



Reliance Infrastructure Limited

## Recruitment & Selection

Prepared & Issued by	Date of Implementation	Version
<b>Corporate HR Reliance Infrastructure Ltd.</b>	<b>01.06.2024</b>	<b>5.0</b>

<b>Title</b>	<b>Recruitment &amp; Selection</b>
Version	V 5.0
Creation Date	1 <sup>st</sup> June 2024
Business Scope	Reliance Infrastructure and Group / Associate Companies
Geographical	Across locations

Responsibility	<ul style="list-style-type: none"><li>a. HR is responsible for the maintenance and advocacy of the Policy</li><li>b. HR is responsible for compliance with local laws/ statutory requirements</li><li>c. HR and Competent Authority / HODs are responsible for implementing and ensuring communication of this policy to all staff with support of Business HR</li></ul>
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Assurance Check (Optional)	Head Audit
Policy Owner	HR Lead – Talent Acquisition
Final Approval	CHRO (Chief Human Resource Officer)
Topics	<p>This document covers the policies and guidelines with respect to</p> <p>Recruitment policy</p> <p>Sources of Recruitment</p>
Deviation	Any deviation to the Policy shall be based on final approval of R-Infra CEO / CHRO

**1. Objective and Purpose**

- 1.1 Recruitment Policy is a guide to HR Professionals across Reliance Infrastructure Ltd. (R-Infra) including Associate / Group Companies:
  - 1.1.1 To acquire right kind of talent for the organization to deliver its business goals.
  - 1.1.2 To ensure timely and quality recruitment in a cost effective manner within approved budgets.
- 1.2 The policy is designed to provide a guiding framework and develop integrated systems & processes to achieve end to end Recruitment Process Efficiencies including:
  - 1.2.1 Recruitment Need Analysis and Planning
  - 1.2.2 Sources of recruitment
  - 1.2.3 Conducting Interviews
  - 1.2.4 Short listing & Compensation Fixation
  - 1.2.5 Approval methodology
  - 1.2.6 Joining & Hiring
  - 1.2.7 Employee Data updation in SAP
  - 1.2.8 Recruitment Process & Data Audits
- 1.3 To ensure effective monitoring & control on the recruitment process so that recruitment in various employment categories is conducted in transparent & consistent manner.

**2. Scope and Applicability**

- 2.1 All the Associate Companies are covered under this policy, unless it is decided to have separate policy for its purpose.
- 2.2 This policy covers recruitment of all categories of employees such as Regular Employees, Full Time Consultants, Officers on Special Duty (OSDs) Fixed Term Retainers, Ex-Patriates, Trainees, etc.
- 2.3 This Policy does not cover recruitment of Agency manpower.

**3. Policy****3.1 Employment Categories**

- 3.1.1 R-Infra recruits people for a large number & type of profiles in various categories.
- 3.1.2 Concerned HR shall decide the category / level on which the candidate shall be recruited, based on the Manpower Requirement Parameters for the given role. (*Refer Template1 for Role Directory Format.*)
- 3.1.3 Minimum age for recruitment on R-Infra rolls is 18 years. Candidates below the age of 18 years are not eligible for hiring.
- 3.1.4 Candidates having following educational qualification shall be recruited on R-Infra rolls.

Sr. No	Educational Qualification
1	BE / B Tech/ B Arch
2	MBA / Other equivalent qualification
3	ME / M Tech / MCA

4	CA, ICWA, CS
5	LLB, LLM, etc.
6	MBBS or equivalent
7	Diploma Qualification

Note: Candidate with any other qualification may be considered in exceptional cases based on the Role Requirement and approval of Business / Function Head and Business HR.

3.1.5 The various Employment Categories for which, Recruitment shall be carried out are as follows:

Sr. No	Employment Category
1	Regular
2	Graduate Engineering Trainees (GET), Diploma Engineering Trainees (DET)
3	Management Trainees (MT)
4	Trainees
5	Consultants/ Retainers
6	Ex- Patriates
7	OSD (Officers on Special Duty)

**Note:** Recruitment of Consultants/Retainers under perennial nature of work shall be avoided. If required this shall be done with concurrence of Business Head and Corporate HR.

### 3.2 Recruitment Plan

3.2.1 The Recruitment Plan shall be based on the Business Plan and shall be worked out in a scientific & systematic manner. It shall be phased out month wise and quarter wise over the financial year, based on the requirements in consultation with the Business Head, Business HR Head & Corporate HR through the HR AOP.

3.2.2 This shall include new vacancies based on Business requirements and replacement vacancies

3.2.3 Based upon approved requirements, individual manpower recruitment requisition shall be submitted to the concerned HR by Business / Function Head. (*Refer Annexure 1 for Format of Manpower Recruitment Requisition*).

### 3.3 Sources of Recruitment

3.3.1 Various sources of recruitment shall be deployed and utilized in a cost effective and efficient manner.

3.3.2 Recruitment executive shall use the various Sources of Recruitment to fill up the vacant positions as under:

Sr. No	Sources of Recruitment
1	IJP
2	Head Hunters
3	Résumé Data Bank
4	Employee Referrals
5	Web Sourcing/ Social Media (LinkedIn)
6	Job Portal
7	Networking
8	Campus Recruitment
9	Advertisements (must be considered as a last resort)

3.3.3 Any Campus Visit and Recruitment shall be carried out in consultation with specific approval of Head Corporate HR.

3.3.4 **Cross – Sector / Industry Mix:** Recruitment executive shall ensure that the Candidates are sourced from across Industries / Sectors, in order to ensure a healthy mix of internal opportunity & infusion of fresh blood, thus making our Organization, multi-faceted, dynamic and progressive.

