	OMAX COTSPIN PVT LTD	DOC NO.	OCPL/HR/03
	RECRUITMENT PROCEDURE	ISSUE NO/DATE	02/01.012020
		REV NO/DATE	01/01.01.2023

Selection Procedure:

The following recruitment procedure is used for recruiting people based on the requirements from the different departments.

After the Management approval, the core committees of members are selected by the Managing Directors / HR manager for the recruitment of appropriate staff for filling the vacant position.

It gives the prior preference to the internal staff members whose contract period is on a verge to get over and who are competent enough for requirement of the post.

If the internal staff does not match the requirement, then they are applied external recruitment system for the candidates to fill the requirement. The first step in this process is that the job profile is decided by the HR manager with the consultation of Core Committee Members.


External Recruitment System:

- Advertisements published through the following:
 - **Print media:** publishes the advertisement through the local & national level newspaper based on the requirement.
 - **Job portals:** Publishes the advertisements through job related websites.
 - **Consultancies:** It is also contacts them for filling the vacant position.

Internal Recruitment System:

- **Screening/ short listing of the candidates:** The CVs of the candidates are short listed as per the requirements of the Core Committee Members with the consent of Managing Partner/ HR manager. After short listing the CVs, the candidates are called for the interview.

PREPARED BY : HRD		PAGE 1 of 4
REVIEWED BY : HR MANAGER		
APPROVED BY : GENERAL MANAGER		

	OMAX COTSPIN PVT LTD	DOC NO.	OCPL/HR/03
	RECRUITMENT PROCEDURE	ISSUE NO/DATE	02/01.012020
		REV NO/DATE	01/01.01.2023

Interview by the Core Committee of the selected candidates:

- Preliminary Interview – HR.
- Written test in Hindi & English (If required).
- Interview taken by Panel members.
- Final Interview taken by the HR manager/General manager/Managing Director

During the preliminary selection process, the candidates are asked to take the written examination in both Hindi & English to judge the writing skills of the candidates. The Panel Members are provided with a set of evaluation sheet which the members fill while taking the interview and they give their feedback (score) on the different criteria and comments on the basic weakness & strengths of each candidate. As per the performance of each candidate in the written examination as well as in the personal interview with the Core Committee Members the list is prepared and submitted to the Managing Director/ HR Manager. The final interview of the selected candidates is taken by the Managing Director/ HR Manager and the negotiation for the salary is done during the time interview and the result is declared after a day or two.

Appointment Procedure: Appointment Letter is designed and sent to the selected candidate via email with joining date mentioned in the letter. The appointment letter **contains the following:** a) The Roles and Responsibilities to be undertaken by the candidate, b) Designation, c) Scale, d) Grade, e) Period of probation last but not the least the testimonials are also checked as a part of appointment procedure.


Induction Procedure: The newly recruited members are formally introduced to other staff members of Omax family in the first day of their joining.

1.2 Induction

Policy Statement

An effective induction ensures a positive start in any organization. It is also an ideal time to identify any personal development needed for the individual to become efficient in the job as quickly as possible. It should be tailored to the needs of a recruit and the specific areas of responsibility that they will hold.

PREPARED BY : HRD		PAGE 2 of 4
REVIEWED BY : HR MANAGER		
APPROVED BY : GENERAL MANAGER		

	OMAX COTSPIN PVT LTD	DOC NO.	OCPL/HR/03
	RECRUITMENT PROCEDURE	ISSUE NO/DATE	02/01.012020
		REV NO/DATE	01/01.01.2023

Objective:

The objective of the induction policy is to familiarize the employee with the factory, their job responsibilities, the industry, colleagues, factory systems, processes, and policies with a view to ensure that they start contributing to business outcomes as quickly as possible.

The induction should be a combination of standard components as well as tailor made learning of the role.

Process:

- ◆ Introduction with other employees
- ◆ Understanding technical aspects
- ◆ On Floor

(For induction part)

1.3 Training:

All employees should undergo through a training program upon General Health & Safety, PPE, First Aid, and Security System. The Trainings will be conducted department wise on scheduled dates. These trainings will be conducted for all employees to familiarize with the factory roles & regulations, the business, systems, and benefits.

These training will be conducted by HR executive of concerned blocks with Health. & Safety Officer.

PREPARED BY : HRD		PAGE 3 of 4
REVIEWED BY : HR MANAGER		
APPROVED BY : GENERAL MANAGER		



OMAX COTSPIN PVT LTD

DOC NO.

