

Recruitment & Selection Policy

(updated as of 20th March, 2025)

1. Objective:

To establish clear guidelines for the recruitment process across all levels of the organization, ensuring consistency, efficiency, and alignment with organizational goals.

2. Scope:

This policy covers the entire recruitment process, from job posting to making an offer, and applies to all relevant employees and departments within JAI.

3. Description:

- We are committed to ensure that each job applicant is treated with fairness and dignity. The company will not tolerate any discriminatory practice based on race, color, sex, age, religion, disability or any other unlawful basis.
- The recruitment will be purely within in the Organization structure and budget approved by Managing Director.

4. Interview Panel & Process:

Level & Designation	Sourcing	Interview Process	Salary Negotiation
Level F	Plant HR	Respective Section Head, Department Head & Location HR Rep / Head	Unit HR Head
Level E & D	Plant HR	Respective Dept. Head, Unit HR Head & Vertical Head	Unit HR Head
Level C	Plant HR	Respective HOD, Unit HR Head & Vertical Head	Corporate HR
Level B	Corporate HR	CHRO, Unit Head, Vertical Head	Corporate HR
Level A & O	Corporate HR	CHRO, Vertical Head & MD	Corporate HR

5. Approval Process:

- In case of absence of prior manpower budget approval all New Hires requires to be approved by MD to be sent directly by Plant Head with copy to Head HR.
- For all Replacement positions approval of Head HR will be final authority, location HR will submit duly filled and signed MRF with updated Job Description approved by Plant Head before the initiation of hiring process to Corporate HR.

6. Mode of Interviews:

- Up to Level D : It is proposed to have at least one face to face interview (Mandatory) - with Department Head or Vertical Head
- Level C : Face to face interview with Respective HOD, Unit HR Head & Vertical Head
- Level B : Virtual/ Face to Face Interview with CHRO, Unit Head & Vertical Head
- Level A & O: Virtual interview with CHRO & Vertical Head and Face to face interview with MD

7. Compensation:

- Compensation shall be negotiated by Unit HR Head up to Level D and Corporate HR for Level O, A, B and C.
- In replacement, hiring the variation in compensation shall not be more than 20% from the last salary of person who has left.
- When extending an offer, HR must verify the current market value for the position and assess the candidate's skills and experience. They must also compare internal packages for similar positions within the department and across the plant to ensure parity within the group.



- Any hiring outside compensation bands for the respective levels, Corporate HR approval is required.

8. Employment of Referrals and Internal Hiring's:

- Candidates referred by employees to HR shall be treated at par with candidates from other sources.
- Employee will directly give referral to HR. HR will provide feedback to employee regarding selection/rejection of referred candidate.
- For Internal hiring, IJP (Internal Job Posting) shall be done and the following options must be explored:
 - i. Job Enlargement: Distributing responsibilities among existing employees
 - ii. Job Enrichment: Enhancing roles for employees who have recently been promoted or rewarded.
 - iii. Transfers: Reallocation of employees across departments to fill vacancies.
 - iv. Hiring at Lower Levels: Promoting internal candidates and hiring externally at entry-level roles.

9. Employment of Ex-Employees / Relatives Policy:

- Encouragement of Qualified Candidates:
 - i. Qualified and promising candidates who can add value to the company are encouraged to appoint.
 - ii. Hiring Relatives: Relatives of employees can be hire based on job analysis, policy criteria, and situational fit, subject in decision with CFT Team and by approval of MD. To avoid conflicts of interest, they will not be appoint at the same location / department or within the reporting hierarchy of the related employee.
- Approval for Hiring Relatives:
 - i. MD's approval is required for hiring relatives by blood or marriage (father, mother, son, daughter, spouse, siblings, and in-laws).
 - ii. All hires involving relatives and ex-employees must be report to the MD with complete details for review and approval.
- Rehiring Ex-Employees:
 - i. Previous performance and feedback will be crucial in assessing ex-employees.
 - ii. Parity with the previous position and ex-colleagues can consider if rejoining within 3 years of leaving.