### 3.3.5 Internal Sourcing

3.3.5.1 Internal Sourcing shall be undertaken for any open position based on the availability of in-house talent which can be relocated / re-deployed through Internal Job Posting. Candidates shall be considered in accordance with their potential, competency, and performance.

### 3.3.6 Placement Consultants

3.3.6.1 In consultation with Business HR, suitable Placement Consultants shall be short listed and empanelled by Corporate HR based on the following parameters.

- Type of talent to be recruited
- Core competencies of the Placement Consultant eg. Area of specialization
- Geographical spread and network
- Internal expertise available with the firm
- Present clientele
- Past track record / references
- Service quality in terms of Résumé shortlisted, cycle time to close a requisition etc
- Conflict of interest

3.3.6.2 Recruitment teams shall avail services only from empanelled Consultants.

3.3.6.3 All Placement Consultants will be classified into two distinct grades

1. Grade I- Premium (National & International Players/Executive Search firms)
2. Grade II- Non – Premium (National / Regional level / City Specific Consultants)

3.3.6.4 All Consultants' Professional Charges will be as communicated by Corporate HR from time to time.

3.3.6.5 In the event of candidate leaving before completion of 6 months (for JMC / MMC) or 1 year (for SMC/TMC) from joining, free replacement shall be provided by the placement consultant as per the terms & conditions of contract; else the professional charge shall be recovered or adjusted from the pending bills of the consultant in co-ordination with respective accounts department.

### 3.3.7 **Advertisements**

3.3.7.1 Advertising is done when the number of people required is high, the candidate profile is homogenous and the target group is widespread.

3.3.7.2 Depending on the business requirement / specification, Geographical Spread requiring the advertisement, Corporate HR shall approve to advertise on a local, regional or nationwide basis.

3.3.7.3 All advertisements for Business specific Requirements may be released by Business HR with prior written Approval of Corporate HR.

3.3.7.4 The Advertisement shall be released in a standard format approved by Corporate HR.

### 3.3.8 **Campus Recruitment**

3.3.8.1 Fresh Graduate / Post graduate students shall be recruited from leading educational institutes through Campus Recruitment as GETs / MTs / DETs. (This excludes hiring through professional institutes like ICAI / ICSI / ICWA / CMA etc)

3.3.8.2 Campus recruitment would be centrally coordinated by Corporate HR in order to leverage common resources and contacts with leading campuses.

3.3.8.3 Eligibility Criteria:

3.3.8.3.1 Only full-time courses shall be considered, which are as per duration specified by AICTE.

3.3.8.3.2 Candidates who have secured minimum 60% marks in aggregate or CGPA score of 6.0 (on a scale of 10) till the last semester of their course would be considered for Campus Recruitment.

3.3.8.3.3 The candidate should have cleared all papers / subjects of their previous semesters in first attempt.

3.3.8.3.4 After selection, if the candidate fails to secure 60% or CGPA score of 6 as required, his appointment shall stand cancelled.

### 3.3.9 **Recruitment of Former Employees**

Refer Annexure 7

### 3.4 Short-listing of CVs

3.4.1 All the CVs shall be short-listed based on identified skill requirements and the Job Description for the position and as per the parameters mentioned in Manpower Requirement Parameters.

3.4.2 Only local candidates shall be considered before reaching out for outstation candidates in JMC and MMC cadre.

### 3.5 Interview

3.5.1 Candidates shall be assessed on the following parameters:

1. Business Knowledge
2. Knowledge of work process and systems.
3. Functional Competence as required by the Role
4. Behavioral & Personality traits
5. Reliance ADA Group Culture Fitment

3.5.2 Recruitment executive shall use teleconferencing and videoconferencing, extensively to conduct Interviews of out Station candidates. However for final round, candidates shall be called for in-person interview for closure.

3.5.3 In such circumstances, entitlements pertaining to a candidate's Stay / Conveyance and other entitlements for attending the interview shall be applicable as per Travel Policy for the grade in which the candidate is proposed to be inducted.

3.5.4 Overnight stay shall be avoided in case outstation candidates are called for interview to Corporate / Business Head Office. If overnight stay is required, suitable arrangement shall be made by concerned HR executive in Company's Guest house.

3.5.5 The Interview Panel shall be based on the Incumbent Role, as per the table below.

SN	Level of recruitment	Interview Panel Members	
		Level 1	Level 2
1	Upto A-06	HR/ HOD, Reporting Officer for the position	Business Head, Function Head
2	A-07 to A-09	HR/HOD, Business / Function Head	CEO
3	A-10 and above & Key Positions (irrespective of grade)	CHRO/ CEO	Top Management

If the candidate is found suitable for the post by Interview Panel, hiring shall be processed only as per Approval Matrix mentioned below:

Approval Matrix	L1	L2
Upto A-06	HR/HOD	CEO (Optional)
A-07 to A-09	HR/HOD	CEO
A10 and above	CHRO/ CEO	Top Management

### 3.6 **Joining**

- 3.6.1 Joining of an employee shall be done by Concerned HR executive using E-Joining process.
- 3.6.2 When an employee is recruited he may have certain financial commitments to the past employer with reference to Notice Pay, Out Standing Loans etc. Additionally when he is required to relocate from a location to the present place of posting he may incur expenses related to traveling of self and family members, Shifting of Household Goods.
- 3.6.3 Company, based on the individual recruitment terms and conditions may compensate these expenses to the employees. (Refer Annexure 6 for details of One Time Joining Entitlements). These will however be subject to the commitment made by HR in writing.

