

SAPO 001 - RECRUITMENT POLICY

As and when there is requirement of human resources, advertisement is given in the local newspapers (or) board displayed in front of the company/Intimation to Employment exchange, & PMKVY Centres, Intimations to private Placement Centres and through direct applications.

Applications received are scrutinized. The candidates are selected based on Educational Qualifications and Experience. We do not encourage or support in showing favouritism during recruitment of employees based on race, caste, creed, disability, gender, sexual orientation, political affiliation, or age.

They are interviewed by appropriate authority. Selected candidate is issued with an appointment order /Training Engagement Letter with terms and conditions specified therein.

VERIFICATION OF :

- ❖ Selected person's Transfer Certificate / School Leaving Certificate are requested and photocopy is taken. The same is checked by HR Officer/Recruitment Officer. In case of non-availability of such school records they are requested to provide birth certificates issued by Local Government Agencies like Corporation / Municipality / Panchayats. The photocopy of the same is taken and attested by HR Officer/Recruitment Officer.
- ❖ In case of non-availability of any of the above the candidate is subjected to medical examination of the Doctor. In case he is fit then he is selected for work in this organization.
- ❖ Background of candidate will be verified through external agency either candidate imprisoned or bonded.

IMPORTANT NOTE:

No person less than 18 years of age is to be employed. It is to be ensured that they have completed schooling. And Submit a copy of his ID proofs like-Aadhar Card , Pan Card


Director & COO