



Introduction

Human resource management is an essential function of any organisation. Among the HR practises, recruitment is the basic function where employees enter into the organisation.

Consumer Unity & Trust Society (CUTS) is committed to equal employment opportunity for all, regardless of race, religion, colour, sex, age, national origin or ancestry, genetic information, disability, status as a veteran, marital status, parental status, sexual orientation, gender identity, or gender expression.

While recruiting new employees, we will:

- Follow the good practice recommendations;
- Not to discriminate unlawfully against any person;
- Select the best candidate for the job in terms of qualifications and abilities.

To achieve these aims, we have set up a recruitment and selection policy. No position in the organisation will be filled unless this procedure has been followed.

Objective

The recruitment process has the following objectives:

- To search for prospective employees and stimulate them to apply for jobs;
- To ensure that all the positions in the organisation are staffed by persons who have the appropriate skills, knowledge, experience and qualifications required to perform the job effectively.

Scope

This recruitment and selection policy applies to all employees who are involved in hiring. It also refers to all potential job candidates.

Recruitment may be initiated for

- A vacancy arising due to replacement requirement i.e. transfer, resignation, termination, retirement or demise of an employee;
- An approved position;
- A prior approved position decided at the start of a calendar/financial year.



Conflict of Interest

All CUTS staff is required to disclose any potential or real conflict of interest with the organisation prior to their recruitment or during their stay in the organisation. Staff with recruitment responsibility (line managers, HR staff and interview panel members) must declare any conflict of interest with potential staff.

CUTS does not encourage hiring of relatives. Relatives in this context would include:

- Husband, Wife
- Father, mother, father-in-law, mother-in-law
- Brother, sister, spouse of brother, sister
- Brother, sister of spouse
- Son, daughter, son-in-law, daughter-in-law
- First cousin
- First nephew, niece

Ideally individuals who are not relatives of any current employee at the time of application shall be considered for employment. The applicant would be expected to declare if he/she is related to any person in the company at the time of hiring. Non-disclosure of staff relatives may even be considered as a misconduct necessitating appropriate action by the management. Exceptions to this policy can be made by the organisation.

Re application

- Individuals who have been rejected at any stage of the selection process are ineligible for reapplying for the same position for a period of 6 months from the time of rejection.
- Individuals who are made an offer but do not join post acceptance of the offer shall be considered ineligible for reapplication.

Reappointment

Any ex-employee being considered for re-appointment will be treated as new joining. The recruitment process would be treated as fresh appointment and similar process would be followed as per policy. Exceptions can be made by the organisation.



Procedure for Recruitment

A. Request

- Identify the need of human resource through the program centre.
- Receive the request from the concerned unit approved by the line manager / centre head along with job description.
- Enter the position into vacancy detail and provide a code to the specific position.

B. Advertisement

- Advertisement: arrange to publish the positions in following:
 - a. DevNet Jobs India
 - b. LinkedIn
 - c. Career Page
 - d. Indeed
 - e. Hiring Consultants
 - f. Internal Circulation
 - g. Local Newspaper, if require
- Salary will not be published except if the positions are sharing with the consultant as they may ask about the range.
- Ensure all the applications to receive on recruit@cuts.org.
- Any application received without job code will also not be considered for further processing.

C. Shortlisting

- Download relevant applications in specific folder and provide them to the Head HR for further shortlisting. After which it will be given to the concerned centre head for final shortlisting and interview setup.
- After receiving the shortlisted CVs from Centre Head/ Head HR, a candidate application form to be filled by the shortlisted candidates.



D. Interview

- Interview (Personal/Skype) will be setup in consultation with the Panel members and considering the availability of the candidates.

