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<b>SOP No.</b>	PIPL/HRD/015-05	<b>Issue Date</b>	30/03/24
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## 1.0 OBJECTIVE

1.1 To lay down a procedure for Recruitment Selection & Appointment.

## 2.0 SCOPE

2.1 This procedure shall be applicable for all the recruitment process held at Pritam International Pvt. Ltd.

## 3.0 RESPONSIBILITY

3.1 HOD Concern will be responsible to submit the Man-power Requisition Form & Job Responsibility to HR department.

3.2 HR Executive/ Recruitment Executive is responsible for Sourcing, Shortlisting, and Selection Follow-up with Candidates. Joining & On Boarding Process.

3.3 HR Manager / Recruitment Manager is responsible for timely full fill the recruitment etc.

## 4.0 ACCOUNTABILITY

4.1 Recruitment / HR Executive

4.2 Recruitment Manager / HR Manager

## 5.0 PROCEDURE

### 5.1 Man-Power Recruitment.

5.1.1 An HOD will assess the manpower required for his department, depending upon the future/ organization plan.




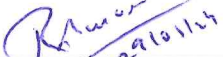
5.1.2 All the HOD's will make his department hierarchy & share the list of profiles/ employee needed in the department. That will be discussed and duly approved by the Plant Head/ Director.

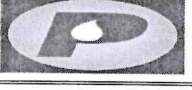
5.1.3 Based upon hierarchy/ list of employees received from the department, HR will start searching for the suitable candidates.

5.1.4 As soon as an New recruitment comes or any Additional candidate is needed by any HOD's. he (or she) would have to procure the approval from Plan Head / Director to fulfill the requirement on a prescribed in Annexure PIPL/HRD/015-A01 named as Man Power Requisition Form.

5.1.5 After getting the approval. The HOD's would submit the approval MRF to HR Department for searching of suitable candidates or next step.

### 5.2 Screening of Resumes /CVs:-

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<b>Designation</b>	<b>Executive HR</b>	<b>Manager HR</b>	<b>Manager QA</b>	<b>GM Quality</b>
<b>Name</b>	Devi Sharan	Kuldeep Verma	Amol Thorve	Dr. Rahul Mahajan
<b>Sign / Date</b>	 29/03/24	 29/03/24	 29/03/24	 29/03/24

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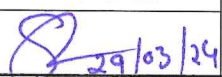
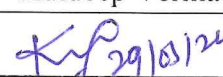
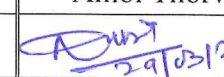
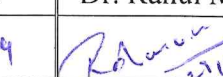
- 5.2.1 HR Department will have to shortlist the CV through various source i.e. Naukri.com, Placement Agency & Reference etc.
- 5.2.2 HR Department will have to provide sufficient number of Shortlisted resumes/ CVs from the data bank to the HOD's.
- 5.2.3 HOD's will inform the HR Department about the CV Shortlisted, and the HR will arrange for the interview etc.

**5.3 Interview Process:-**

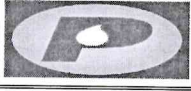
- 5.3.1 Interview Process will be as per follow steps in normal conditions.
- A. **HR Round:-** During this process HR Executive (Recruiter) will ensure to fill the basic details of candidate in the interview rating form i.e. Family, Education, Current Salary, Expected Salary, Notice Period, Reference check, IQ Level of the candidate. Interest & Suitability of the candidate for the role etc. On the basis of the feedback the HR Executive he will forward the candidate to the next round.
- B. **Technical Round/ HOD Round:-** Candidates Shortlisted by HR will go through the 2<sup>nd</sup> round of interview with the Department HOD. On the basis of the feedback from HOD the HR Executive will forward the candidate to the Final round.
- C. **Final Round:-** Candidate selected by HR & HOD, will go through the final round of interview with Plant Head/ Director/ Any Other Employee approved by the Management.  
On the basis of the feedback from Top Management, HR will finalized the candidate, There are responsibility when any steps as mentioned above may be missed, due to urgency of candidates etc. in that case the approval from Plan Head/ Director is must.

