

Recruitment Policy

IITI DRISHTI CPS Foundation

(Section 8 company)

A venture of IIT Indore

IITI DRISHTI CPS Foundation reserves all rights in this document and the information contained therein. Reproduction, use, or disclosure to third parties without express authority is strictly forbidden. Version 2.0 26-April-2022 IITI DRISHTI CPS Foundation



IITI DRISHTI CPS Foundation
IIT Indore campus, Khandwa Road, Simrol,
Indore-453552, Madhya Pradesh, India
CIN: U73100MP2020NPL054322
Email: officedrishti@iiti.ac.in
Website: <http://drishticps.iiti.ac.in/>



1. Introduction

Recruitment is a key process in the identification of appropriate human resources to support the activities of an organization. A generic policy framework for recruitment of human resources at various levels is included in this document for IITI DRISHTI CPS Foundation (hereafter referred to as DRISHTI CPS). DRISHTI CPS is an equal opportunity provider and strongly advocates gender equality. The human resources identified through this recruitment policy would contribute towards the vision and mission of DRISHTI CPS. This policy aims to delineate procedures to recruit human resources to manage the operations of the company such as finance, human resources, legal, Intellectual Property (IP), administration, information technology, media, business, outreach, technical, and various programs. This policy shall be reviewed and revised periodically based on the ever-changing nature of requirements in a niche technology sector.

2. Recruitment initiation

The recruitment process for a staff member at DRISHTI CPS can be initiated based on the following:

- a) A vacancy arising from a need-based requirement to fulfil various tasks as outlined in the Detailed Project Report, or
- b) A vacancy arises due to transfer, resignation, termination, fulfilment of tenure, or unfortunate demise of an employee, or
- c) A vacancy arising from a need-based requirement to fulfil a particular task that was not envisaged earlier, or
- d) A requirement for short term (maximum 89 days, non-extendable) assignment to fulfil critical objectives

The positions are categorized into three levels i.e., level-I level-II, and level-III based on the following salary structure.

These categories have been created only to identify the delegation of the power for approving various processes related to the selection. These levels, powers delegated corresponding to these levels, positions identified and salary ranges for various positions are mentioned in the supplementary document (annex-1). Due to the dynamic environment of the sector and to enable the company to achieve its objectives, the supplementary document (annex-1) would be subject to revision on a required basis as ratified by the Board of Directors (BoDs).

3. Procedure for recruitment

A request for recruitment should be initiated by Human Resource (HR) section in consultation with the various user sections (administration, HR, finance, technical, programmes, etc.) to meet the needs and conditions identified above (a-d). The same should be recommended by the CEO of the company and submitted for the onward approval of the project director or Chairperson BoDs according to the level of the recruitment.

manner.

The HR section may suggest names of the screening committee members and take the approval of the CEO or any other staff member authorized by the CEO. All the screening committee reports should clearly identify the criteria adopted in the screening process, thoroughly and carefully check every application against the criteria and provide justification for rejection (if any) of applications. The screening committee reports should be approved by CEO or any other staff member approved by PD, before proceeding further in the selection process.

All applications and data shall be treated in strict confidence. No information about applications should be shared with unauthorized persons.

3.4. Selection committee

- a) Interviews (in-person/virtual/telephonic) may comprise more than one round and maybe conducted over several days. The dates for the meeting of the selection committee will be set up in consultation with the panel members.
- b) IIR section in consultation with the relevant user section and appropriate higher authority will constitute the selection committee. The committee should be approved by the authority mentioned in the supplementary document.
- c) Selection committee should have a minimum of 3 members. The exact number of members in the selection committee and their expertise may be decided based on the requirement of the post.
- d) Company may ask for letters of recommendation from some independent experts who have known the applicant in a professional capacity if required.
- e) External members (other than the host institute and company) included in the interview panel shall be provided with travel, accommodation, and local hospitality if he or she visits the company for conducting the interview process.
- f) HR section will ensure that all the documents and credentials of the short-listed applicants are verified with originals on the date of the interview/written test.