## 4. **Procedure**

### 4.1 **Procedure Overview**

- 4.1.1 The total cycle time taken to complete the recruitment process, confirming to Business that the candidate shall join on a date mutually agreed between Business & the Candidate (considering his Notice Period to be served in current organization), shall be within around 90 days from the offer date.
- 4.1.2 Based on Annual Recruitment Plan, arising out of Business AOP, Requisition shall be submitted by the Business / Function Head to the respective HR. Concerned HR executive shall initiate recruitment process.
- 4.1.3 Concerned HR executive shall create, maintain and update the Business wise requirements on yearly basis or as per changes in business needs in accordance with AOP. Recruitment executive shall identify the best and most cost effective sources of recruitment to fill in the positions.

### 4.2 **Sourcing**

- 4.2.1 The HR Representative shall utilize various sources of recruitment based on following principles to optimize the internal resources and costs:
  - 4.2.1.1 Need for Recruitment for the Position
  - 4.2.1.2 Seniority of the Position
  - 4.2.1.3 Volume of Requirement v/s Availability of manpower in the Industry.
- 4.2.2 The Business / Function HR should optimize the recruitment costs by first using the internal sources of recruitment. This is in line with our Organizational objectives to provide & enhance growth & developmental opportunities to in-house talent.
- 4.2.3 If suitable candidates are unavailable for fulfilling the requirement, they should resort to using external sources of recruitment.

**4.3 Internal Sourcing (Internal Job Posting)**

4.3.1 Business /Function HR should raise the requisition through the IJP Portal based on Business Requirements, and further processed in line with the Internal Job Posting Policy.

**4.4 Placement Consultants**

4.4.1 Corporate HR shall identify shortlist and empanel suitable Placements Consultants.

4.4.2 Recruitment executive shall share the requirement with empanelled Placement Consultants viz. broad position requirement – functional and numbers etc.

4.4.3 The Placement Consultant should then provide a list of candidates who have cleared their Preliminary screening tests for R-Infra to the Recruitment executive.

**Note:** 1. In case of receiving duplicate candidate profiles, Business / Corporate HR shall consider the candidate from the consultant who sent the profile across in writing first.  
2. In event that the consultant sends forth a candidate profile that has already been referred by an employee, then Employee Reference shall take precedence over that of the Consultant. In this case, the consultant shall be informed of the same in writing.

4.4.4 HR Representative must ensure that applications shall not be accepted if the application has already been earlier submitted by another consultant against the requisition or if the application already exists in the company's database.

4.4.5 The Consultants' role in the Recruitment Process will be:

4.4.5.1 Industry mapping and creating a pool of potential candidates.

4.4.5.2 Contacting candidates, performing first level Preliminary Screening based on requirement input provided by HR and assisting in scheduling interviews.

4.4.5.3 Assisting in reference checks.

4.4.6 The Consultant will extend all support based on the convenience / requirement of the HR till joining of the selected candidates.

4.4.7 On the day the selected candidate joins the organization, HR shall send intimation to the concerned Placement Consultant of the same.

4.4.8 The Consultants should raise the invoices after 15 days from the date of joining of the candidate and send the same to HR

4.4.9 HR, after verification, shall certify and forward the bills for payments to Accounts Departments within 2 days of receipt of invoice.

4.4.10 Accounts Department shall transfer the amount directly in the Bank account of Manpower Consultancy within 7 days of receipt of invoice.

**4.5 Advertisements**

- 4.5.1 Standard templates shall be designed by the Corporate HR, for releasing recruitment advertisements.
- 4.5.2 The advertisement shall be released only after necessary approval from the concerned Business / Function Head as well as the Business HR Head / Corporate HR Head.
- 4.5.3 Applicants shall be asked to send their CVs to the Concerned HR.

**4.6 Web Sourcing**

- 4.6.1 Jobsites – Corporate HR shall identify the job sites when no of requirements are high based on the following parameters:
  - 4.6.1.1 Proficiency of the site (network, marketing & sales, commercial etc)
  - 4.6.1.2 Current candidate database of the site
  - 4.6.1.3 Registration fees

HR Representative shall use this resource extensively & ensure that most positions below Grade A-07 are filled using this source.
- 4.6.2 It will be the responsibility of the Business HR Head to ensure that there is no misuse of log-in ids which are provided, and that the content management is accurate and flawless.

**4.7 Networking**

- 4.7.1 This recruitment source shall be used extensively by the Recruitment executive to map the suitable candidates from relevant and other related industries using their formal / informal contacts within a geographical area. They should also clearly list the various existing organizations from where the candidates can be sourced.

**4.8 Campus Recruitment**

- 4.8.1 All the Business HR in consultation with respective Business / Function Heads shall send their Annual MT / GET / DET requirements to Head Corporate HR which shall be based on their Annual Operating Plan and Manpower requirement.
- 4.8.2 The requirements should specify the type of discipline, numbers required, department in which they shall be placed and justification. (Refer Annexure 2 for Annual Trainees Requisition Format)
- 4.8.3 The requirements for MT / GET / DET shall be collated centrally at the Corporate HR level based on inputs from respective Business.
- 4.8.4 Corporate HR shall collate company-wide requirement and recommend for Management approval, before commencing the Campus Recruitment process.
- 4.8.5 Head - Corporate HR shall finalize the campus recruitment plan. Any Campus Visit / Recruitment shall be carried out strictly based on the specific approval of Head Corporate HR/ CHRO.

