



**STANDARD OPERATING PROCEDURE**

<b>Department:</b> Personnel and Administration	<b>SOP No.:</b>
<b>Title:</b> Recruitment procedure for all the Employees	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

**1.0 PURPOSE**

To lay down a procedure to describe the steps to be followed for streamlining of recruitment process relevant to all employees and keeping a check on the manpower management exercised by the concerned department.

**2.0 SCOPE**

2.1 This SOP is applicable for the recruitment of all employees at .....

**3.0 REFERENCE(S) & ATTACHMENTS**

**3.1 References**

3.1.1 In-house

**3.2 Attachments**

3.2.1 Attachment- I: Format for Manpower Requisition Form

**4.0 DEFINITION & ABBREVIATION(S)**

**4.1 Definitions**

4.1.1 Nil

**4.2 Abbreviations**

4.2.1 HR: Human Resource

4.2.2 SR: Senior

4.2.3 VP: Vice President

4.2.4 DGM: Deputy General Manager

4.2.5 MD: Managing Director

**5.0 RESPONSIBILITY:**

**5.1 HR Department:**



# PHARMA DEVILS

PERSONNEL AND ADMINISTRATION DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Personnel and Administration	<b>SOP No.:</b>
<b>Title:</b> Recruitment procedure for all the Employees	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

- 5.1.1 To conduct the recruitment of employees/ manpower.
- 5.1.2 To provide the necessary forms to be filled by the employee at the time of joining.
- 5.1.3 To full fill the manpower requirement of respective department as per “Manpower Requisition Form” submitted by the concerned department.

### 5.2 Concerned Department Head:

- 5.2.1 To fill and submit the “Manpower Requisition Form” to HR department.

### 5.3 Quality Assurance Head:

- 5.3.1 To ensure implementation of the defined procedure.

### 5.4 Plant Head:

- 5.4.1 To ensure implementation of the defined procedure.

### 6.0 Distribution:

- I. Quality Assurance
- II. Human and Resource
- III. Quality Control
- IV. Engineering
- V. Production
- VI. Environment, Health and Safety (EHS)
- VII. Administration



# PHARMA DEVILS

PERSONNEL AND ADMINISTRATION DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Personnel and Administration	<b>SOP No.:</b>
<b>Title:</b> Recruitment procedure for all the Employees	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

### 7.0 PROCEDURE:

- 7.1 For filling up the position of staff, the internal/existing employees are given preference and would be examined by the way of making realistic assessment of their past performance and potential suitability before resorting to the external recruitment.
- 7.2 Irrespective of the category or the level of employees, a standard Requisition Form should be forwarded to HR department under approval of concerned site head.
- 7.3 After defining the job profile jointly by the Head of concerned department and Head HR, attempt is to made to locate the person from existing manpower, inventory or available data bank. In case of non-availability of suitable candidates from such internal source, help of advertisement, recruitment agencies, and institutes are taken for campus interviews which is another way of recruiting technicians as per the urgency.
- 7.4 No outstation candidates shall normally be required to stay overnight. However of unavoidable circumstances, the HR department makes necessary arrangement for the candidate at the company's guest house/Hotel, depending upon the category of the candidate.
- 7.5 Reimbursement of expenses should be made in cash/cheque/online transaction on the day of the interview or within suitable time/days, when the interviews are held at the corporate office and when conducted out the same shall be sent by cheque/draft within a week time.

### 7.6 Recruitment procedure for all employees:

- 7.6.1 Department Head shall fill 'MANPOWER REQUISITION FORM' for replacement/new vacancy & additional vacancy
- 7.6.2 A two-tiered panel has been defined for the selection of various categories of employees as specified below:



# PHARMA DEVILS

PERSONNEL AND ADMINISTRATION DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Personnel and Administration	<b>SOP No.:</b>
<b>Title:</b> Recruitment procedure for all the Employees	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

POSITION	PANEL OF PRELIMINARY INTERVIEW	PANEL OF FINAL INTERVIEW
OFFICER TO SR EXECUTIVE	CONCERNED DEPT HEAD/HR OFFICER	HR HEAD/VP OPERATION
MANAGERIAL POSITION UPTO SR MANAGER	CONCERNED DEPT HEAD/HR HEAD	VP OPERATION/VP (HR)
DGM AND ABOVE	CORPORATE/ VP (HR)	PRESIDENT /MD

