



PHARMA DEVILS

HR DEPARTMENT

STANDARD OPERATING PROCEDURE

TITLE: Recruitment Policy

SOP No.:		Department:	HR
		Effective Date:	
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1.0 OBJECTIVE:

- To select and appoint right people in the organization possessing desired competencies on the right jobs.
- To ensure a fair, open and transparent selection process based on merit and devoid of any region, caste, religion, gender or other bias.
- Keep in view their long term stability in the organization
- Timely acquisition and availability of people as per need of the organization.

2.0 SCOPE:

This Policy shall apply in the recruitment of all the employees in the organization, except workers.

3.0 RESPONSIBILITY:

Operating Officer / Executive HR & Corporate HR

4.0 ACCOUNTABILITY:

Head HR, Head Account & Head Corporate HR

5.0 ABBREVIATIONS:

SOP	Standard Operating Procedure
No.	Number
CQA	Corporate Quality Assurance
CHR	Corporate Human Resources
PA	Personnel & Administration
AC	Accounts
HR	Human Resources

6.0 PROCEDURE:

POLICY:

- The company will endeavor to select and appoint the best available talent from the market possessing the desired competencies.
- A timely, fair, open and transparent process based on merit and without any discrimination on the ground of region, caste, religion, gender or any other type, shall be followed for recruitment and selection of people in the organization.
- Long term stability will be kept into consideration at the time of selection of the people.
- Manpower planning, budgeting and costs at each location and department shall be kept into consideration before appointing people on new jobs/ vacant positions.



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- Whether the candidate needs company accommodation or not in case of out station candidates, if such employee is entitled for the same as defined in his joining papers. If, yes then necessary arrangement be made for his or her stay in Company Guest House or Hotel for a maximum period of Seven Days.
- The desk / work station, cabin, mobile phone, laptop / computer etc is available if such candidate is entitled as per the entitlement for his / her level of designation.

6.1 STEPS IN RECRUITMENT:

6.1.1 Manpower Planning & Budgeting:

- Manpower planning / budgeting is very important and is the first step in the Recruitment Process. All departments are required to review their manpower requirement keeping in view the targets given to them.

6.1.2 Requisition of Manpower:

- Manpower requisition will be forwarded to Corp. HR in the specified '**Employee Requisition Form**'. This will contain detailed Job Description/KRA's, Competencies required for the position, reason for requisition etc. and the date by which the requirement may be filled, as per specified Recruitment Cycle Time.
- Employee Requisition Form is to be filled in case of new vacancy or replacement. For new vacancy, it has to be approved by the Approving Authority.
- Corp. HR will scrutinize the requisition with reference to the sanctioned manpower in the budget.
- In case of requisition for additional manpower, in excess of the sanctioned manpower, the concerned HOD will specify the reasons for seeking additional manpower. If Corp. HR is satisfied with the requisition, it will forward the same to Director for approval.

6.1.3 Sources of Recruitment:

The following sources will be used by the Company, for the purpose of recruitment:

- CV Database.
- Job Portal (Naukri.com)
- Employee Referrals
- Campus Interview
- Open Walk- In Interview



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- Self-Walk in CV database
- Internal Job Posting
- Social Media like Linked in & Face book
- Automated System through Company Web- site, Software
- News Paper Advertisement
- Reference Candidates (on basis of suitability and merit)
- Recruitment Consultants (Only for critical positions at senior level, with prior approval of Director).

6.1.4 Job Posting:

On receipt of the Employee Requisition Form and necessary approval for initiating the recruitment process, Recruitment Executive/ Manager will post the vacancy on appropriate recruitment sources for inviting suitable applications/CV's. The Job Posting will clearly specify the following:

- Brief Overview of the Company
- Position
- Qualifications
- Experience
- Competencies
- Age Group
- Job Description
- Any other relevant detail

6.1.5 Short Listing / Screening of CVs:

- The Short Listing Panel will screen all the applications/ CVs received in response to the job posting and from the available CV database.
- The CV should match with the Job description, Competency requirement, Salary range, experience, educational criteria etc as provided in the Employee Requisition Form.
- In case of out station candidates, the Recruitment Executive/Manager will ensure from the applicant/candidate whether he is willing to relocate and joining time required by him in case of selection.
- Candidates, who meet the selection criteria, will be shortlisted for interview process.



