

1. **Objective:**

To attract the best talent available within the specified time limits without any prejudice towards gender, region, age and religion through transparent and effective methods thereby KVMG Moulding as an Employer of Choice.

Recruitment will be done Right Time / Right Person to do Right Job

2. **Scope:**

This process is applicable all Grades and hierarchy.

3. **Definitions:**

- a. **"Respective Dept HOD's"** refers who is asking/requesting manpower as new vacancy or replacement vacancy.
- b. **"Approving Authority"** refers who is decision making/who controls the budget, Managing Director" / "Director"

4.0 **Responsibility**

- HR Department: Manage recruitment cycle, ensure compliance.
- Management: Approve hiring decisions and budgets.

5.0 **Procedure**

Step 1 – Manpower Requisition

Step 2 – Job Description & Posting

- HR drafts / updates the Job Description (JD).
- Vacancy is advertised through approved channels:

Step 3 – Application Screening

- HR screens resumes against minimum eligibility criteria.

Age Verification :

- Candidates must be at least 18 years of age on the application deadline.

Step 4 – Selection Process

- Conduct written test / technical test (if applicable).
- HR Screening (basic fit, communication, background).

- Technical Interview (skills and job knowledge).
- Final Interview (management/leadership round).

Step 5 – Background & Reference Check

- Verify candidate's qualifications, previous employment, and references.
- Conduct background verification as per policy (ID, criminal, medical fitness, etc.).

Step 6 – Offer & Acceptance

- HR prepares Offer Letter with approved compensation.

Step 7 – Documentation & Joining Formalities

- Collect required documents:
 - ID proof, educational certificates, relieving letter, experience certificates, etc.
- Employee signs Appointment Letter / Employment Contract.

Step 8 – Induction & Onboarding

- New employee undergoes induction covering company policies, safety, HR rules, and compliance.
- Departmental orientation for specific role responsibilities.

6. Compliance

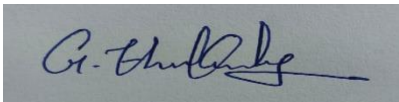
- Recruitment will follow principles of non-discrimination, equal opportunity, and zero tolerance to forced or child labour.
- All processes comply with:
 - Equal Remuneration Act, 1976
 - Industrial Employment (Standing Orders) Act, 1946
 - Labour laws and organizational policies

7. Pre-Employment Medical Check

- a. Selected candidate should undergo Pre-Employment Medical Check with the company approved Hospital or company authorised hospital.
- b. The candidate joining the company is purely subject to his / her being found medically fit.

4. Notice Pay

- a. Notice pay due to previous employer of the new recruit joining our company will not be reimbursed until there is an urgency to fill the vacancy. To pay the notice period of the previous Company is at the discretion of the Head - HR and the same shall be set off against the hiring budget allotted to the department.
- b. Any existing employee desirous of leaving the company must give one month notice or Notice pay in lieu of 30 days notice to the company.

Prepared by	Approved by
	
ESG Coordinator	Director / MD