



# AQUARIUS VISION WORKS LLP

## Recruitment Policy

### 1. Purpose

The purpose of this Recruitment Policy is to establish clear guidelines and procedures for hiring employees in a fair, transparent, and efficient manner. The goal is to attract, select, and retain qualified individuals while ensuring equal employment opportunities and compliance with relevant labor laws.

### 2. Scope

This policy applies to all employees involved in the recruitment process, including HR personnel, department heads, and hiring managers. It covers recruitment, selection, and onboarding processes for full-time, part-time, and temporary employees.

### 3. Equal Employment Opportunity

We are committed to providing equal opportunities in employment and do not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, or any other status protected by law. All recruitment decisions will be based solely on merit, qualifications, and the needs of the business.

### 4. Recruitment Process

#### 4.1. Identifying Vacancies

Vacancies may arise due to staff turnover, organizational growth, or the creation of new roles. Department heads must submit a request to the HR department outlining the necessity and justification for new hires.

#### 4.2. Job Description and Specification

Each role must have a clear job description and specification, detailing key responsibilities, qualifications, and skills required. Job descriptions will be reviewed periodically to ensure they reflect current needs.

#### 4.3. Internal Recruitment

Wherever possible, current employees will be given the opportunity to apply for open positions. Vacancies will be posted on internal noticeboards or the company's intranet. Internal candidates are encouraged to discuss their interest in an open position with their immediate supervisor.



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## 4.4. External Recruitment

If no suitable internal candidates are available, external recruitment efforts will be initiated. This may include posting vacancies on job boards, the company website, social media, and engaging recruitment agencies, if necessary.

## 5. Selection Process

### 5.1. Screening and Shortlisting

The HR department will screen all applications to ensure candidates meet the minimum qualifications and experience requirements. Shortlisted candidates will be sent to the relevant department for review.

### 5.2. Interview Process

Candidates will undergo one or more interviews. Interviews will be structured to assess the candidate's suitability for the role and their alignment with the company's values. Interview panels should consist of HR representatives, department heads, and any other relevant stakeholders.

### 5.3. Assessment and Testing

Where applicable, candidates may have to complete skills tests, personality assessments, or other relevant evaluations to determine their capability for the role.

### 5.4. Reference and Background Checks

Offers of employment are conditional upon satisfactory reference checks, and, where applicable, background checks. Candidates must provide references from recent employers, and further checks may be conducted based on the role's requirements.

## 6. Offer and Onboarding

### 6.1. Job Offer

Once a candidate is selected, HR will issue a formal offer letter outlining the job title, salary, benefits, and terms of employment. The offer is subject to the candidate's acceptance and successful completion of any background checks or other pre-employment conditions.

### 6.2. Onboarding

HR will coordinate the onboarding process, ensuring new employees are welcomed, receive an induction, and are provided with necessary training. Department heads must ensure the employee has all the resources and support needed for a smooth transition into their role.

A handwritten signature in black ink, appearing to read 'Nehru'.



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### **7. Confidentiality**

All information related to candidates, including application materials, interviews, assessments, and offers, must be kept confidential and only shared with those directly involved in the recruitment process.

### **8. Monitoring and Evaluation**

The HR department will monitor recruitment processes to ensure they remain efficient, transparent, and in compliance with company policies and legal obligations. Periodic reviews of recruitment outcomes will be conducted to evaluate the effectiveness of hiring strategies and identify areas for improvement.

### **9. Policy Review**

This policy will be reviewed annually, or as necessary, to ensure it remains aligned with legal requirements and business needs.

*N. Sharma*