- 4.8.6 Following parameters shall be taken into consideration while selecting an educational institute for Campus Recruitment.
  - 4.8.6.1 Reputation, Infrastructure and Track Record of the Institute
  - 4.8.6.2 Functional focus of the Institute
  - 4.8.6.3 Geographical location/presence of the Institute
  - 4.8.6.4 The performance of the employees who have already been hired from the Institute.
- 4.8.7 The list of approved campuses for specific categories shall be compiled as per the requirement.
- 4.8.8 Corporate HR with assistance Business HR shall develop long term relationships with campuses through the following initiatives:
  - 4.8.8.1 Sponsorship of joint programs
  - 4.8.8.2 Providing summer training and projects placement
  - 4.8.8.3 Instituting chairs/ scholarships
  - 4.8.8.4 Inviting faculty members for talks and seminars
  - 4.8.8.5 Sponsoring campus events
  - 4.8.8.6 Visit of students to our sites / offices
  - 4.8.8.7 Encouraging company executives to develop into “visiting faculty”
- 4.8.9 Business HR shall actively support Corporate HR in interview, travel coordination, material preparation etc.
- 4.8.10 Allocation of the institutes to HR shall be made on the basis of their location by the Corporate HR to develop Goodwill, Relationship & Brand Building with the institutes.
- 4.8.11 Based on requirements and Placement Season of Institutes, Corporate HR or designate shall schedule Pre-Placement Talk and Recruitment Schedule.
- 4.8.12 For ensuring the uniformity, Pre Placement communication shall be designed & circulated by Corporate-HR.
- 4.8.13 First level of short listing of CVs shall be done as per eligibility criteria mentioned in section 3.4.1
- 4.8.14 Mental Aptitude tests shall be conducted for short listed candidates as per role requirement.
- 4.8.15 Shortlisted candidates shall also be called for Group discussion to assess specific competencies and shall be invited for personal interview.
- 4.8.16 Interview Panel shall consist of at least three employees – 2 Function heads and one HR executive.
- 4.8.17 Weightage for MAT, GD & PI can be 30%, 30% and 40% respectively. Total cut off score shall be 60%.

4.8.18 Names of the selected candidates shall be communicated to the Institute within 10-15 days of the Campus Process.

4.8.19 Concerned Recruitment executive shall generate Offer Letter and Pre-employment Health Check-up Letter and send the same to the selected candidates at the earliest.

4.8.20 The candidate, who does not return his acknowledgement letter within 15 days from the issuance of the offer letter, will be considered as not joining the organization and the offer shall stand cancelled in such a case. This shall be communicated to the candidate and the institute immediately.

#### **4.9 Employee Referral Scheme**

Employee referrals shall be considered for recruitment in line with Employee Referral Policy.

#### **4.10 Screening / Short-listing of CVs**

All the CVs should be short-listed based on identified Skill requirements and the Role description for the position. The short-listing of CVs will take place in 2 separate stages:

4.10.1 Pre-Screening Stage – Pre-screening shall be carried out within the resume' database by the HR, based on Job description as well as certain key desirables indicated in the original requisition. Candidates should have served typically minimum tenure of two years in previous Organization they have worked with.

4.10.2 Screening Stage – Business / Function Head shall further short-list CVs based on the role requirements.

4.10.3 CVs of candidates rejected at any stage of recruitment is maintained online.

#### **4.11 Interviews**

Interviewing is the most critical stage in the Recruitment process, which will ensure that the right candidate is selected for the right job. The success of the interview is based on how well the interview schedule has been created & executed. Some Guidelines of preparation & execution of interview schedules are as follows:

##### **4.11.1 Preparation for Interviews**

4.11.1.1 HR shall schedule interviews, taking following into consideration:

1. Minimum waiting time for the candidates
2. Schedule the candidates from the same company in different time periods

4.11.1.2 HR shall share details of panel members, date, time and venue, and Role details with the candidates in advance as required.

4.11.1.3 HR shall also intimate the candidate regarding the Travel / Stay / Conveyance and other entitlements as per Travel Policy.

4.11.1.4 HR shall ensure that the candidates appearing for the interviews confirm their attendance in advance as per schedule. They shall carry important documents for Interview as under:

- 1) Appointment letter, subsequent promotion letters on letterhead of current organization
- 2) Pay slips / Salary slips for the last 3 months in the current organization

4.11.1.5 HR shall share Applicant details with Interview Panel in advance which may typically include:

- 1) Names and interview slots for all candidates to be met.
- 2) Resumes of all candidates
- 3) Candidate Assessment Sheet (*Refer Template 5 for format*)

#### 4.11.2 **Interview Process**

4.11.2.1 Before the interview starts, the HR shall ensure that following activities are undertaken:

- 1) Brief the reception about the Interview Schedule and also the courtesies to be extended
- 2) Interview panel is available at the scheduled Venue, prior to candidates' arrival.
- 3) Personally escort the candidate to the interview room.
- 4) Provide details about the job, company, reporting relationship, work culture, growth avenues, compensation and benefits etc.
- 5) Invite / encourage the candidate to ask questions.

