



HR_POLICY_01

RECRUITMENT AND SELECTION POLICY



Name of the Policy		Recruitment & Selection Policy	
Version	HR_SOP_Policy_01	Policy Number	HR_Policy_01
Date of Issue	01 st February 2026	Effective Date	01 st February 2026
CONTENTS	PARTICULARS	PAGE NO.	
1.	INFORMATION ON THE DOCUMENT	4	
2.	PURPOSE OF POLICY	4	
3.	APPLICABILITY	4	
4.	GUIDELINES	4	
5.	DIVERSITY, EQUAL OPPORTUNITY & BIAS-FREE HIRING	5	
6.	RECRUITMENT PROCESS FLOW CHART	6	
7.	TAT FOR HIRING – LEVEL WISE	6	
8.	INTERVIEW MATRIX	7	
9.	RECRUITMENT PROCESS	9	
10.	TALENT PIPELINE & PROACTIVE HIRING	10	
11.	REHIRE PROCESS	11	
12.	RESIDUAL POWER	11	
13.	DEVIATION & EXCEPTION	11	
14.	ANNEXURE	11	



Prepared By	Reviewed By	Validated By	Approved By
Name: Designation:	Name: Designation:	Name: Designation:	Name: Designation:
Pragati Bhardwaj & Shivangi HR Team Members	Khushboo Jain, Head HR	Ashok Singh, Group Head- Finance Anurag Sharma General Manager Mohit Chauhan General Manager	Vanjul Jain, MD & CEO

Signatures are removed from this published copy. The signed original is held by the HR department.



1. INFORMATION ON THE DOCUMENT

Type of the document:	Policy
Version:	1.0
Effective from	1 st February 2026
Approved On	1 st February 2026

2. PURPOSE OF POLICY

- 2.1 To streamline the Recruitment process
- 2.2 To ensure that we always hire the RIGHT people at RIGHT role at RIGHT time. There must be a sync between the hired candidate and organizational values, philosophy, and goals.

3. APPLICABILITY

The Recruitment and Selection Policy applies to all employees who are involved in the hiring process. This policy also applies to all potential job candidates including Interns, Graduate Engineer Trainees (GETs), Diploma Engineer Trainees (DETs), Contractual Employees, and Fixed-term project-based hires.

4. GUIDELINES

- 4.1 The information regarding vacancies will be informed to the candidate via internal or external advertisement.
- 4.2 All information received from the applicant will be kept confidential.
- 4.3 All information provided by the candidate will be taken into consideration so that correct decisions regarding the suitability of the profile can be taken.
- 4.4 Company would ensure that recruitment and selection are conducted in a professional, timely, and responsive manner.
- 4.5 Recruitment and selection must be conducted in a completely professional and ethical manner
- 4.6 The recruitment and selection must happen in a cost-effective manner.
- 4.7 Offer and Appointment is subject to positive vetting reply of Background Verification (Within Max 60 days). All negative/incomplete vetting replies must be immediately escalated by HR Team to his reporting manager for further action/separation.