PANEL MATRIX		
S. No.	Unit	Panel Member
1	CART	Centre Head-CART/HR
2	CITEE	Centre Head-CITEE/HR
3	CCIER	Centre Head-C-CIER/HR
4	CHD	Centre Head-CHD/HR
5	CRC	Centre Head-CRC/HR
6	Finance, Admin	Head of Finance/HR
7	Human Resource	Head of HR/Deputy Executive Director/Executive Director

- The panel may vary if the designated member is not available. Also, the panel may increase depending upon the position/requirement.
- The panel will interview and write their comments in the candidate evaluation form along with their recommendations.
- For a positive recommendation to a candidate, a research based writing assignment will be sent to analyse the candidate's writing skills. The topic of the assignment will be provided by the line manager of the said position. The writing assignment will be taken through a plagiarism test.
- The writing assignment along with the plagiarism test report will be forwarded to the panel members. The panel members will be requested to rate the assignment.
- Selected candidates who have successfully cleared the interview and writing assignment have to provide at least 2 references of their past employers for a background check. The details of references should include name, designation, phone number and email address.
- A further round of the interview will depend on the panel members (e.g. in case of deputy head, the interview documents will further go to the director for his final agreement).
- Travel reimbursement for the outstation candidates will be in accordance with the TA/DA rules of the level of the position and must be clearly communicated to the candidates.

**E. Background Check**

- An offer of employment is contingent upon satisfactory background and security checks including reference checks from previous employer, educational qualifications verifications and criminal background check.

F. Making an offer

- Final approval for recruiting a candidate should be taken from the Executive Director/Deputy Executive Director on interview checklist or through email.
- After completing all above processes, an offer letter will be send over email for acceptance. Thereafter, an appointment letter/contract will be issued to the candidate along with CUTS Code of Conduct.
- No person shall be deemed to be an employee until and unless he/she has received a letter of offer/appointment or has entered into a contract of service. In case any candidate offered a position by us fails to accept it in 15 days, offer will be automatically revoked.
- In case a person has concealed or misrepresented any material fact or forged or faked any document at the time of appointment or later, such appointment shall be void ab-initio. The organisation will have no liability to such a person and may initiate any action as deemed fit. Legal appointment to a position in CUTS will be on the basis of an appointment letter issued by the appointing authority on behalf of CUTS upon joining the organisation.

On Boarding

- Before the joining of a candidate, an orientation plan will be developed in consultation with all concerned departments and IT department will be requested to arrange a system and create the official email Id.
- The admin assistant will prepare the work station with initial and necessary stationary items.
- At the time of the joining, the new joiner will fill all the joining forms. HR will ensure that all the documents and credentials would be verified with originals, and would complete the joining document set as per the joining check list.
- After completion of joining formalities, HR will provide an orientation plan along with CUTS Code of Conduct, staff contact list, holiday list and an official email id with its password to the new employee.
- On the basis of the documents and information received from the person, the request for making the ID card will be passing on to the publication team.
- HR will take the new employee for the introduction with other colleagues and then handover his/her charge to his/her line manager.



Probation:

All appointees will be on probation for a period of 3 months, which may be further extended depending upon the performance. Confirmation of an appointment will be based on the assessment of the performance by the line managers. The probation shall continue until the appointee will receive a regularisation letter by the organisation.

The regularisation will be at the discretion of the organisation, should it find the person suitable by assessing the performance during probation.

Regularisation:

After successful completion of probation period, a regularisation letter will be issued to an employee.

After regularisation, one month notice or last drawn salary in lieu thereof will be given on either side for termination of employment/contract. However, in the event of misconduct on employees' part such as embezzlement or dereliction of duty or wilful disobedience etc. employees employment is liable to be terminated without any notice.

Appointment:

No person shall be deemed to be an employee of the Society until and unless he or she has received a letter of appointment signed by the authorised signatory on behalf of CUTS or has entered into a contract of service. In case a person has concealed or misrepresented any material fact or forged or faked any document at the time of appointment or later, such appointment shall be void ab-initio. The organisation will have no liability to such person and may initiate any action as deemed fit by the Society including legal.