

DEPARTMENT	OEC-HRD-RE-P-01	ISSUE DATE	REVISION #
HR	RECRUITMENT POLICY AND PROCESS	2016-05-23	1.0*
			PAGES
			1 of 4

Revision History

#	Name	Role	Version Number	Date	Reason for Changes
1	Mr. Dipak Pathak	Creator	0.0	01.12.2015	First Release
2	Mr. Sumant Misra	Approver	0.0	01.12.2015	First Release
3	Mr. Dipak Pathak	Creator	1.0*	20.05.2016	Process of Recruitment has undergone changes with regards to reference check
4	Mr. Sumant Misra	Approver	1.0*	23.05.2016	

DEPARTMENT HR	OEC-HRD-RE-P-01	ISSUE DATE 2016-05-23	REVISION # 1.0*
RECRUITMENT POLICY AND PROCESS			PAGES 2 of 4

PURPOSE

- To streamline the Recruitment process,
- To ensure that we always hire the RIGHT people at RIGHT role at RIGHT time, and
- Also to thrive a strong Employer Branding to attract the best talents available in the Industry

SCOPE

This policy is applicable to the employees appointed on the payroll of OEC.

Covers all the vacant positions across the functions, levels & hierarchy

To enable HR to initiate the hiring process at any point of time during the year, the respective HOD / functional / Regional heads need to follow the below-mentioned steps –

- Get the Manpower Requisition approved by the concerned approving authorities (as per the Recruitment Approval matrix shown below), and
- Forward the approved requisition to HR.

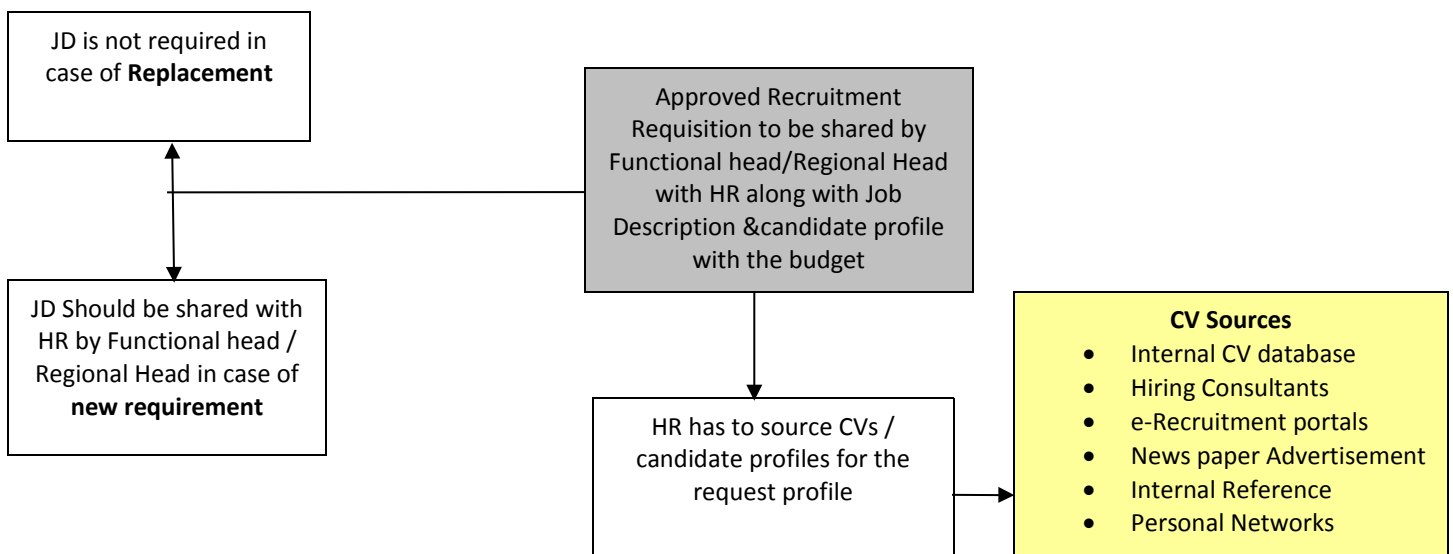
REFERENCE

- HR – Human Resource
- VP – Vice President
- AVP – Asst. Vice President
- COO – Chief Operating Officer
- CFO – Chief Financial Officer
- HOD – Head of Department
- MD – Managing Director
- ED – Executive Director
- IJP – Internal Job Posting
- CV – Curriculum Vitae

