be published except if the positions are sharing with the consultant as they may ask about the range.

Ensure all the applications to receive on [hrd@mantrimetallics.com](mailto:hrd@mantrimetallics.com)

Any application received without job title in mail subject may not be considered for further processing.



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### Shortlisting

HR assistant will download relevant applications in specific folder and provide them to the Head HR for further shortlisting. After which it will be given to the concerned department head for final shortlisting and interview setup. After receiving the shortlisted CVs from HR Head, an interview schedule will be finalised considering interview panel availability.

### Interview

Interview will be setup in consultation with the Panel members and considering the availability of the candidates. Panel may include Department head, Plant Head, VP, MD.

The panel will interview and write their comments in the interview assessment sheet along with their recommendations. For a positive recommendation to a candidate, further discussion will be taken. Further round of the interview will depend on the panel members.

### Background Check

An offer of employment depends upon satisfactory background and security checks including reference checks from previous employer (optional), educational qualifications verifications and criminal background check if necessary.

### Making an offer

After completing all above processes, an offer letter will be sent over email for acceptance and confirmation. Thereafter, an appointment letter will be issued to the candidate along with Mantri Metallics Code of Conduct. No person shall be considered to be an employee until and unless he/she has received a letter of offer/appointment or has entered into a contract of service. In case any candidate offered a position by us fails to accept it in 15 days, offer will be automatically cancelled. In case a person has hide or misrepresented any material fact or forged or faked any document at the time of appointment or later, such appointment shall be terminated. The organisation will have no liability to such a person and may initiate any action as appropriate. Legal appointment to a position in Mantri Metallics will be on the basis of an appointment letter issued by the appointing authority on behalf of Mantri Metallics upon joining the organisation.

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**On Boarding**

Before the joining of a candidate, an orientation plan will be developed in consultation with all concerned departments. IT department will be requested to arrange a system and create the official email Id. The admin assistant will prepare the work station with initial and necessary stationary items. At the time of the joining, the new joiner will fill all the joining forms. HR will ensure that all the documents and certificates would be verified with originals and would complete the joining document set as per the joining check list. Also verify the age proof as per child labour policy MMPL/csr/HR/P 03 and confirms that candidate has completed 18 years. After completion of joining formalities, HR will provide an orientation plan along with Mantri Metallics Code of Conduct and other applicable policies, staff contact list, and an official email id with its password to the new employee. HR will take the new employee for the introduction with other colleagues and all department head and then handover his/her charge to his/her manager. Manager will explain his/her roles and responsibilities.

**Probation:**

All appointees will be on probation for a period of 6 months or as decided by management, which may be further extended depending upon the performance. Confirmation of an appointment will be based on the assessment of the performance by the manager or department head. The probation shall continue until the appointee will receive a confirmation letter by the Mantri Metallics.

**Communication of this Policy: -**

1. Training.
2. Notice board.
3. Company Web site.
4. Joining of new employee.