OCPL/HR/03

RECRUITMENT PROCEDURE

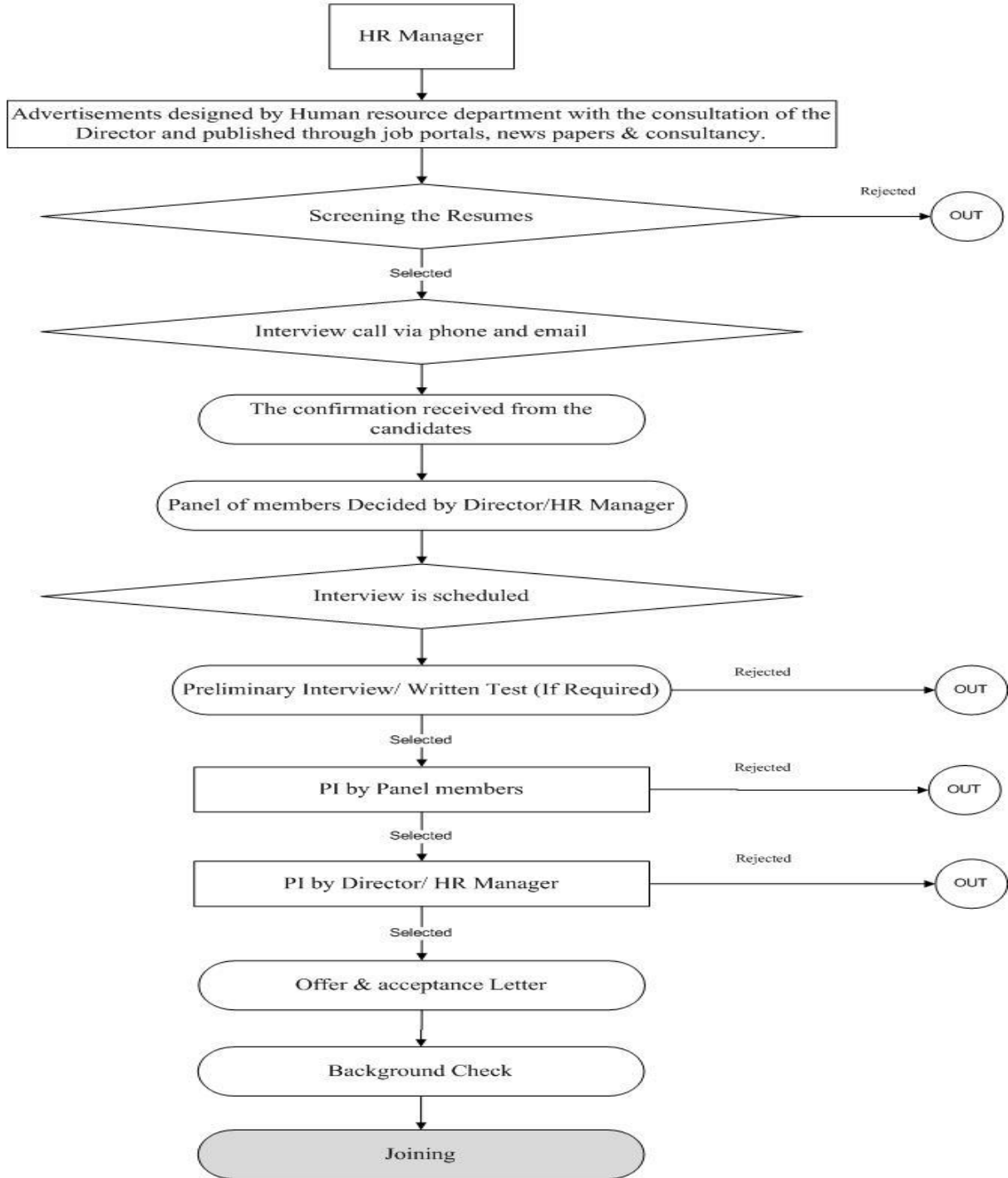
ISSUE NO/DATE

02/01.012020

REV NO/DATE

01/01.01.2023

Flow Chart of the Recruitment System of Marque Impex



PREPARED BY : HRD		PAGE 3 of 4
REVIEWED BY : HR MANAGER		
APPROVED BY : GENERAL MANAGER		