

Recruitment Policy

IITI DRISHTI CPS Foundation

(Section 8 company)
A venture of IIT Indore

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Revision History

Rev	Name	Date	Change
1.0	Recruitment Policy	04 /01/2022	First Draft Prepared by DRISHTI CPS
2.0	Recruitment Policy	26 /04/2022	Second Draft Prepared by DRISHTI CPS

Document No.

Document No.	DRISHTI CPS/RP (2.0)/02/2022
Date	26/04/2022

CONTENTS

	Page No.
1. INTRODUCTION	3
2. RECRUITMENT INITIATION	3
3. PROCEDURE FOR RECRUITMENT	4
3.1 Preparation of Job description and skill specifications	4
3.2 Preparation & Placement of Advertisement	4
3.3 Screening Committee	4
3.4 Selection committee	5
3.5 Correspondence with short-listed applicants	5
3.6 Waitlisted candidates and other recommendations of the committee	6
3.7 Approval process	7
4. DISPLAY OF RESULT	7
5. OFFER LETTER TO THE SELECTED CANDIDATE	7
6. AFTER JOINING	7
7. JURISDICTION	8
8. Annex-I	9

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.

3.1. Preparation of Job description and skill specifications

- a) HR section prepares such requirements in terms of essential and desirable qualifications in consultation with appropriate higher authority and user sections for the recommendation of the CEO and onward approval of Project Director or Chairperson BoDs according to the level of the recruitment.
- b) If there is an existing job description and requirements for the post, the HR section should ensure changes, if any and deemed necessary, are made.
- c) All new/updated job descriptions and requirements should be recommended by the CEO and approved by the concerned authority according to the level of the recruitment.

3.2. Preparation & Placement of Advertisement

HR section will be responsible for publishing advertisements inviting applications for vacant positions at the following fora:

- (a) Website of DRISHTI CPS
- (b) Website of the host institute
- (c) Social media handles of DRISHTI CPS
- (d) Wider circulation through any other means

The publishing of advertisements in the newspaper is not mandatory. HR section will also ensure to put in place a suitable system for receiving the applications.

Options of using services of any third-party human resources providing agencies may also be explored, wherever required.

In order to meet urgent requirement of manpower, shorter advertisement period, utilization of available curriculum vitae, profile received through LinkedIn and other similar sources can be considered.

The company may decide to cancel or put on hold the advertised vacancy or recruitment process if it observes any change in demand or requirement after the advertisement has been circulated/published.

3.3. Screening Committee

The screening of applications received shall be carried out to shortlist eligible applicants who meet the advertised criteria. All applications will be screened for eligibility using essential qualifications, experience, and skillset that are outlined in the advertisement. If a significantly large number of applications are received, additional parameters for screening such as higher level of experience/skill criteria/written test may be decided by the screening committee after discussion with the user section and approval of the CEO. The screening committee should comprise at least two members preferably from within the company. The criteria to be used in short-listing prospective candidates should be agreed upon in a meeting of the screening committee. The screening committee is expected to function in a transparent

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) HR 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 HR 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

interview/written test, along with the date and time for the same.

- d) HR section will ensure that a proper record is maintained of the candidates appearing for the interview/written test.
- e) HR section will be responsible for all necessary arrangements on the day of the interview/written test.
- f) Confidentiality will be maintained during the entire recruitment process.

3.6. Waitlisted candidates and other recommendations of the committee

- a) The selection committee may also recommend suitable candidates as wait-listed. It should be noted that identifying applicants appearing as wait-listed should only be based on their superior performance in the selection process. The recruitment of suitable candidates with the correct skillset is crucial for DRISHTI CPS and all necessary care should be taken to preserve the same in the recruitment process.
- b) If the selected candidate informs his/her decision of not being able to join DRISHTI CPS via email or letter, the wait-listed candidate will be considered. Offer letters are sent to applicants listed as wait-listed no. 1. In case there may be more wait-listed candidates, offer letters should be sent according to the merit list of wait-listed candidates with the candidate listed at serial no. 1 (wait-list) being contacted first.
- c) In case the selected candidate does not respond to the offer in writing within the time period mentioned in the offer letter then a reminder will be sent to the selected candidate. The reminder should contain a strict deadline for accepting or rejecting the offer. If no written communication is received from the selected candidate by the deadline, then the offer should be withdrawn by writing to the candidate, and the wait-list be activated.
- d) Requests relating to extension in joining should be considered after approval from the CEO or another staff member authorized by Project Director.
- e) The waitlist can be valid as long as the requirement for the post is the same. The company reserves the right to operate a waitlist or go for fresh recruitment round if any vacancy is created because of non-acceptance of the offer letter or resignation by any employee. The decision in this matter will be approved by the authority mentioned in annex-1 for various levels.
- f) If a candidate is not found suitable for the post or salary for which he or she is interviewed but the selection committee finds him or her suitable for some lower-level position or for a lower salary, then the same may be recommended by the committee. All such recommendations should be approved by Chairperson BoD before final selection.

3.7. Approval process

- All the selection committee reports should be recommended by the CEO or other authorized staff members of the company and put up for final approval as per the supplementary document.

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.

Note: IITI DRISHTI CPS Foundation reserves the right to unilaterally revise, suspend, revoke, terminate or change the recruitment policy, in whole or in part, whether described within this document or elsewhere, at its sole discretion. If any discrepancy between the previous and current policy of the company arises, the current company policy would hold sway.

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

