



RECRUITMENT POLICY

OBJECTIVE:

To identify and recruit the appropriate talent with the optimum skills and aptitude required for working towards the company goal and thus helping company to attain constant success and continuous and consistent growth.

OPERATING AUTHORITY:

- HR
- HEAD OF THE DEPARTMENT
- PLANT HEAD
- MD

OPERATING PROCESS:

Employees are selected solely based on their qualification, ability, experience and character. At the time of selection reference checks are solely at the discretion of the employer and can be conducted at any point of the recruitment and/or selection process.

Candidates will only be short listed for interview if they meet all the essential criteria defined in the Man Power Requisition Form.

The recruitment request has to be made across only by Head of the Department. The Head of Department has avail to themselves with a Man power requisition form, which is available with HR department of the company and duly fill the same get it signed by the MD.

Only when the Man power requisition form is duly signed and send across to HR department, will the recruitment procedure begin.

Initial telephonic screening will be done by the HR.

First round of personal interview would be conducted by the HR. If the candidate found suitable then would be required to go through second round of interview.



Second round of interview would be conducted by the Head of the Department or any person second in command to the Head of the department.

All candidates will be asked a standard format of questions and test, which will have been decided by the HR and the concerned department. All questions must be related to the job requirements and the candidate's suitability to undertake the role.

ANUSHAM prohibits employment of relatives of the employees who are already working with the company.

All application details are treated with the utmost confidentiality. It is the duty of the HR & Head of the Department to safe guards the same.

If in the case of a casual worker, recruitment will be done through licensed contractors. In the event of appointment of a casual worker no letter of appointment is to be provided. And all candidates so called in for being employed should be above 18years of age (**APPLICABLE FOR PLANTS AND FACTORIES ONLY**)

The Company only employs Indian citizens and individuals with approved work permit authorized to work in India in compliance with the Immigration Reform and Control Act.

Where applicable, Employee in countries outside India will have to abide by the respective country's immigration law.

Consultants to undertake and provide services to ANUSHAM shall be hired by the MD, and approved by the HR

The Consultants shall enter into a contract with ANUSHAM for the services to be provided as stated in the Contract entered.

Reviewed By
S.Kowsalya
AGM-HR

Approved By
D.Prabhu
Managing Director