4.11.2.2 Interview shall be carried out to assess the candidate on the following parameters:

- 1) Functional Skills, Experience / Exposure,
- 2) Managerial competencies / Behavioral traits/ Culture fit

4.11.2.3 HR shall close the interview gathering the information related to Compensation, Notice Periods etc.

4.11.2.4 The Interview Panel shall document the outcome of the interview in Interview Assessment Form clearly mentioning next steps viz. Next Level Interview, Status on the candidate (hold / short listed / selected/not suitable).

4.11.2.5 HR shall maintain a database of all the resume's for future reference.

4.11.2.6 If the candidate is selected, his details shall be shared for approval as per Approval Matrix (Ref S.N. 3.5.5). Further processing shall be done on receipt of necessary approval.

4.11.2.7 HR/ Manpower Consultant shall communicate appropriately to the candidates who are not found suitable.

#### 4.11.3 **Determination of Salary & Negotiation**

4.11.3.1 Salary determination and negotiation shall be done in accordance with the guidelines from Corporate HR from time to time as detailed in Delegation of Authority – HR document. Business HR along with Corporate HR shall decide maximum hike in CTC that can be given for specific designation bands and roles. This shall be reviewed every year.

4.11.3.2 Once decision is made to hire a candidate, Recruitment executive shall initiate Compensation Discussion within the Candidate at earliest.

4.11.3.3 Recruitment executive shall ensure that the Compensation negotiated is in congruence with the Cardinal Principle of Recruitment as per Role Requirement/

Requisition Form and the documents that they have obtained from the candidate during the interview.

4.11.3.4 Since R-Infra follows a Cost to Company (CTC) approach of remuneration, the first step in these discussions is to understand/ capture candidate's current compensation on the basis of Cost to Company:

Candidate's Cost to Company	=	Candidate's Current Gross Pay per Annum+ Value of Existing Perquisites (as per Appointment / Promotion Letters)+Retiral & Statutory Benefits + other benefits Compensation
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4.11.3.5 HR shall not value elements that are notional in nature – e.g. Loans etc. These shall be valued to the extent that they have actually taken and not as per their entitlement. Also, allowances of a temporary nature shall not be considered.

4.11.3.6 At this stage if the candidate claims of an increment due or a promotion expected at an immediate date within 30 days of proposed Date of Joining, the same can be taken into consideration appropriately.

4.11.3.7 The candidate shall have to give documentary proof of the latest reward received. The HR shall account for only those payments that the employee has received in the immediate past and not for the full eligibility or expectations of the employee.

4.11.3.8 HR will have to exercise fair judgment, as there may be a tendency to inflate cash reimbursements & variable portion of Salary by the candidate.

#### 4.12 Selection

4.12.1 Based on the Candidates Performance in the Interview the Interview Panel shall rate the candidate and take the selection decision.

4.12.2 All selected candidates shall be intimated of their Selection by the HR& process for Remuneration fixation will be undertaken.

4.12.3 Once compensation for the position has been negotiated & mutually agreed upon by both parties, HR shall initiate the Process.

4.12.4 HR shall also clarify to the candidate with respect to One time Joining Entitlements as applicable detailed in *Annexure 6*.

#### 4.13 Reference Check and Background Check

4.13.1 Recruitment executive (with the help of Placement Consultant as the case may be) shall undertake reference check of the selected candidates. (Refer Annexure 4 for Reference Check format).

4.13.2 For critical positions (i.e. Corporate Functional Heads, Business Heads and CFO) and for positions of level A-10 & above Background Check shall also be carried out apart from Reference Check.

4.13.3 If result of reference check / background check is negative, decision of selection of the candidate shall be revoked by concerned Business HR Head and communicated to the candidate accordingly.

4.13.4 Offer Letter shall be provided to the candidates on plain paper or on Company's Letter Head based on Business requirement. (*Refer Annexure 5 for Offer Letter Format*).

4.13.5 Employee Application Form link is shared with the candidate and details entered by candidate are auto saved in E-recruitment portal. The Offer Letter is generated through E-recruitment portal. Pre-Employment Medical Check-up Letter is also sent to him separately. (*Refer Template 3 for Employee Application Form and Template 4 for Pre-Employment Medical Check-up Letter*).

4.13.6 HR may receive three responses from the candidate once the offer is sent to him:

- 1) **Candidate rejects the offer:** In this case, HR shall ensure that the Withdrawal of Offer on the aforesaid grounds is clearly communicated to the candidate.
- 2) **Candidate requests to change the Tentative Date of Joining:** HR in discussion with Functional Head can change the Date of Joining & resend Offer Letter with the Revised Date of Joining. However, HR shall communicate to the candidate if the said change cannot be accommodated. HR shall communicate Withdrawal of Offer on the aforesaid ground to the candidate.
- 3) **Candidate Accepts the Offer:** Upon receiving the Acceptance of Offer from the candidate, duly filled Employee Application Form, his tentative Date of Joining, Medical Forms & scanned copy of medical reports, the hiring decision shall be taken and E-Joining Link shall be sent to the Prospective Employee, through email, subject to Positive Medical Reports.

#### 4.14 Pre – Employment Medical Check

4.14.1 HR will organize with Doctor or Hospital/ Medical Test Centers for certifying fitness of offered candidates and arrange to receive the reports directly.

