



## HR Policy

Human resources are the greatest assets that take a group to new heights. To maintain the tempo of growth the group is putting utmost importance to acquisition of experienced as well as fresh talent and providing them with required training, rewards, infrastructure and congenial working atmosphere.

ASHIKA GROUP considers all its employees as part of family. The Group has strong faith in transparency while dealing with its employees.

### Recruitment:

The HR Department searches the candidates through its website, database or through the recruitment consultants. The shortlisted candidates are first interviewed by the HR Head. If selected, the resume is forwarded to the respective department head for the second round of interview.

In case of recruitment above the Manager Level the case is forwarded to JMD or CMD for final decision.

The candidate is required to submit the following documents to the company:

- 1) Personal information form
- 2) Joining Letter
- 3) Address Proof
- 4) Photo proof
- 5) Copy of Pan card
- 6) Education proof
- 7) Experience proof (If experienced)
- 8) Pay slip for last two months of last employer (If employed)
- 9) Two recent passport size color photograph
- 10) Accepted copy of offer letter
- 11) Release letter from last employer

### Induction:

For joining at Managerial level or above, the new employee is introduced to head of all the departments of the group along with his colleagues. For joining at lower level, the person is introduced to his department colleagues. Department specific technical training is conducted by the department head.

### Transfer:

The employee services can be transferred to any branch office or to any sister company of the group at the sole discretion of the management.