



## RECRUITMENT & CAREER DEVELOPMENT POLICY

**Policy Number:** HR/RCD/2025/01

**Prepared By:** Human Resources Department

**Approved By:** Managing Director

**Version:** 1.0

### 1. Purpose

The purpose of this policy is to ensure structured, merit-based, fair, and transparent recruitment and career development processes within KSH Automotive Pvt Ltd. It aims to attract, develop, and retain high-performing individuals while fostering internal mobility and professional growth.

### 2. Scope

This policy applies to:

- All permanent, contract, and trainee recruitment across departments and locations
- Career development opportunities for existing employees
- Internal promotions and succession planning

### 3. Recruitment Policy

#### 3.1 Recruitment Objectives

- Ensure the right talent is hired for the right job at the right time
- Adhere to fairness, non-discrimination, and equal opportunity
- Meet business, compliance, and workforce diversity targets

#### 3.2 Recruitment Types

Type	Description
Internal Recruitment	Promotions, lateral transfers, internal job postings (IJP)



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Type	Description
External Recruitment	Campus drives, job portals, consultant hiring, employee referrals
Contract/Temp Hiring	For short-term assignments, through third-party manpower agencies
Apprentices/Trainees	Through NSDC, DGT, ITI, college tie-ups, or walk-ins

### 3.3 Recruitment Process Flow

1. **Manpower Requisition** – Department Head raises request to HR
2. **Job Description Approval** – Role clarity, qualifications, competencies
3. **Sourcing** – Internal or external as per policy
4. **Screening & Shortlisting** – Resume review and telephonic screening
5. **Assessment & Interviews** – Written test, technical and HR rounds
6. **Offer Letter** – Based on approved salary grid and budget
7. **Background Verification** – Address, education, and previous employment
8. **Joining & Onboarding** – Induction, document verification, probation process

### 3.4 Equal Employment Opportunity (EEO)

KSH does not discriminate on the basis of gender, caste, religion, age, disability, or marital status during hiring.

## 4. Career Development Policy

### 4.1 Objective

To support continuous employee development through structured career paths, training, skill-building, performance-based promotions, and job enrichment opportunities.

### 4.2 Career Growth Framework

Career Movement	Criteria
Vertical Growth (Promotion)	Performance rating, competency match, skill readiness
Horizontal Growth (Job Enrichment)	Multi-skilling, new project involvement
Cross-functional Movement	Employee interest + business need
International or Cross-location Transfers	Based on project or development needs



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## 4.3 Individual Development Plan (IDP)

All employees are encouraged to maintain an annual **IDP** with goals in:

- Technical skill advancement
- Leadership development
- Certifications / Language skills (e.g., Korean for KSH context)

## 4.4 Training and Development

- **Mandatory Inductions:** EHS, Code of Conduct, POSH, Quality
- **Technical Skill Development:** CNC, QA, Maintenance, etc.
- **Leadership Training:** Supervisory, team leads, and managers
- **Soft Skills:** Communication, teamwork, problem-solving

Training records are tracked via HRIS/LMS and reviewed annually.

## 4.5 Performance Appraisal Linkage

Annual Performance Appraisal results influence:

- Career progression eligibility
- Training nominations
- Incentive and bonus allocation

## 5. Succession Planning

- Key positions are mapped for potential successors.
- High-potential employees (HiPo) are identified annually.
- Mentorship and leadership grooming programs are offered.

## 6. Roles and Responsibilities

Role	Responsibility
HR Department	Policy implementation, recruitment support, training calendar
Department Heads	Raise manpower requests, mentor team members



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Role	Responsibility
Employees	Participate in training, give feedback, own development
Management	Approve strategic HR plans, succession pipelines

## 7. Compliance and Confidentiality

- All recruitment records (CVs, interview notes) are confidential and stored securely.
- Recruitment practices adhere to:
  - The Equal Remuneration Act, 1976
  - The Rights of Persons with Disabilities Act, 2016
  - POSH Act, 2013
  - Apprentices Act, 1961

## 8. Review and Revision

This policy will be reviewed annually or as required by business or regulatory changes.

**Mr. Yongsung Kim**

**Managing Director**