PUKHRAJ ADDITIVES LLP

RECRUITMENT & SELECTION

Document No: PAL/POL/22 Issue date: 01.07.2023 Rev. No & date: 02/01.04.2026

Purpose

Pukhraj Additives LLP is committed to attracting, selecting, and retaining competent employees who possess the required qualifications, skills, experience, and attitude to contribute effectively to the Company's objectives. The recruitment and selection process shall be conducted in a fair, transparent, and non-discriminatory manner, ensuring equal employment opportunities for all eligible candidates.

This policy applies to the recruitment and selection of all employees, including permanent, probationary, temporary, contractual, part-time, and trainee personnel.

Policy

Recruitment shall be carried out based on business requirements and approved manpower planning. All appointments shall be made on the basis of merit, competency, qualifications, experience, and suitability for the position, while complying with applicable labour laws and Company policies.

The concerned Department Head shall identify the manpower requirement, obtain the necessary approvals from Management, and coordinate with the Human Resources Department throughout the recruitment process.

The Human Resources Department shall support the recruitment process by preparing or reviewing job descriptions, publishing job advertisements, screening applications, coordinating interviews, maintaining recruitment records, conducting reference or background verification where applicable, issuing employment offers, and completing joining formalities.

Recruitment

1. The concerned Department Head shall submit a manpower requisition with justification for the vacancy to the Management for approval.
2. Upon approval, the Human Resources Department shall initiate the recruitment process in consultation with the concerned Department Head.
3. The job description and qualification requirements shall be reviewed before advertising the vacancy.
4. Vacancies may be advertised internally or externally through suitable recruitment sources such as the Company's website, employee referrals, job portals, campus recruitment, recruitment consultants, or other appropriate channels.
5. Interested candidates shall submit their application along with an updated resume and relevant supporting documents within the prescribed timeline.
6. The Human Resources Department shall screen applications and prepare a shortlist of suitable candidates based on the approved job requirements.
7. Shortlisted candidates shall undergo interviews and, where applicable, technical assessments or

practical evaluations conducted by the concerned Department and Human Resources.

8. Reference verification, educational qualification verification, and medical fitness assessment may be conducted before the final selection, wherever applicable.
9. The selected candidate shall receive an Appointment Letter specifying the terms and conditions of employment and shall complete all joining formalities before commencing employment.
10. The Human Resources Department shall maintain recruitment records in accordance with the Company's document retention requirements.

Applications

1. The Human Resources Department shall respond to candidate enquiries regarding the vacancy, job requirements, and recruitment process.
2. Applications received within the specified timeline shall be screened by the Human Resources Department based on the approved job description and eligibility criteria.
3. Suitable candidates shall be shortlisted in consultation with the concerned Department Head or Reporting Manager.
4. Shortlisted candidates shall be contacted by the Human Resources Department to schedule interviews and informed of the interview date, time, venue, and any documents required for verification.
5. Depending on the position, candidates may be required to undergo technical assessments, practical evaluations, or skill tests before the interview.
6. Interviews shall normally be conducted by the Department Head and the Human Resources representative. Additional members may participate where considered necessary by the Management.

Selection & offer of employment

1. The interview panel shall evaluate candidates based on their qualifications, experience, technical competence, communication skills, attitude, and suitability for the position.
2. Interview observations and evaluation records shall be maintained by the Human Resources Department for future reference.
3. Reference verification, educational qualification verification, and medical fitness assessment may be conducted before confirming the selection, wherever applicable.
4. The selected candidate shall be informed of the employment offer by the Human Resources Department or the concerned Department Head.
5. Upon acceptance of the offer, the selected candidate shall receive an **Appointment Letter** containing the terms and conditions of employment and shall complete all required joining formalities before reporting for duty.
6. If the selected candidate declines the offer or fails to complete the joining formalities, the Company may offer the position to another suitable candidate or restart the recruitment

process, as appropriate.

7. Candidates who are not selected may be informed of the outcome of the recruitment process, wherever practicable.

8. The Human Resources Department shall maintain recruitment documents and selection records in a secure manner in accordance with the Company's document control and record retention requirements.

9. After joining, the selected employee's recruitment documents shall become part of the employee's personnel file and shall be maintained confidentially by the Human Resources Department.

Approved By



Karina Nagpal
Managing Partner
Pukhraj Additives LLP