10. Recruitment/ Candidate Search Tools:

- HR will use various search tools such as HR resume databases, employment exchange, job portals, consultants, advertisements, internal job postings, and social network announcements as deemed suitable for the position.
- Corporate HR will secure at least one job portal subscription for the company.
- Exclusively Corporate HR will manage Job advertisements and social network announcements for vacancies.
- The quality of recruitment consultants will be assess before engagement, with Corporate HR.

11. Selection & Onboarding:

- HR screens candidates for alignment with job descriptions.
- Interviews may include written tests, psychometric evaluations, or physical tests as required.
- Upon selection, the detailed KRA/KPI document will be prepared and signed by the employee and reporting head. (Mandatory)
- **Timeline:** Target time line from date of MRF approval to date of issuing offer letter shall be as following:

S no.	Level	Time
1	Level O, A & B	90 Days
2	Level C	60 Days
3	Level D	45 Days
4	Upto Level E	30 Days



12. Pre-Employment Verification:

- Location HR will carry out reference checks as provided by the candidate up to Manager level.
- External Agency reference check will be carried out for all employees being employed at Level C & above for identity, previous employment, residence verification and educational qualification verification.
- For employees being laterally hired at Vertical Head / Plant Head and location Finance/ Accounts Head will also be verified for Criminal convictions, CIBIL rating, identification of any potential conflict of interest through ongoing ownership of or employment with other companies and organizations.

13. Traveling Expenses (TE):

- If a candidate is a resident of the interview location, travelling expenses reimbursements will not be applicable.
- All outstation candidates called for interview shall be reimbursed Train/ Bus / Air fares via shortest route for travel from their current place of residence to the interview location.
- The class of travel entitlement of fare would be equivalent to the existing employees of similar grade as that of the vacant position specified in the Domestic Travel Policy.
- Use of personal vehicle / taxi shall be avoided for the interview however location HR Head will decide on such permissions.
- Location HR Head shall authorize travelling expenses for all candidates.

14. **Hospitality** - Keeping in mind the Company's image, HR will extend all relevant Hospitality arrangements to the candidates appearing in the interviews.

15. **Notice Pay Loss / Relocation Expenses** - This shall be considered at the time of obtaining approval for hiring from the approving authority.

- Notice pay here is only cash loss to individual, shall not include any benefit/perquisite/cash equivalent.
- Relocation expense shall only include the transport charges for household goods in a 9-ton vehicle from previous location to the offered location. Candidate shall submit 3 Quotations obtained from vendors and lowest shall be considered with prior approval by respective HR & Materials Head.
- Transportation of car is permitted for employees joining at Level C & above. Transportation of 2-wheeler is permitted for employees joining Upto level E.
- One-way travel ticket cost of new joiner, spouse and children will be borne by company in case of relocation in accordance with mode of travel authorized under domestic travel policy.
- This will be subject to the production of proper supporting and original bills as applicable.
- No other expenses reimbursements brokerage for house etc. is permitted.
- In case an employee voluntarily leaves the company within 12 months of joining, the above shall be recovered from full and final settlement of employee.

16. Medical Certificate:

- All employees will have to submit medical fitness certificate at the time of joining the company.
- Employees at Level C & above will be subject to medical fitness test through company doctor / any doctor specified for employee's medical examination by respective unit HR. Cost for such medical examination will be borne by company

17. Gender Parity:

At JAI, we are committed to promoting an inclusive and diverse workforce by ensuring equal opportunities for all individuals at every levels, regardless of gender. We also emphasize ensuring proportional representation of women at every level and across all locations within the organization. Our recruitment policy emphasizes gender parity by actively promoting fair hiring practices, eliminating biases, and encouraging female representation across all roles, including leadership and technical positions. We strive to create a workplace culture that values diversity, enhances innovation, and reflects our commitment to equal growth opportunities.

By implementing this policy, JAI aims to streamline the recruitment process, ensuring efficiency and compliance with organizational standards.