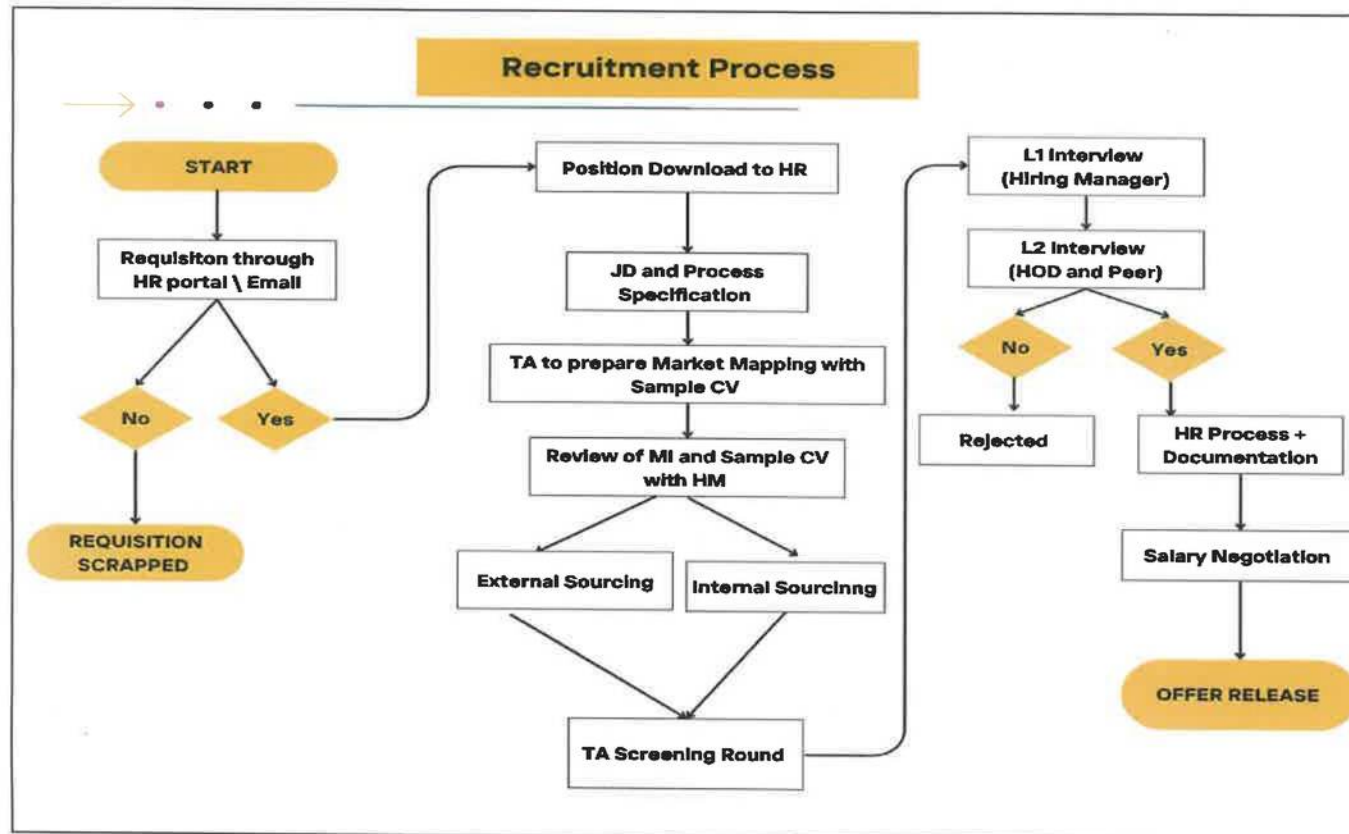


5. DIVERSITY, EQUAL OPPORTUNITY & BIAS-FREE HIRING

5.1 Y Group is an equal opportunity employer committed to building a diverse and inclusive workforce. All recruitment decisions are based purely on merit, role fitment, and organizational requirements — without discrimination based on gender, age, religion, caste, disability, sexual orientation, or any other personal characteristic.

5.2 All hiring decisions shall be made solely on the basis of qualifications, skills, experience, and alignment with the role, irrespective of gender, age, caste, religion, marital status, sexual orientation, disability, or any other protected characteristic

6. RECRUITMENT PROCESS FLOW CHART





Notes

5.1 To raise the requirements, refer to HROne Link - <https://app.hrone.cloud/login>
(Request -> New Request -> Job Opening)

5.2 External sourcing refers to Agencies & Consultants

5.3 Internal sourcing refers to Job Portals (Naukri, LinkedIn), Referrals or Internal Job Posting

5.4 No joining after the offer roll-out would imply re-initiating entire process

5.5 Market mapping & sample CV apply only in case there is a gap in the budget allotted and TA findings

5.6 L1, L2, L3 Interviews vary with level of position and process agreed between TA & Hiring Manager

6. TURNAROUND TIME FOR HIRING – BUDGET WISE

Level	Budget	TAT
Junior	300000- 600000	30 days
Mid	600000 - 1200000	40 days
Senior & HOD	1200000- 1800000 & ABOVE	50 days

