



Fortis Malar Hospitals Limited Policy on Recruitment & Selection

Type: Governance Document

Owner: Nomination & Remuneration Committee

Custodian: --

Communication Plan: Web

Privacy Classification: Open General

Doc. No. FMHL/____2015

FORTIS MALAR HOSPITALS LIMITED

Fortis Malar Hospitals Limited Policy on Recruitment & Selection

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1. Background:

In the present competitive environment, the calibre of a company's talent increasingly determines the success of the company. It is critical for any company to source the best available talent in the market. Hence, it is essential for an organization to have a robust recruitment process wherein only people with high calibre and perfect cultural fit enter an organization as its employees. An effective recruitment process apart from bringing in the right talent also helps in reducing the cost of bringing in the right people. It is our endeavour to become an employer of choice for the best talent available and in order to achieve the same it is paramount to have a sound recruitment & selection process.

This document is intended to provide information to Employee and is not a comprehensive statement of same. In case of any doubt or conflict the interpretation of Fortis' Corporate HR will be final. Fortis reserves the right to change or amend any or all of the content of this manual at any time.

2. Objective:

The objective of this policy is to familiarize the users with basic processes involved in recruitment and selection and provide answers to basic questions about recruitment and selection process of the organization. The policy serves as a guide to hiring managers in the recruitment process.

3. Scope:

The policy is applicable for recruitment and selection for all non-clinical bands at Fortis Malar Hospitals Limited including **Senior Managerial Personnel & Key Managerial Personnel**.

4. Policy:

The recruitment and selection policy shall consist of the following:

4.1 Manpower Budgeting:

The process of manpower planning & budgeting begins in the month of Dec / Jan of every year and is completed by the end of March.

1. The Talent Acquisition team / unit HR takes additional manpower requirement for the subsequent financial year from the functional Head by Dec/Jan. While giving the manpower requirement functional heads should also give details of band, salary and month of joining. The additional manpower requirements are based on the business plans and should be accompanied with proper justification.
2. The additional manpower requirement obtained from various functions are consolidated in the manpower budget format and presented to CPO of the holding company who in turn presents it to the CEO of Fortis Healthcare Limited for approval.

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3. The approved manpower numbers are communicated to respective function heads and this forms the manpower budget for the next financial year.

4.2. Recruitment:

The process of recruitment is initiated, with the under mentioned guidelines:

1. For all recruitments, Staff Requisition Form (SRF) has to be filled and submitted to HR along with the **approved Job Description** by the function / Initiating Manager. The job description will be in the format appended in **Annexure 2**.
2. After receiving the SRF, HR will initiate the sourcing process.
3. Sources of recruitment- Considering the ***parameters of requirements** , resource availability, urgency of requirement, cost(budget), and feasibility , any of the following sources can be adopted, the sources are classified in two categories as, mentioned under:

a) Internal Sources

-Internal Job Posting (see Policy on IJP): All executive positions up to band 3 for which vacancy arise may be routed through the IJP process however for all mandatory positions as specified in the IJP policy, it is essential to route the vacancy through IJP.

-Employee Referral

In case we are not able to identify any suitable internal candidate through IJP; we will start exploring the external sources:

b) External Sources

- Job Portal

-Advertisement

-Recruitment Consultants Approved by Corporate HR

-Fortis Malar HospitalsLimited Website

4.3. Lead Time/TAT:

The turnaround time or TAT as it is commonly referred is defined as the time from which the HR receives, completely filled staff requisition form to the time the position is closed by offering the Letter of Intent. All recruitments to be made within the time frame mentioned hereunder:

Positions	Lead Time
All Band 1 & below Positions	30 days
All Band 2 Positions	45 days
All Band 3 Positions	60 days
All Band 4 Positions	90 days

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4.4. Selection Process:

The selection process starts with receiving of the applications/Resume from the candidates/sources. The shortlisted applications/Resumes are called for interview. The bandwise panel interview is as follows:

Positions	Interview Members / Panel
All Band 1 & below Positions	Sub function Head +Function Head + Location HR
All Band 2 Positions	Sub function Head + Function Head + Location HR
All Band 3 Positions	Sub function Head + Function Head + HR / HO HR + CEO
All Band 4 Positions	Sub function Head +Function Head + HR / HO HR + CEO + EXCO

The interview process for all the bands mentioned above may take place on a one to one interview format or in a panel. The interview comments are to be recorded in the Interview Assessment format .For accessing specific competencies for certain role/s, **psychometric tests** may also be used in the selection process.

5. Issue of Letter of Intent:

Post the selection and subsequent salary discussion/negotiation, the Letter of Intent (LOI) is issued to the finalized candidate.

5.1 Pre- Employment Medical Tests:

All individuals who have been issued a LOI will undergo a “Pre- Employment Medical Test”. The Individuals will undergo Pre- Employment Medical Test in a Fortis Hospital. If for some reason the tests cannot be done in a Fortis Hospital, reports of a reputed hospital may be considered, this will however be subject to the approval of CPO.

In case of any adverse Report the management reserves the right to revoke the Letter of Intent.

5.2 Reference Checks & Background Verification:

Reference checks & Background verification will be in line with the policy of reference check and background verification. The HR department will initiate the Reference verification process.

5.3 Notice Period Buy Out:

Depending on the exigency of the position the organization may decide to buy out the notice period of a potential employee. Approval of the CPO of the holding company is required for buying the notice period.

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6. Joining:

Candidates should join on or before the date mentioned in the letter of Intent. In case a candidate is unable to join on the due date of joining, he/she should inform HR and take an extension. Extension will be given in exceptional cases only. Joining formalities will be completed on the day the candidate joins. Letter of appointment will be handed over on submission of all documents mentioned in the joining checklist appended in Annexure 5. In case of band 3A and above the appointment letter will be handed over post receipt of Background Verification clearance.

7. Notice Period:

The notice for employee at various bands is different. The table is mentioned under:

S.No	Bands	Notice Details Before confirmation	Notice Details After confirmation
1	Band1	30	30
2	Band2	30	60
3	Band3 and above	30	90

8. Employee Re-hire Policy:

Re-hiring of employees will be in line with guidelines in this regard.

9. Hiring of Relatives:

Hiring of relatives of employees is generally not encouraged and if for some reason it is justified in the interest of the organisation then it has to be recommended by the functional manager and approved by the CEO/CPO of the holding company.