



Dar Credit & Capital Ltd.

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DCCL SERVICE REGULATION

Employee Recruitment

1.1 Manpower Planning

- 1) The head of each department submit their manpower planning/requirement with justification (at quarterly intervals or as and when required) to HRD mentioning the number of staff required, skill-set, competency level, expected salary range etc.
- 2) Based on the requirement list HRD reconcile with the existing manpower and prepare final requirement list and placed to the Management for approval of recruitment.
- 3) Top management considering the annual business proposal and after meeting with the concerned heads approves the requirement list.
- 4) Accordingly, the instruction issued to the HRD to recruit such number of staff.

1.2 Procedure of selection

Recruitments are generally made through external sources and internal sources.

- 1) The references of candidate are generally received from:
 - a. Advertisements given in media (print and Electronic).
 - b. External consultants/placement agencies.
 - c. Organizational Database created from application data bank.
 - d. References from various internal & external sources including employee referrals.
 - e. Connects from the placement teams of the Educational Institutions.
- 2) All application forms along CVs collected and after initial screening candidates are short-listed based on qualification, experience and other pre-requisites.
- 3) Initial interview calls done over telephone/ email to all short-listed candidates by HR team and intimations to be made through phone calls, emails for final interview.
- 4) Interview Process:
 - a. The recruitment process in certain times involve written examination/group discussion/personal/panel interviews depending on the grade of the employees to be recruited.
 - b. The interview and selection process will be through three stages viz. preliminary stage, HR & technical stage and Final stage.
 - c. The final round of personal interviews preferably would be taken by the top management of the Dar Credit either personally or through VC. This will ensure consistency and quality of recruitment.
- 5) In case of internal candidates, the appraisal record shall be screened and scrutinized with reference to her/his educational qualification, experience and performance, attendance record and other backgrounds,
- 6) According to the position of the candidates, the recruitment procedure and the selection committee may be changed.

2. On-Boarding of Employees

- A. The successful candidates need to produce the following documentary evidences to the HR department before issuance of the Offer letter. The candidate has to fill-up a interview form where he has to mention the name of references for check.
- Release certificate for the earlier organization.
 - Copy of the Age proof and educational background proof certificates
 - Copy of the Experience certificate, if any.
 - Voter-Id card photo copy - self attested
 - PAN Card photocopy - self attested
 - Photocopy of the Aadhaar Card - self attested
 - For field level employee - the candidate required to have own motor bike for his field operation with valid driving license.

CIN: U65999WB1994PLC064438

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For DAR CREDIT & CAPITAL LTD.

Director



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- B. On successful documentation an offer letter has been issued to the prospective employees in duplicate and one copy of which should be signed by the prospective employee as a token of unconditional acceptance of the offer.
- C. On receipt of the offer letter the candidate needs to resign from the current organisation and send a copy of the same to the HR department
- D. Reference check performed by the HR department for the candidate before joining.
- E. On the date of joining the candidate

3. Probation Period

Any appointment has a probation period of six months, which may be extended by the authority for maximum two terms of each six months, subject to satisfaction of the authority. If the service during the probation period, of any person is found unsatisfactory, the authority shall have right to terminate her/his service.

4. Induction of Employees

At the time of joining the organization, the selected candidates shall be subject to following formalities

- New joinee should go through an orientation program as a part of induction process along with field visit programs. This will enable them to understand the basic operations and business process of DCCL and their job roles and responsibilities.
- They shall be updated about the organizational code of conduct, various administrative and service rules, organizational and departmental structure, key responsibilities area and job descriptions.
- The orientation training would enable them to be aware of the 'Brand Specific Service Philosophy'.
- New employees to complete all documentations for PF/ESI/Gratuity on the date of joining preferably, but not later than 7 days of joining the company. If the employees wish to transfer the PF accumulation from the previous company, they will be required to fill in the PF transfer form.

5. Others -

- a. Consent for employee back ground verification and also house verification cum background check
- b. ID - Card - An employee, on joining the Company shall be issued an Identity Card with an Employee Number. The Identity Cards will be issued by the HRD. During the Probationary period, a temporary Identity Card will be issued to the employee. In the event of loss of Identity Card, the employee shall at once bring it to the notice of her/ his higher authority. A new Identity Card shall be issued on payment of the actual cost of the Card. However in case the Card is defaced or becomes indiscernible by reason of normal/fair wear and tear the same will be replaced by the Management with free of cost. Failure to report the loss of identity Card within three (3) days shall render the employee liable for disciplinary action. Each employee at the time of her/his ceasing to be an employee of the establishment or when she/he is placed under suspension shall surrender her/his Identity Card to her/his issuing authority. The Identity Card shall not be transferable and must be retained in the personal custody of the employee concerned. The Identity Card shall always remain the company's property.
- c. An employee shall be required to record daily attendance in the Attendance Register/ Bio- metric Attendance kept for the purpose in the respective Branch/Corporate offices. An employee, who is required to go out for official work, shall also be required to record the daily movement in the Movement Register.

6. Classification of Employees

- **Permanent** - A 'Permanent' employee is an employee who has been engaged on a permanent basis or any person who has satisfactorily completed the probationary period in the same or another position in DAR CREDIT, excluding break due to sickness, accident, leave etc.
- **Probationer** - A 'Probationer' is an employee who is provisionally employed to fill up a permanent vacancy in a post and has not completed probation period of services their-in. If permanent employee is in a new post, there may be a probation period also.

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- **Contractual** - The terms and condition of the employment of contractual employee fixed as per terms of the contract
- **Apprentice / Management Trainee** - An 'Apprentice' is a learner who is paid a stipend / allowance during the period of training / apprenticeship.

7. Service Records

- A record of service of all employees shall be maintain at the HRD under the Control of HR Head.
- All employees' service records shall be maintained at Head Office.
- The service records should contain such information as given in the adjacent format and can be amended by HR Head from time to time.
- Employees must update their service records once in a year. Any change in the personal Data must be immediately notified to the HRD (e.g. - Change in the Marital status, Family structure, Phone number supported with valid proofs, education etc.)
- Change of Address - All employee must notify to the company immediately if any change their address take place but not latter then 3 days of such change. A communication forwarded by the management to any employee at his recorded address shall be recorded as sufficient compliance of the purpose for which the communication is addressed.

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