

RECRUITMENT AND SELECTION POLICY

Ref No:-SIPL/GNGGN/022

Date: - 01 July-2022

Introduction:

This recruitment and selection policy outlines the processes and procedures for recruiting and selecting new employees in Shivam Infocom Private Limited .Our goal is to attract, retain and develop a diverse and talented workforce that will contribute to the company's success.

Policy:

- 1. Job Posting:** All open job positions will be posted on the company's website, internal bulletin board, and on relevant job boards and professional networks. The job posting will include a detailed job description, requirements, and compensation information.
- 2. Applicant Screening:** All applications will be reviewed by the Human Resources department to ensure that the candidate meets the minimum qualifications for the position. The screening process may include reviewing resumes, cover letters, and other application materials.
- 3. Interviews:** Qualified candidates will be invited for an interview, either in person or via video conferencing. The interview process may include multiple rounds of interviews with different team members. Interview questions will be job-related and will focus on the candidate's qualifications, experience, and skills.
- 4. Reference Checks:** Before making a job offer, the company will conduct reference checks on the final candidate. The reference check will include contacting previous employers, educational institutions, and other relevant references.
- 5. Job Offer:** If a candidate is selected for the position, a job offer will be made in writing, detailing the terms and conditions of employment. The job offer will include information about salary, benefits, working hours, and other relevant information.
- 6. Background Check:** A background check may be conducted on the final candidate before their employment begins. The background check may include a criminal record check, credit check, and verification of educational and professional credentials.
- 7. Equal Employment Opportunity:** The company is committed to equal employment opportunities and prohibits discrimination based on race, colour, religion, sex, national origin, age, disability, or any other legally protected status.
- 8. Performance Review:** After a new employee has been employed for three months, they will undergo a performance review to ensure they are meeting their job responsibilities and goals. The performance review will be conducted by the employee's supervisor, and the results will be shared with the employee.

Implementation:

This policy will be implemented by the Human Resources department, with the support of all department managers. This policy will be reviewed annually, or as needed, to ensure that it remains current and effective.

Approval:

This policy has been approved by the Shivam Infocom Pvt Ltd management team and will be communicated to all employees.

Prepared By



Approved By

For Shivam Infocom Pvt. Ltd.

A handwritten signature in blue ink, appearing to be "Anand", written over a rectangular stamp area.

Authorised Signatory