- 7.6.3 On selection of candidate, candidate has to fill on line application form. This application is accessible through internet and intranet.
- 7.6.4 On confirmation of completion of all the formalities, an offer letter is issued.
- 7.6.5 The regular appointment letter containing salary structure will be issued on the date of joining of the candidate.
- 7.6.6 Candidate shall produce the following documents for the completion of background check.
1. Copy of education qualification certificates.
  2. Increment letters, appointment letters, relieving letters experience certificates of all the previous organizations.
  3. Salary slips of last three months.
  4. Id Proof, Address proof and three passport size Photograph.
- 7.6.7 At the time of joining employee shall be advised to fill the following set of compliance format, which will be provided by HR department.
- **Form-2 Declaration and Nomination Form under the Employees' Provident Funds & Employees' Pension Scheme**
  - **Form -11 Declaration by a person taking up Employment in an establishment on which Employees' Provident Fund Scheme, 1952**
  - **Form – F Nomination form for payment of gratuity.**
- 7.6.8 On joining an appointment letter is given to the employees which covers the following:  
Role/Designation



# PHARMA DEVILS

PERSONNEL AND ADMINISTRATION DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Personnel and Administration	<b>SOP No.:</b>
<b>Title:</b> Recruitment procedure for all the Employees	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

- 7.6.9 Period of probation, this clause is applicable only up to Manager level employee. And it is not applicable for above manger level employee.
- 7.6.10 Compensation package, which includes primary salary (Basic Salary, Personal allowances and variable dearness allowances), Fixed entitlements (House Rent allowances, High Cost Allowances, leave travel allowances, Bonus, Gratuity and other allowances (Conveyance, Medical Reimbursement)
- 7.6.11 Clause Regarding the termination Procedure of the employees.
- 7.6.12 Right of the organization to vary the terms of appointment.
- 7.6.13 An induction program is then arranged by the HR department in consultation with the concerned department.

### 8.0 REVISION HISTORY

Version No.	00	Effective Date	
Details of revision: New SOP Prepared			



# PHARMA DEVILS

PERSONNEL AND ADMINISTRATION DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Personnel and Administration	<b>SOP No.:</b>
<b>Title:</b> Recruitment procedure for all the Employees	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

### Attachment- I

## MAN POWER REQUISITION FORM

**Date:**

### TO BE FILLED BY REPORTING AUTHORITY

It's a Replacement/new requirement

Department:

Raised By:

Position Type:

Reason:

Location:

Type of Employment:

Date of Requisition:

Position No.:

Vac. No.:

Total Departmental Strength at Present:



# PHARMA DEVILS

PERSONNEL AND ADMINISTRATION DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Personnel and Administration	<b>SOP No.:</b>
<b>Title:</b> Recruitment procedure for all the Employees	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

Attachment- I Continued...

### JOB PROFILE

Mandatory Qualities:

\_\_\_\_\_

Desirable Qualities:

\_\_\_\_\_

### CANDIDATE PROFILE

Academic Qualification:

\_\_\_\_\_

Technical Qualification:

\_\_\_\_\_

Experience: \_\_\_\_\_

Key experience: \_\_\_\_\_

Specialization Req.:

\_\_\_\_\_

Other Qualification (If Any):

\_\_\_\_\_

**Signature of Reporting Authority:** \_\_\_\_\_ **Signature of HOD:** \_\_\_\_\_

**Signature of Head HR:** \_\_\_\_\_



**PHARMA DEVILS**  
PERSONNEL AND ADMINISTRATION DEPARTMENT

**STANDARD OPERATING PROCEDURE**

<b>Department:</b> Personnel and Administration	<b>SOP No.:</b>
<b>Title:</b> Recruitment procedure for all the Employees	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

Attachment- I Continued...

**FOR HR USE**

Date of Job posting/ assignment to Head Hunters..... Mode of sourcing .....

Interview dates of candidate.....Name of Selected candidate.....

Closing Date: \_\_\_\_\_ Name of New Joinee: \_\_\_\_\_

Date of Joining: \_\_\_\_\_ Salary: \_\_\_\_\_

Signature of Reporting Authority: \_\_\_\_\_ Signature of Responsible Authority: \_\_\_\_\_

Signature of HOD: \_\_\_\_\_ Signature of Head HR: \_\_\_\_\_

Format No. ....