4.14.2 If not, then the candidate can identify any medical center to get his/her medical check up done through a civil surgeon and can claim reimbursement in Mumbai or Outstation.

4.14.3 The eligible candidate can claim upto Rs. 6500/- being hired at any level on the rolls of Company. However, PSO's in Security function can claim upto Rs. 15,000/-.

4.14.4 The list of tests shall be reviewed by Corporate HR in consultation with Chief Medical Officer from time to time.

4.14.5 1) The prospective employee is expected to send scanned copies of duly filled Pre – Employment Medical Test Forms & reports Certified by empanelled Medical Practitioner  
2) The hard copies of the medical reports & duly filled Pre – Employment Medical Test Forms shall be sent to the Medical Officer. The empanelled doctor, upon validating the hard copies of medical reports of the candidate, shall communicate to HR about the fitness of the candidate to join the services of R-Infra / Associate Company.

**4.14.6 Outcomes of Medical Reports:**

- 1) **Negative Outcome:** If the Medical Reports are negative, Recruitment executive shall inform the candidate prior to his Date of Joining and the Offer Letter sent to him shall be formally withdrawn through a written Communication.
- 2) **Positive Outcome:** If the Medical Reports are positive, E – Joining Link will be sent to the prospective employee through E – Mail.

**4.15 Issue of Appointment Letter**

- 4.15.1 The candidate shall submit all the original documents to HR Representative on the Date of Joining.
- 4.15.2 HR Representative shall validate all the photocopies of the documents submitted by the candidate.
- 4.15.3 HR Representative shall issue the Appointment Letter to the candidate. (Refer Template 6 for format of Appointment Letter).
- 4.15.4 The Choice Pay components are subject to changes as per Compensation & Benefits Policy.

**4.16 Joining**

- 4.16.1 Post Validation of Documents with Originals, on the day of joining of the employee, concerned HR executive shall run the hiring action, generate Payroll No. and communicate the same to the employee.
- 4.16.2 Relevant Employee data shall be entered into SAP as a part of Hiring & Supplementary Hiring action. Refer Onboarding pt no 4.18
- 4.16.3 Concerned HR executive shall create the Employee's Personal File.
- 4.16.4 HR executive shall send a Joining Circular to all concerned and introduce the employee to Business / Function Head and all other Functional Heads at the Joining Location.
- 4.16.5 Concerned HR executive shall also facilitate Administrative & IT Support to the New Joinee. They shall also ensure that the employee is aware of the One time Joining Entitlements he is eligible to receive & ensure that he receives the same.

**4.17 Probation**

- 4.17.1 New Joinee in JM and MM cadre will be on probation for a period of 6 (Six) months from the date of appointment, where after, if employee's service is found satisfactory, he/ she shall be confirmed by means of a written communication. Incorporation of Probation clause shall be subject to requirement of respective line of Businesses.
- 4.17.2 During the probation period, employee will be liable to be discharged from the company's services at any time with one month's prior notice from either side or basic salary in lieu thereof and without assigning any reason, and in case of such separation, employee will have no right or claim against the Company.

**4.18 On boarding/ Induction**

- 4.18.1 Concerned HR executive shall ensure that every employee joining R-Infra / Associate Company rolls go through a memorable and smooth Onboarding experience.
- 4.18.2 Intimation sent to respective departments for arrangement of IT Asset, ID Card and SIM Card for New joinee in advance.
- 4.18.3 Discuss with the functional head and identify Buddy for the new joinee from the concerned department. Brief the buddy regarding his roles and responsibilities and also share the new joinee details with him for any preparation required.
- 4.18.4 Seating arrangement: Identify the seating (workstation/cubicle/ cabin) for the new joinee and intimate Administration department regarding allotment of the same in advance.
- 4.18.5 Formal / Virtual Induction program (covers Business Overview, policies etc) be conducted by HR.
- 4.18.6 In case of senior management (A10 & above) Joining Announcement is shared with Key Executives and in-person Introduction is organized during Induction period. Visit to key business sites are arranged appropriately.
- 4.18.7 Employees are briefed regarding internal portal, Company policies & other benefits on day of joining.
- 4.18.8 HR executive brief the new joinee regarding Compensation structure/ tax benefits etc.

**4.19 Post Recruitment – Data Base Updation**

- 4.19.1 Concerned HR executive shall complete entry of personal details in SAP, if any details are missed out while hiring the employee through portal.
- 4.19.2 HR shall ensure that all the transactions are completed as required.

**5. Exceptions / Amendment / Interpretation:**

- 5.1 The policy is subject to modification, amendment and alterations by the management at any time without assigning any reasons or without giving any prior intimation to the employees.
- 5.2 The Company reserves the right to interpret the meaning of this policy and/ or any part thereof/ supplementary orders issued therein and such interpretation shall be final and binding upon all the Employees.

**6. Key Interfaces**

- 6.1 This policy will have appropriate interfaces with the following:

- 6.1.1 Business Plan (Annual Operating Plan)
- 6.1.2 Transfer Policy
- 6.1.3 Policy on Compensation & Benefits
- 6.1.4 Travel Policy
- 6.1.5 Policy on Employee Referral
- 6.1.6 Policy on Internal Job Posting

## 7. Confidentiality

- 7.1 This policy is a confidential document and shall be treated as such by all concerned.
- 7.2 No part of this policy shall be photocopied or reproduced by any means without prior written permission of Head Corporate HR.

