

PadmaPani Society for Human Excellence
Regd No.1061/93
Hyderabad,Telangana

Staff Recruitment Policy

INTRODUCTION

The success of **PadmaPani Society for Human Excellence** relies on its ability to attract the best staff and volunteers available. Recruitment methods must be fair, efficient, and effective.

PURPOSE

The Staff Recruitment Policy has been established to ensure **PadmaPani Society for Human Excellence** has the opportunity to attract the best available staff and volunteers for all vacant positions. This policy relates to employment of all staff and volunteers other than the Board Members.

POLICY

PSHE is committed to providing high quality programs and services to our community. To support the achievement of this objective we recognise the importance of employing the most suitable applicant for all vacant positions.

PSHE will ensure it has the best opportunity to attract the best available staff by broadly advertising (internally and externally as deemed appropriate) all vacant remunerated positions and volunteer vacancies.

PSHE will take all reasonable steps to ensure that applicants may be safely entrusted with the duties of their position.

PSHE will internally advertise all vacant positions to current staff and volunteers to encourage career advancement and increase participation.

PSHE is committed to providing a work environment that is free from harassment and discrimination.

All recruitment and selection procedures and decisions will reflect **PSHE** commitment to providing equal opportunity by assessing all potential candidates according to their skills, knowledge, qualifications and capabilities. No regard will be given to factors such as age, gender, marital status, race, religion, physical impairment or political opinions.

Responsibilities:

It shall be the responsibility of the President and the Members of the Society to implement this policy and to monitor its performance.

It is the responsibility of **Managers and Supervisors** to ensure that:

- They are familiar with the recruitment policies and procedures, and that they follow them accordingly;
- Staffing levels for their Project are determined and authorized;
- All roles have current position descriptions that specify role requirements and selection criteria.

It is the responsibility of the **Human Resources Team** to ensure that:

- All Managers are aware of their responsibilities in the recruitment and selection process;
- Managers are given continuous support and guidance in regards to recruitment and selection issues.

Procedures

Pre-Recruitment Activities

When it becomes necessary to recruit for a position, Managers should carefully consider the requirements for the position, and the key selection criteria including skills, experience and qualifications.

If no position description exists for the available position, or if it requires revising, this is the responsibility of the appropriate Manager. Once the new position description or amendments have been drafted, it should be forwarded on

to Human Resources and, if appropriate, approved by the President or Board. Selection criteria will be drawn up based on the basis of a position statement.

Where the position description is for a new role, the Human Resources Officer or Manager will review and evaluate the position and draw up a position statement that will then, if appropriate, approved by the President or Board.

Prior to commencing the recruitment process, the responsible Manager is required to gain approval from the President or Board or delegated authority and forward this to the Human Resources Officer.

Direct Internal Appointments/Promotions:

In situations where a Manager wishes to promote an employee who meets the specific selection criteria for the vacant position into the internal vacancy, the appointment must be authorised by the appropriate Manager, and the approval is to be forwarded to the President or Board Members.

Internal Advertising:

Where appropriate, PSHE will advertise all vacancies internally.

Exceptions to this rule may occur when:

- The position is of such a specialised nature, and / or appropriate skills are not available within the organisation; or
- There is a need to make a direct appointment or promotion into the vacant position.

Upon receiving approval for the vacant position, Human Resources will advertise the available position internally. Internal advertisements should include the following:

- Position title;
- Outline of the position;
- Skills required for the role;
- Closing date for applications.

All internal applicants should forward a current copy of their resume, together with covering letter, to the applicable manager for acknowledgement, consideration and processing.

Internal applicants who possess the required skills, qualifications and work-related experience, as specified in the internal advertisement, will be interviewed for the position by the relevant Manager or Supervisor.

External Advertising

Where a position cannot be filled internally or where it is appropriate to conduct an external recruitment campaign, the available position should be advertised through relevant networks (Devnetindiajobs, Indeed etc.) on relevant websites (PSHE Website), and through local regional leading newspapers and Citi cable network.

Volunteer positions will be advertised as widely as deemed reasonable.

All advertisements must be approved by the President.

If required, the Human Resources Department/concern Manager will prepare an appropriate recruitment advertisement for the position and submit it for review and approval by the relevant Manager. The Human Resources Team will administer the placement of the advertisement and monitor applications received.

Screening Applicants:

If a recruitment consultant has been engaged to recruit for a position, they will be responsible for screening the applicants.

Resumes must be screened against the position description so that assessments can be made of their suitability for the specific role. Applicants who are assessed as suitable will then be selected for interview.

Managers should consult with the Human Resources Department if they require any assistance with the selection process.

References shall be sought, where appropriate, as set out in the organization's References Policy. Previous employers and referees shall be contacted, and transcripts, qualifications, publications and other certification or documentation shall be validated.