**5.4 Post Selection Process:-**

- 5.4.1 HR Executive will discuss the service Conditions with selected candidate such as Salary Negotiation, Role for which the candidate has been selected, DOJ etc.
- 5.4.2 HR Executive need to take background verification of candidate from the reference shared by recruitment sources. On and after getting the position feedback HR Executive will share the feedback with HR Manager.
- 5.4.3 HR Executive will take the approval from HR Head to issue the Offer Letter to the selected candidate.

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Designation	Executive HR	Manager HR	Manager QA	GM Quality
Name	Devi Sharan	Kuldeep Verma	Amol Thorve	Dr. Rahul Mahajan
Sign / Date	 29/03/24	 29/03/24	 29/03/24	 29/03/24



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5.4.4 After issuing offer letter, HR Executive need to take follow-up on Offer acceptance, Resignation submission with his current employer, discussion about his/her joining.

5.4.5 List of Document need to be shared with the candidate by the HR Executive.

#### 5.5 On Joining Process:-

5.5.1 HR Executive will check the documents on the joining of the candidate. After the verification of the documents candidate will be allowed to join the organization.

5.5.2 Candidate will be handed over to Time Office for the employee master creation.

5.5.3 After the Time Office process, Attendance punch etc. candidate will be handed over to the Training section for On-Boarding process etc.

5.5.4 HR Executive will ensure to issue the Appointment letter on completion of above all the process.

#### 5.6 Confirmation Process:-

5.6.1 Probation period for all the employees has been fixed for 6 month from the date of joining. Which is extendable for further period of 3 or 6 months.

5.6.2 "Probationary Assessment Form" for the employee will be issued on 5<sup>th</sup> month to the concern HOD's by the HR Executive for rating of the employee, As per Annexure enclosed in (PIPL/HRD/015-A02) named as "Probation Assessment Form for Confirmation".

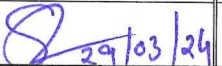
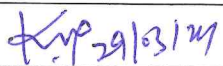
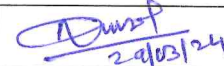
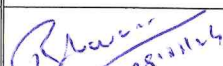
5.6.3 Based upon the HOD's rating confirmation/ extension will be done accordingly.


#### 6.0 REFERENCES

Not applicable

#### 7.0 ABBREVIATION (S)

S. No.	Abbreviation	Full Description
1	SOP	Standard Operating Procedure
2	PIPL	Pritam international Pvt. Ltd.
3	HRD	Human Resource department
4	HOD's	Departmental head
5	MRF	Man-Power Requisition Form
6	DOJ	Date of Joining

	Prepared by	Reviewed by	Approved by	Authorized by
Designation	Executive HR	Manager HR	Manager QA	GM Quality
Name	Devi Sharan	Kuldeep Verma	Amol Thorve	Dr. Rahul Mahajan
Sign / Date	 29/03/24	 29/03/24	 29/03/24	 28/03/24

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### 8.0 ANNEXURE (S)

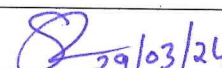
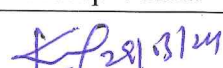
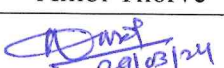
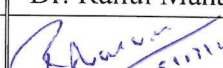
Annexure No.	Details/Title of Annexure	Format No.
PIPL/HRD/015-A01	Man power requisition form	PIPL/HRD/015/F01-01
PIPL/HRD/015-A02	Probation Assessment Form for Confirmation	PIPL/HRD/015/F02-01
PIPL/HRD/015-A03	Flow Chart of Recruitment, Selection & Appointment	PIPL/HRD/015/F03-00

### 9.0 CHANGE HISTORY

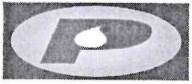
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02	PIPL/HRD/015-00	Revision due	-
03	PIPL/HRD/015-01	Revision due	-
04	PIPL/HRD/015-02	Revision due	30/10/2021
05	PIPL/HRD/015-03	SOP Title revised from Appointment procedure to Recruitment, Selection & Appointment	01/04/2022
06	PIPL/HRD/015-04	Revision due, Annexure revised PIPL/HRD/015-A02	30/03/24