## 8. Review and Control

- 8.1 The policy shall be reviewed for ensuring its adequacy, completeness and absence of any ambiguity once a year by Corporate HR. Suggestions received in writing shall also be reviewed by Corporate HR.
- 8.2 Any revision / amendments desired in the policy shall be put up before the Management for due approval.
- 8.3 The signed copy of the policy shall be designated as Master copy which will be maintained by the Corporate HR.

## Annexure 1

<b>A</b>	<b>Job Role:</b>		
Position:		Department/ Business:	Criticality: (High/Medium/Low)
Cadre/ Designation		Reporting to:	L1:
			L2:
On rolls/ Outsourced (Company Name)		Reportees:	-
Reason for raising requisition	<b>New Position (Yes/No)</b>	<b>Replacement</b>	<b>Retirement</b>
		Retiring Employee Name & Grade:	Retiring Employee Name & Grade:
Interview panel for this role:		Office Location:	
<b>B</b>	<b>Job Specification:</b>		
Qualification:	Essential		
	Preferred		
Experience: (in years)		Age: (in years)	
Key Competencies required:			
<b>C</b>	<b>Job Responsibility/ KRA:</b>		

**Manpower Recruitment Requisition**

## Annexure 2

## Annual Trainees Requisition

Requisitioned By:	Name:
	Location:
	Business:
Position Details:	[As highlighted in the organization chart enclosed for Trainees (Management / Graduate / Diploma Engineers)]
No. of Positions	
Unique Role Code	
New Position / Replacement	
If Yes, briefly state reasons / justification.	
If No, Vacancy due to separation of:	Name:
	Designation:
	Date of Leaving:
Reporting to:	
Approved by:	
Business / Function Head	
HR Head	
Corporate HR Head	
Date:	

**Annexure 3**

**Regret Letter Format**

<DATE>

<NAME>

<ADDRESS>

Dear <First Name>

Sub: Your application for the Position <Position Title>

Thank you for your interest in Reliance Infrastructure. We have carefully reviewed your application. However, we regret to inform you that at this time we are unable to find an appropriate role for you.

We will keep your resume on our database and will contact you, should a suitable opportunity arise in the future.

Wishing you great success in future

Sincerely,

<Name of Business / Corp HR Representative>

<Designation>

Reliance Infrastructure Limited.

## Annexure 4

## Reference Check Format

<b>Name:</b>	
<b>Designation/Organisation:</b>	
<b>Contact Details:</b>	
<b>Nature of Association:</b>	
<b>How long have you known the candidate?</b>	
<b>Sr. No</b>	<b>Questions</b>
1	In what capacity did the Candidate work with you? (Reporting directly, You were senior/boss/peers)
2	How has been his overall performance?
3	What are the Candidate's strengths? (Site specific instances)
4	How does the Candidate deal/ react with adversity or failure?
5	How does the Candidate interface with cross functional team? (His attributes, Interpersonal & Communication Skills, Discipline)
6	How good the candidate is with his team members and peers? (Can he lead and manage his team)
7	Has there been any integrity issue with the candidate?

**Annexure 5****Offer Letter / Letter of Intent**

Ref: R-Infra/HR/\_\_\_\_\_

&lt;Date&gt;

To,  
<Name>  
<Address>

Dear <Name>,

We are pleased to offer you grade 'A-03' as 'Designation' in \_\_\_\_\_ department.

You shall join on or before \_\_\_\_\_.

The offer detail is enclosed as Annexure A.

A formal Appointment Letter will be issued to you on your day of joining.

This offer is subject to your clearance in medical fitness and Background Verification.

Please sign on the copy of this letter (attached) to confirm your acceptance and send us the acknowledgement copy of this letter via email latest by \_\_\_\_\_.

Regards,

Acceptance:

I have read and understood the above terms and conditions and hereby accept the Offer.

Signature: \_\_\_\_\_

Name: Mr/Ms.

Date: \_\_\_\_\_

## Annexure 6

**One time joining entitlement****1. Notice Pay**

- 1.1. The candidate may be, if decided by HR in consultation with Dept head, reimbursed the Notice pay amount at actuals. The candidate on joining will be required to produce documentary evidence, viz. full and final settlement indicating the amount deducted towards notice pay.
- 1.2. Maximum amount of notice pay shall not exceed 3 month's salary drawn by the candidate.
- 1.3. Based on the approval of the concerned HOD, Recruitment Executive shall issue written communication to the candidate regarding the reimbursement of Notice Pay.
- 1.4. On joining employee shall submit the claim for the reimbursement of Notice pay to the Recruitment Executive. The claim should be supported with the copy of the Full and Final Settlement Statement from the employee's previous organization indicating the notice period deduction.
- 1.5. The candidate shall be informed about the Demand Promissory Note of 12 months to be signed by him in order to avail of Notice Pay Reimbursement. In event that the candidate resigns from the services of the company within 12 months of Joining, the Notice Pay amount Reimbursed to him upon Joining shall be recovered with Interest at the rate of 12 % p.a. levied upon the Full amount paid to him. If the amount of reimbursement is more than Rs. 2 lac, DPN of 24 months shall be signed by the candidate.
- 1.6. HR shall forward the claim, along with the copy of written communication of Notice Pay Reimbursement & copy of HOD approval to Finance dept for payment.