Turnaround time starts from job description approval to offer rollout

7. INTERVIEW MATRIX

Position / Level	Level of Interview	Round	Interview Panel
Individual Contributor	Three	1. H.R Screening 2. Functional Round 3. Final HOD Round	1. H.R (TA) 2. Hiring Manager 3. Head of Department
People Managers	Three	1. H.R Screening 2. Functional/Technical Round + Cultural Fitment check 3. Leadership Round	1. H.R (TA) 2. Hiring Manager / Functional Manager + HR 3. Head of Department
HODs & MD's First Line (Senior Level)	Four	1. H.R (TA) & HR Manager	1. H.R (TA) & HR Manager



		2. Functional or Technical Round by relevant Senior leaders + Cultural Fitment check 3. Peer/Cross Functional Panel 4. MD Round	2. Functional or Technical Round by relevant Senior leaders 3. Peer/Cross Functional Panel 4. MD Round
--	--	---	--

7.1 The number of selection rounds may vary where:

- Hiring Manager and Head of the Department are the same
- The position is critical and demands cross-functional or MDs intervention

8. RECRUITMENT PROCESS

8.1 Job Posting and Advertising:

All vacant positions will be posted internally and externally, in accordance with applicable laws and regulations. A job posting will be created for each position, outlining the duties, responsibilities, required qualifications, and other relevant information. The job posting will be posted on the company's website, job boards, and social media platforms, and shared with relevant professional networks.

The job posting will include the following information:

- Job title and description
- Qualifications and experience required
- Instructions for submitting applications

8.1.1 Internal Recruitment (Internal Job Posting): As a conscious focus of the organization to nurture high potential talents by providing them suitable career growth opportunities within the organization, efforts would always be made to fill in specific vacancies from its existing workforce. The entire process would be done through **Internal Job Posting (IJP)** and communication including the job profile, candidate profile, eligibility (who can apply), application deadline etc. would be made available by HR. Employees possessing necessary skills, knowledge, experience matching with those required for the job may apply through the appropriate communication channels as prescribed in the IJP.

How to apply for internal vacancy:

- The interested candidate can send their CV to the hiring representative with all relevant details.
- The candidate whose work experience, skills, and qualifications matched the profile is called for an interview.
- Normal recruitment and selection process is carried out in case of internal advertisement
- Refer to the Internal Job Posting Policy for complete details



8.1.2 External Advertisement: An advertisement that is done with a source external to the organization is known as an external advertisement. It is generally done through the internet or by external employment services.

8.1.3 Hiring Consultants (Agencies): Considering the large volume of recruitments to be done within a small span of time, it is necessary to identify and engage professional hiring consultants to help HR to source quality candidates for all open positions.

Process guidelines (To engage a new Hiring Consultant):

- HR would identify the consultants in all the regions, based on their current client's distribution, database size, past performance records & industry feedback.
- Hiring Managers can also identify a consultant and the details need to be sent to HR for further discussion & approval.
- HR will negotiate the Terms & Conditions with all the identified consultants and will get a one-time approval (from the HR Head) before rolling out the formal agreement with them.

8.1.4 Employee Referrals: It is an internal recruitment method to identify potential candidates from their existing employee's social network. This process encourages an existing employee to refer someone who they think would be a good fit for a position. Refer to the Referral Posting Policy for complete details.

8.2 Application Review and Screening:

All applications will be reviewed by the hiring manager and/or HR department to ensure they meet the requirements listed in the job posting. Candidates who meet the minimum requirements will be invited to participate in the selection process.

Selection Process:

The company may use assessments, such as skills tests, personality tests, or aptitude tests, to evaluate candidates.

The selection process may include any combination of the following:

- Interviews (in-person, phone or video)
- Skills assessments

8.3 Reference and Background Checks:

The company will conduct reference and background checks on the selected candidate to verify their employment history, education, and criminal record, if applicable.

8.4 Selection Criteria:

All selection criteria will be job-related, and decisions will be based on the candidate's ability to perform the essential functions of the job. We do not discriminate on the basis of age, race, color, religion, gender, national origin, sexual orientation, or any other legally protected status.