3.5. Correspondence with short-listed applicants

- a) HR section will coordinate with the selection committee members and finalize a suitable date for the interview/written test. Preference should be given to the convenience of the selection committee members.
- b) In case a written test is to be conducted, the IIR section shall take due approvals from the Project Director (PD) through the CEO, for identifying a panel of experts for finalizing the question paper and evaluation of answer sheets for the written test. The results of the written test may be used to further shortlist the candidates to be called for the interview.
- c) HR section will be responsible for all correspondence with the short-listed candidates for interview/written test. The correspondence should include an invitation for the

4. Display of result

After the approval, the selected candidate will be intimated through email/phone.

5. Offer letter to the selected candidate

- (a) After completing all the above processes, an offer letter (along with the terms and conditions) shall be sent by the HR section through email.
- (b) Offer letter will be prepared by the HR section and approved by CEO or any other authorized staff.
- (c) Terms and conditions of the offer letter will be drafted separately as per the requirements of the company, advertisement, and the position offered.
- (d) In case a person has concealed or misrepresented any material fact or forged or faked any document at the time of appointment, such appointment shall be void ab-initio. The company will have no liability for such a person and may initiate any action as deemed fit.
- (e) Candidates will be offered a consolidated salary and additional allowances for travel, healthcare, communication, and the like. Such allowances will be fixed at a maximum of 10% of the consolidated salary. The total amount should not exceed the CTC advertised in the advertisement. If travel facilities are provided by the company, an appropriate amount (as decided by the company) will be deducted from the allowances. All applicable taxes, like TDS, will be deducted as per government norms.
- (f) Any deviation in the CTC from the advertised amount should be approved by the Chairperson BoDs.
- (g) All the appointments are on a contract basis and cannot be confirmed in any case. At the end of the contract period, the company may provide an extension based on the performance of the candidate and the requirement of the company. The same should be clearly mentioned in the offer letter.
- (h) Options to have target-based incentives for employees be considered in the salary structure.

6. After joining

- (a) At the time of joining, the new employee may be required to complete relevant forms.
- (b) After completion of joining formalities, the HR section/CEO will provide an orientation of the work culture at DRISHTI CPS and share necessary documents and facilitate the creation of an official email id.
- (c) The process of issuing identity cards will be initiated by the HR section after all joining formalities are complete.

7. Jurisdiction

Any dispute related to the recruitment at IITI DRISHTI CPS Foundation shall be subject to the jurisdiction of the courts at Indore, Madhya Pradesh, India.

Annex I: Proposed positions and approving authority**No. DRISHTI CPS/RP (2.0)/02/2022****Dated 26 April 2022**

Board of Directors (BoDs) of IITI DRISHTI CPS Foundation hereby delegates the powers for recruitment as detailed in the Recruitment Policy of IITI DRISHTI CPS Foundation as under:

Level	Salary Range	Proposed Positions	Approving Authority
Top Level (Level I)	More than 15 Lakh up to 40 Lakh	2-3 (Including CEO)	Chairperson, BoD
Middle Level (Level II)	6Lakh to 15 Lakh	Technical Grade: 10-15 Non-Technical Grade: 15-20	Project Director (PD)
Lower level (Level III)	Below 6 Lakh	Technical Grade: 8-10 Non-Technical Grade: 3-5	CEO/PD

The recruitment power will be exercised subject to the following conditions:

- That the expenditure is incurred for the purpose for which funds have been allocated and the provisions of the recruitment policy are strictly followed.
- That the expenditure does not exceed the budget provision.
- These Recruitment powers are subject to revision at any time due to the dynamic environment in the sector and to enable the company to achieve its objectives
- The above categorization is based on Cost to Company (CTC). If a range is specified in the advertisement instead of a fixed value, then a higher limit of the range will be used to classify the position into one of the three categories.

The exact designation and qualification will be decided based on the requirement. Accordingly, a specific salary band will be decided.

This issues with the approval of the BoD.



[Signature]
Project Director
IITI DRISHTI CPS Foundation