**2. Joining Leave**

- 2.1. An employee, who is recruited from outstation and has joined without the family, is entitled for Joining Leave, as per the Leave Policy, to enable him to shift his family and personal belongings.
- 2.2. The number of days of Joining Leave shall be decided by Business / Function Head based on the needs of each case, but in no case it shall be more than 7 days.
- 2.3. Joining Leave shall be available only up to the first 3 months of joining. In exceptional circumstances Joining leave may be availed within six months of joining provided prior written approval of the Business/ Function Head and Business HR is obtained at the time of joining.

**3. One Time Travel of Self & Family to the joining location**

- 3.1. Employee is entitled for One time reimbursement of expenses towards traveling of Self and Family members from the place where he was working to the place of posting. (Family includes spouse and dependent children and does not include parents).
- 3.2. Entitlements for travel shall be as per Travel policy.
- 3.3. The employee shall make his / her own arrangements for tickets as per the entitlements.
- 3.4. Expenses can be claimed on submission of proof such as original tickets / boarding pass and approval of Business HR.

**Note:** The Company shall encourage recruitment of candidates within their hometown to avoid dislocation of their personal lives.

#### **4. Stay Arrangements**

- 4.1. Employee, who is recruited from outstation shall be entitled along with his family members, for maximum 15 days stay at Company Guest House.
- 4.2. Employees shall be provided with only stay arrangements upto 8 days initially. This can be extended upto 15 days with prior approvals. All other bills related to Food etc. shall be borne by the employee unless otherwise specified by HR.
- 4.3. If an employee and his/her family members have to extend their stay in the Guest House, approval of Administration & HR is mandatory.
- 4.4. However, beyond 15 days, the employee shall be charged for stay, food, beverages, laundry & telephone depending on the rates applicable at the Guest House at various locations.
- 4.5. Rates for stay beyond 15 days at the Guest House in Delhi, Mumbai, Chennai, Bangalore and Calcutta shall be Rs.1000/- per day and, in other locations Rs. 500/- per day.
- 4.6. Rates for stay beyond 30 days at the Guest House in Delhi, Mumbai, Chennai, Bangalore and Calcutta shall be Rs. 2000/- per day and in other locations Rs. 1000/- per day.
- 4.7. Charges for stay beyond 15/30 days will be debited from employee's salary based on the details provided by Admin team to the payroll administrator / HR.
- 4.8. In event that Guest House accommodation is not available/ possible, employee shall be provided with stay arrangement at hotel for maximum upto 15 days, as per his entitlement in Travel Policy.
- 4.9. In case the employee stays for more than 15 days in the hotel, the expenses beyond 15 days shall be deducted from the salary.

#### **5. Local Conveyance**

- 5.1. Employee should make his / her own arrangements for Local Conveyance.

#### **6. Transportation Reimbursement for shifting of household goods**

- 6.1. Employees joining from outstation are entitled for reimbursement of expenses for Transportation of House Hold Goods, Car / Two Wheeler, Packing / Unpacking, Loading / Unloading at the time of joining as per Transfer Policy.
- 6.2. Employee, who is shifting the Household Goods shall obtain 3 quotations from the transporters for transporting the goods and avail the services of the Transporter with lowest rates.
- 6.3. Employee can claim the reimbursement on submission of proof (quotations from 3 transporters and necessary invoices) and approval of Business HR.
- 6.4. Escort charges are not payable for shifting of belongings.
- 6.5. If the employee leaves the organization within 1 year of joining, expenses towards shifting of household goods will be recovered from him during his full and final settlement with a penal interest of 12% p.a.

#### **7. Miscellaneous**

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- 7.1. Re-registration of vehicle: There will be no reimbursements made to the candidate for Re registration of his vehicle, Octroi or Additional Sales Tax etc.
- 7.2. School Admission Assistance: The company shall provide no guarantee to the candidate on the schooling requirements for his children and there is no financial assistance at the time of joining.

**Annexure 7****Guidelines for re-hiring of former employees****1. Objective**

- 1.1 To lay down guidelines for re-hiring of former employees.
- 1.2 To put in place a framework ensuring all checks and balances while rehiring former employees.

**2. Scope**

- 2.1 These Guidelines shall be applicable to all the employees of Reliance Infrastructure Limited & its Group / Associate Companies.

**3. Guidelines**

- 3.1 The Organization shall not approach any former employee for re-hiring. It shall be based on the employee's request to come back.
- 3.2 Employees who have completed their Full & Final formalities while leaving the Organization shall only be considered for re-hiring.
- 3.3 The end-to-end recruitment process including Background Screening & Reference Check of the former employee shall be strictly in accordance with Recruitment Policy.
- 3.4 Former employee may be considered for hiring for the same function for which he was earlier working or any other suitable function / role.
- 3.5 Former employee shall be considered for hiring only if he qualifies the qualification, experience and other criteria as mentioned in the Role Directory of the given position.
- 3.6 Performance & conduct feedback shall be obtained from his previous reporting officer / HOD / peer-group in the Organization.
- 3.7 Employee should have been a good team player.
- 3.8 Employee shall be considered suitable for re-hiring only if he has worked with the Organization for a minimum period of two years and his last two performance ratings are 4 or above.
- 3.9 If the employee is joining within 1 year of leaving the organization, he shall be hired at the salary & grade same as that while leaving the organization.
- 3.10 If the employee is joining after 1 year of leaving, CTC offered to the employee shall be equivalent to the CTC he would have drawn had he continued in the Organization.
- 3.11 It shall be ensured that hiring of former employee does not create disturbance in any manner within the function.