If it is mandatory screening by the Donor Agency the concerned manager will consult and take assistance from the donor agency.

Conducting Interviews:

The short-listing and interview process will be conducted by a selection panel which will be appointed by and will include the President or any of Board Members, from the donor agency, if necessary subject expert will sit in the interview process, and the relevant manager or supervisor for the position.

If any member of staff finds that they are assessing any applicant where there is a perceived or actual conflict (eg. Where the applicant is a family member, friend or past colleague) they shall declare the perceived or actual conflict to the panel.

Reference Checking:

Managers are to ensure that, where possible, a minimum of two reference checks are conducted prior to an offer of employment being extended to a candidate.

Details of the reference checks should be attached to the candidate's application form.

Appointments: An Appointment letter will be issued to all staff and subsequent to the receipt of the letter of invitation to join employment, the candidate would be expected to submit a joining report. All candidates should provide the following details:

- Copy of the relieving letter or 'no dues' certificate from previous employer
- Copies of experience certificates from all earlier employers
- Filled-in personal profile form of organization with two passport size photographs
- Signed copy of the Conflict of Interest Statement.
- Signed copy of the statement on adherence to Child Protection Policy.
- Copy of pay slip or salary certificate of last drawn salary
- PF Nomination and PF Transfer Form, if applicant or future reference.

Job Description: The document of responsibilities for each employee for the purpose for which he/she was employed is defined as ‘job description.’ Each employee would be issued a job description, which would include specific activities and the targets that need to be accomplished. The Organization reserves the right to revise, add or modify the job descriptions of an employee at any time.

Induction: All the newly recruited employees on joining shall be inducted into the system after a formal orientation/training. It is recommended that the induction process shall be a multi-departmental orientation program and the employee be sent on rotation to other Projects to enable him/her to understand all the Projects of the Organization.

Probation: All newly recruited employees shall undergo a probation period of not less than Six months from the date of appointment. The probation period may be extended by the management at its sole discretion. During probation, should the employee resign, he/she shall be required to give one month’s notice in writing and his resignation shall become effective only when the Management accepts the same. The performance of an employee on probation shall be evaluated before the expiry of the probation period.

Resignation: A desire to be relieved from the services/employment of Organization subject to acceptance, from a particular period of time, usually giving 2 months of notice or as specified in the letter of appointment or confirmation or contractual agreement. Accordingly, all rights and benefits accruing to employees shall stand withdrawn from the last day of employment.

Termination: If an employee is found to be repeatedly disregarding the disciplinary rules of the Organization in spite of repeated notices, or if the performance of the employee (regular or contractual) is not up to the desired level or does not show signs of improvement even after being given the required training, the Organization may serve a notice of termination.

An employee shall be liable for termination of services for breach of conduct, fraud or non-compliance with the Organization’s policies and procedures or indulging in malpractice or any other reason as deemed fit by the Organization by giving him/her one month’s notice or compensation in lieu thereof. The services

of an employee shall only be terminated by an order issued by the Project Manager.

Suspension: Employees who have violated the disciplinary standards and professional code of behavior guidelines and who have failed to improve their conduct, intentionally or habitually, after warnings through written communications shall be suspended from services for a period as decided by Governing Body. During the suspension period, the said employee will not be allowed to render any kind of duties.

Promotion: Employees shall be promoted to higher positions, on the basis of their past performance, competence, requisite qualifications and experience.

Performance Appraisal: All confirmed employees (regular as well as contractual) shall be appraised annually against the objectives set out at the beginning of the year.

Personal Accident Insurance Policy: Every employee of organization is covered under a group personal accident insurance scheme of XXX insurance Organization. The cost of premium is borne by the Organization and there is no additional contribution made by the employee.

Leave: The following policy recognizes the employee's need to have time off from work for various reasons such as religious, recreational, cultural, medical, personal or others. Leave shall be calculated with reference to the calendar year- 1st Jan to 31st Dec.

The coverage for "Leave of absence" includes:

- a) Privileged Leave (PL) 15 no. of days. b) Sick Leave (SL) – 15 No of days.
- c) Casual Leave (CL) – 15 No of days. d) Maternity Leave –90 No of days.

Application for any kind of leave mentioned above shall be made in the prescribed Leave Form for obtaining prior permission of the sanctioning authority.

Payment of Salary: The salary period is from 1st of the month to 30th/31st of the month. Organization should the pay day of the month fall on a holiday or weekly holiday, the salary shall be paid on the preceding working day. All the salaries of

shall be paid through Check Payment or RTGS. If funds delay by the donor organization when the funds disbursed by the donor only pay to the staff. If any long pending from donor agency, the organization shall give advance to the staff.