



Recruitment Policy

Purpose:

The aim of recruitment is to attract and acquire potential employees who have the relevant skills, qualifications and experience to make a positive, innovative contribution towards the growth of the organization.

Scope:

This policy covers

- all Stations
- all Departments and Divisions

Procedures:

- Manpower requisition shall be sent by all concerned Department / Station along with the Job Description for the vacant position which justifies the requirement.
- HR Department (coordinator) should check with approved Manpower budget.
- HR Departments initiates candidate sourcing as below:
 - ✓ Internal Search: The HR Department will initiate the search from the database available of the existing employees.
 - ✓ Employee Referrals: All available vacancies as per the employee referral policy will be posted through intranet and company website. Referred candidates can be used as a data pool by the HR Department.
 - ✓ Job portals / Company website: These are source for recruitment where vacancies prevailing in the organization are filled through job portals / company website.
 - ✓ Consultants: Source the candidates from the consultants contracted with.
 - ✓ Educational Institutions: Liaise with Educational Departments for potential talents
- HR Department (Coordinator) is responsible for screening and short listing of candidates. Final short listing of candidates is done in consensus with HR Department and concerned Department
- HR Department (Coordinator) shall organize personal interview with Department/ Head - HR, and MD as the case may be:



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- ✓ All positions in **Station Manager** and above shall be approved for appointment by the Board of Management.
 - ✓ All positions from Asst Manager to Sr. Manager shall be approved and appointed by Country Head/Functional Head.
 - ✓ Other positions Sr. Executives and below can be approved and appointed by Department Heads / Station Head.
- HR Department will use Curriculum Vitae, web based Questionnaire and candidate evaluation as assessment tools for selecting the candidates
 - Salary negotiation, working agreement and Terms and conditions for the selected candidates is done by the HR department (coordinator).
 - Reference check is done by HR Department (Coordinator).
 - Offer letter is given to the candidate (Station Manager and above) subject to the condition that the candidate should go through Medical check-up the list of test to be done will be given by HR and cost will be reimbursed upon joining.
 - Appointment letter is released to the selected candidate by Board of Management or Head - HR or Country manager based on the levels.
 - Once the date of joining is confirmed with the candidate, the same is intimated to the concerned Department Head. The Approval Matrix is as listed below;

	Others	Station Manager & Above
Cost Approval	Head – HR	Board of Management
Offer Letter	Country Manager	Head - HR
Appointment Letter	Country Manager	Head - HR
Confirmation Letter	Head – HR	
Appraisal Letter Signing	Immediate Supervisor / Head – HR	Country Heads / Managing Director / Head HR
Increment/Salary Revision	Immediate Supervisor / Head – HR	Managing Director
General Certificates	Country Manager	Head - HR