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- This process is done within a set time frame. Rejected applications, not meeting the requirements are eliminated and recorded separately.
- Any good CV that come across, but not of the current requirement, can be kept in Key Resume File and considered later when need arises.

6.1.6 Telephonic Interview/ Video Conferencing:

- The Recruitment Executive/ Manager will hold a brief telephonic round of interview of the shortlisted profiles in order to assess the interest and suitability of the candidates who may be called for a personal round of interview.
- In case of out- station candidates, it is essential to hold a telephonic round of interview or if possible interview through video conferencing, in order to assess the interest and suitability of the candidates before deciding to call them for a personal round of interview.

6.1.7 Scheduling of Interview:

- The Recruitment Executive/Manager will coordinate with Short Listing Panel and obtain the list of shortlisted candidates.
- They will thereafter check the availability of the Interview Panelists and also of the shortlisted candidates and fix up the date for Interview accordingly.
- The concerned candidates will be sent interview letter through email.

6.1.8 Interview Day Responsibilities:

The Recruitment Executive/ Manager will ensure the following:

- Necessary intimation is sent to Security along with the List of candidates coming for Interview.
- Necessary arrangements for space and stationary etc are made for conducting Interviews.
- Arrangement for stay has been made for the shortlisted candidates in the guest house or hotel, as per eligibility and requirement.
- Arrangement for reimbursement of Travel fare of the eligible candidates.



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- Arrangements for pick up or dropping of candidates from Railway Station/Bus Stand or Airport as the case may be, through Company vehicles, as per eligibility and requirement.
- Necessary arrangements for snacks, refreshment, breakfast, lunch or dinner are made, depending on the schedule of the Interview.

6.1.9 Assessment/ Interview Process:

- Assessment / Interview Process follow for shortlisted candidates. Candidate is required to fill up a Personal Data Form in his own hand writing.
- Fresher / Candidate at junior level will be required to undertake a Technical Written Test and those who qualify will face Personal Interview. Computer efficiency test, psychometric tests, behavioral test of the candidates will be conducted, as required.
- Interview Panel conducts the interview and their comments/remarks are mentioned in Interview Assessment Sheet.
- For Senior or Key positions, final interview is conducted by the Director.
- Recruitment at any level in the company has to be approved by the concerned authorities.
- Corp. HR Department will convey the decision of the Interview Panel to the Approving Authority, who shall be the final decision making authority for selection of the candidate.
- While recruiting a candidate for any role or position at any level in the company, it must be ensured that no compromise is made in quality of Personnel while recruiting.

6.1.10 Salary Proposal:

- Corp. HR Department upon receiving the decision of the Interview Panel & Approving Authority will prepare the Salary proposal based on the following Criteria:
 - ✓ Profile of the candidate
 - ✓ His existing salary & expectations
 - ✓ Market norms
 - ✓ Parity should be maintained between salary being offered and the salaries of the existing employees in the company.



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- Corp. HR will get the salary proposal approved by the Interview Panel and Approving Authority.
- The proposal will be discussed with the candidate and his consent taken.

6.1.11 Issuance of Offer Letter:

- Corp. HR will issue the Offer Letter to the candidate within a week's time of his selection.

7.0 ANNEXURES:

Not Applicable

8.0 DISTRIBUTION:

- Controlled Copy No. 01 Head Human Resources
- Master Copy Quality Assurance Department

9.0 REFERENCES:

Not Applicable

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

Revision No.	Details of Changes	Reason for Change	Effective Date	Updated By
00	New SOP	Not Applicable		