8.5 Notification and Feedback:

All candidates who have been interviewed will be notified of the outcome of their application. Candidates who are not selected for the position may request feedback on their application and interview, which will be provided by the HR department.

8.6 Selection of Internal Candidates:

Internal candidates will be given first consideration for vacant positions, provided they meet the qualifications and requirements listed in the job posting. If an internal candidate is selected, their current position will be filled through the regular recruitment process (if required).

8.7 Onboarding:

New employees will be provided with a comprehensive onboarding program to ensure a smooth transition into the company. The program will include orientation, job training, introduction to company policies & procedures, and other relevant information.

8.8 Confidentiality and Data Protection:

All information obtained during the recruitment and selection process will be treated as confidential, and will only be used for the purpose of selecting the most qualified candidate for the position. Personal data will be collected, stored, and used in accordance with applicable laws and regulations.

8.9 Non-Compete & Non-Disclosure

The HR or Hiring Manager shall not approach, poach or hire any employee in a business substantially similar to, or competitive with, the present business of the company or such other business activity in which the company may substantially engage during the term of employment and after 5 years from the date of leaving the company.

9. TALENT PIPELINE AND PROACTIVE HIRING

Proactive hiring is a strategic component of our talent acquisition approach, ensuring business continuity and readiness for growth. The objective is to identify, engage, and maintain a pool of potential candidates for critical, recurring, and future roles based on workforce planning and business forecasts.

9.1 Planning and Forecasting

- Department Heads in collaboration with HR Team, shall review the annually forecasted workforce requirements at least once every quarter based on projected business growth, attrition trends, and upcoming projects.
- Key roles (including Interns, GETs, DETs, and technical/functional leadership positions) shall be identified for proactive sourcing.



9.2 Talent Pipeline Creation

HR shall proactively source and maintain a structured pipeline of qualified candidates for identified roles through:

- Continuous market mapping
- Employee referral programs
- Campus engagements and internships
- External recruitment partners and job portals
- Alumni and professional networks

9.3 Engagement and Readiness

- Candidates in the talent pipeline will be engaged periodically through employer branding initiatives, updates about Y Group, and transparent communication regarding potential opportunities.
- Pre-screening and basic assessments may be conducted to ensure role readiness when positions open.

9.4 Review and Update

HR Team will review the pipeline status and proactive hiring progress during quarterly workforce planning meetings with Department Heads.

10. REHIRE PROCESS

10.1 This policy will not prohibit any former employee from applying to a position. But it will outline in which cases it can consider this employee for rehire.

10.2 To be considered for rehire, former employees should have left the company for one of the following reasons:

- Voluntary Resignation
- Company Lay-offs

10.3 There are additional eligibility criteria for rehire. Former employees should have:

- Successfully completed their probationary period when hired.
- Performed adequately while employed by our company.

Terms and conditions remain the same as per the company employment policy.

10.4 Procedure:

When a candidate applies for a position or contacts our company about rehiring, the following procedure should be followed:

10.4.1 HR department reviews personnel records to decide whether the candidate is eligible for rehire.

10.4.2 If the person is eligible, HR decides whether he/she is qualified for a particular position based on the initial selection process. If not, HR department should inform him/her.

10.4.3 If the person is qualified, HR contacts the former employee and make necessary arrangements. These arrangements include (but are not limited to) an interview, a pre-screening test followed by a job offer. If the person is not qualified, HR should inform him/her. Eligible former employee may still apply for a different position.



At any moment, our company may choose to contact former employees proactively. Their eligibility should be established beforehand.

11. RESIDUAL POWER

This policy issues guidelines and the management reserves the right to withdraw / modify to suit organization's philosophy at any time without assigning any reason whatsoever.

12. DEVIATION AND EXCEPTION

Any deviation from this policy requires an approval from CEO & MD.

13. ANNEXURE



Sample-JD.docx



Interview
Assessment Form.doc



Reference Form For
Document Verification



Offer Letter-
Sample.pdf