### 10.0 DISTRIBUTION/ ISSUANCE •

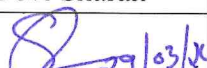
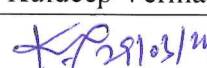
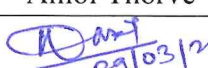
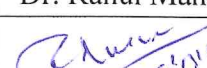
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2.	Quality Control	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	11.	Accounts	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.	Microbiology Lab	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	12.	F&D	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

	<b>Prepared by</b>	<b>Reviewed by</b>	<b>Approved by</b>	<b>Authorized by</b>
<b>Designation</b>	Executive HR	Manager HR	Manager QA	GM Quality
<b>Name</b>	Devi Sharan	Kuldeep Verma	Amol Thorve	Dr. Rahul Mahajan
<b>Sign / Date</b>	 29/03/24	 29/03/24	 29/03/24	 29/03/24



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4.	Production (Mfg.)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	13.	NPD	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5.	Production (Packing)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	14.	Human Resources	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6.	RM Store	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	15.	Maintenance	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.	PM Store	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	16.	Information Technology	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
8.	FG Store	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	17.	House Keeping	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
9.	Warehouse	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			

	<b>Prepared by</b>	<b>Reviewed by</b>	<b>Approved by</b>	<b>Authorized by</b>
Designation	Executive HR	Manager HR	Manager QA	GM Quality
Name	Devi Sharan	Kuldeep Verma	Amol Thorve	Dr. Rahul Mahajan
Sign / Date	 29/03/24	 29/03/24	 29/03/24	 29/03/24

MASTER COPY

Sign./Date: .....

PIPL ROORKEE

30/03/24

**PRITAM INTERNATIONAL PVT. LIMITED**

ANNEXURE - PIPL/HRD/015-A01

**Man Power Requisition Form**

1.	Name of the Project / Position / Department	
2.	Details of :	
3.	Manpower Required :	Available : Additional : Replacement :
	Details of Replacement:	
4.	Internal Deployment suggested if any :	
5.	Skill sets required : 1- 2- 3-	
6.	Educational Qualifications Required:	
7.	Experience Required :	
8.	No. of People and Level required:	
9.	Time period for recruitment :	
10.	Specific suggestions if any for speedy recruitment :	
11.	Remarks	
12.	Manpower Requested by:	HOD
	Approvals:	(Signature & Date)



# PRITAM INTERNATIONAL PVT. LIMITED

ANNEXURE - PIPL/HRD/015-A02

## Probation Assessment Form for Confirmation

Employee Name					
Employee ID					
Department		Designation		Date Of Joining	
Reviewer Name		Reviewer Designation			
Rate Criteria :- 5=Excellent 4=Good 3=Average 2=Poor 1=Very Poor					
Scope/Area	Excellent	Good	Average	Poor	Very Poor
1) Quality of Work					
2) Work Consistency					
3) Independent/ ownership in work					
4) Productivity					
5) Job Knowledge and ability					
6) Initiative					
7) Documentation					
8) Communication					
9) Punctuality					
10) Team Work					
Any Other Comments:					
Do you recommend this member of staff is confirmed in post					Yes / No
If No do you recommend a further period of probation?					
Any Identified Training Needs:					
Remark of HOD (If Any)					
HR Comments				HR Signature	
Plant Head				Plant Head Signature	
Note:-		Grade A = 86%-100% (Must be confirmed)			
		Grade B = 71%-85% (Must be confirmed)			
		Grade C = 56%-70% (Need improvement + confirmed)			
		Grade D = 0 %-55% (To be relived)			





## PRITAM INTERNATIONAL PVT. LIMITED

ANNEXURE - PIPL/HRD/015-A03

### Flow Chart of Recruitment, Selection & Appointment