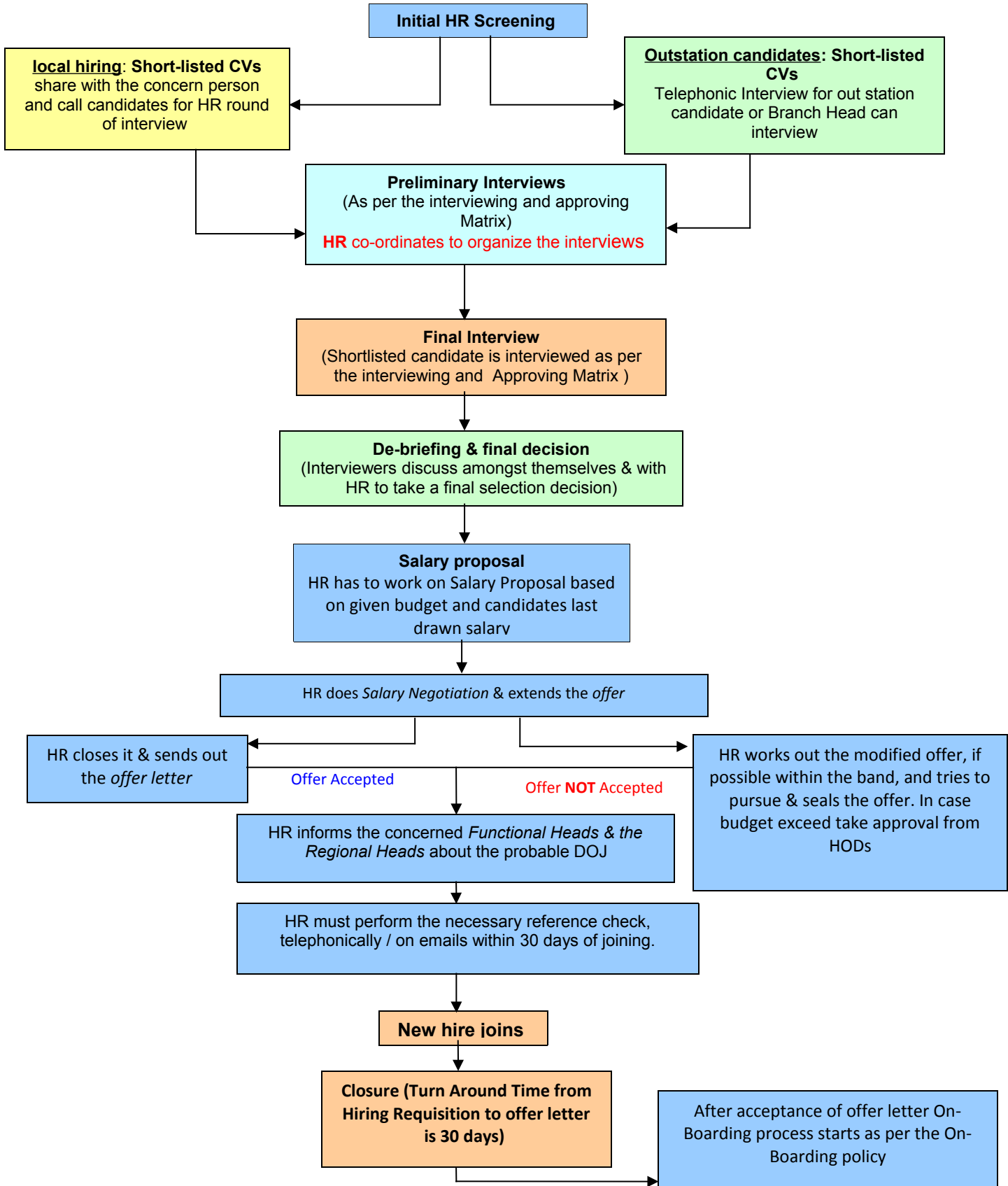
RESPONSIBILITY

Human Resource department and the head of the departments are responsible for the recruitment of the employees.

PROCEDURE / DESCRIPTION OF ACTIVITIES/Process Flow chart



DEPARTMENT	OEC-HRD-RE-P-01	ISSUE DATE	REVISION #
HR	RECRUITMENT POLICY AND PROCESS	2016-05-23	1.0*
			PAGES
			3 of 4



DEPARTMENT		ISSUE DATE	REVISION #
HR	OEC-HRD-RE-P-01	2016-05-23	1.0*
	RECRUITMENT POLICY AND PROCESS		PAGES 4 of 4

Interviewing & Approving Matrix: Any Recruitment across the organization, at any level / function has to be interviewed / approved by the concerned authorities.

Roles / Designations	Interviewing & Approving Matrix	
	Preliminary	Final
V.P, A.V.P., COO,CFO,CIO	Head – HR	COO/MD / ED
Asst. Mgr , Manager, Sr. Manager, Branch Heads, Asst. Branch Heads, Regional Managers and Zonal Heads	Functional Head /HOD / HR	HOD/Head-HR
	Functional Head/HOD/ HR	
	Functional Head /HOD/HR	
Executive and Supervisors	Functional Head / HOD / HR	HOD / HR

ENCLOSURES

NA

FORMATS / EXHIBITS

NA

Effective Date:

This policy will be effective from 23 May 2016.

Violation:

The company expects total compliance of this policy. Violation, if any, will be viewed seriously and may invite appropriate action.

Policy Owner:

HR would be responsible for maintaining and carrying out subsequent modifications.

Revision of Policy:

Management reserves the right to revise this policy at any time and in any manner without notice. Any change or revision will be available with the Management and will be communicated appropriately.

Note: Any exception to the process shall be approved by the COO of the company