



Recruitment Process Guidelines

Process owner: HR department

PVR Group is an equal opportunity employer & follows a transparent process for all hiring decisions through a combination of tests and interviews.

It adopts an action plan composed of three strategies – Attract the best talent; develop each individual to their fullest potential and retain its employees at all levels.

A. Policy Objective:

- Construct an effective recruitment process with streamlined procedures.
- Enable right person for the right job (Person – Job Fit)
- Quality of Hire (Person- Organization Fit)
- Ensure Brand Visibility (Lucrative Employer brand)
- Scalable for constant exploration of new avenues for hiring
- Derive a cost effective recruitment process
- Hire Scalable People Resources (Lateral & Vertical)

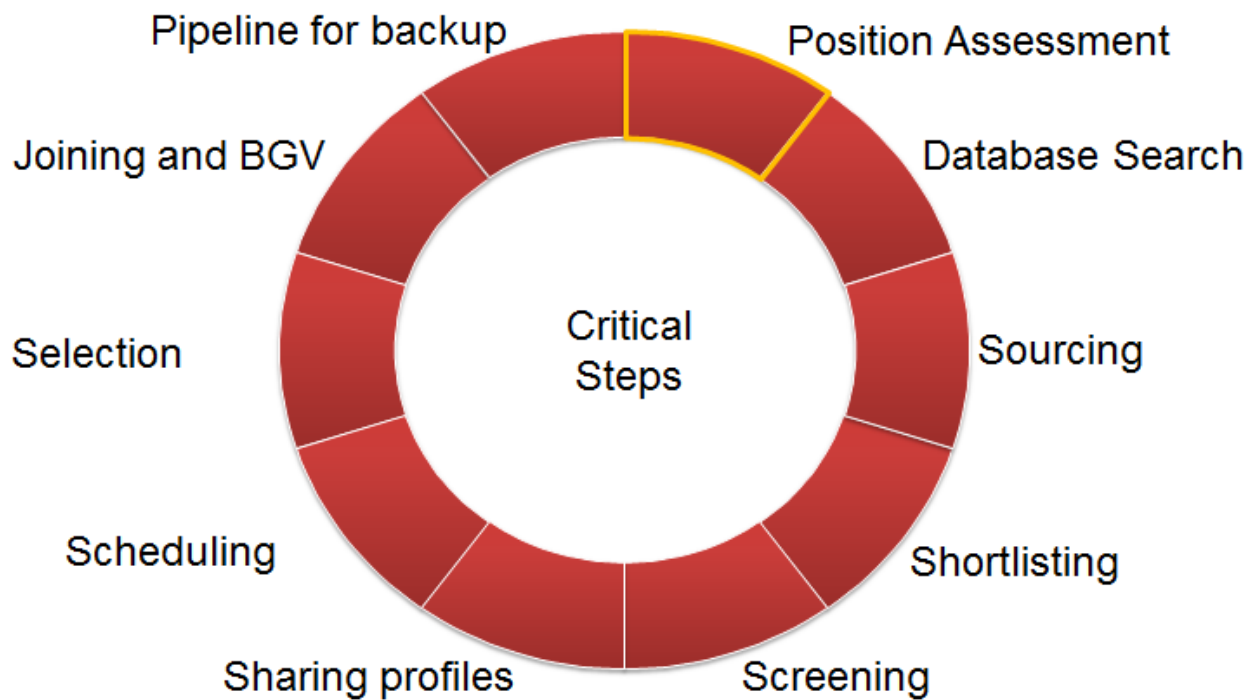
B. Scope:

Covers all the vacant budgeted, non-budgeted and replacement positions across the functions, levels and hierarchy. This policy is applicable to PVR Ltd and all group Companies.

C. Process Owner:

HR Department

D. Process Cycle



E. Requisitioning/Position Assessment

To enable HR to initiate the hiring process at any point of time during the year, the respective Line Managers/RGM/HODs / Functional heads need to follow the below-mentioned steps-

(a) At Region and Corporate:

- Hiring manager will place a Manpower Requisition Form (MRF) for budgeted, non – budgeted and replacement positions with the HOD. (All non-budgeted positions need to be approved as per the Authority Matrix for Additional Manpower).
- The MRF is the trigger to hiring
- The MRF shall be taken up through the HOD for due approval of COO/CEO/Managing Director as per the position with grade defined.
- Hiring Manager/ HOD will forward the approved MRF to Regional HR/ Corporate to initiate the recruitment process.

(b) At Cinemas

- Cinema Head through Regional Manager (function) / Regional Manager (Ops) will route the request for non- budgeted and new positions through MRF.
- Regional Manager (function) / Regional Manager (Ops) will present the business need and budget/cost impact at cinema for non-budgeted and new positions at cinema to CCO and COO.
- All non-budgeted positions need to be approved as per the Authority Matrix for Additional Manpower
- Replacement positions at cinema shall not require any approval.

Manpower Requisition Form					
Position	New	Replacement	IJP	Transfer	
Requested & approved by					
<i>[NAME of the Person who has approved the un-budgeted hiring; this should not be same as the reporting manager of this designation]</i>					
CHRO Recommendation					
<i>[justification for this hiring since it is out of budget in max 2 lines]</i>					
COST Centre					
Cost of hiring [in LPA]					
Planned in Annual Budget(if new) <i>[yes or no]</i>		Joining Date		Submission Date	
Designation		Grade		Age (in yrs)	
Reporting Relationship					
Academic Qualification					
Experience					
Key Job Responsibilities					
Name of originator (with Signature and Date)			Name of Approver (with Signature and Date)		

F. Types of Recruitment:

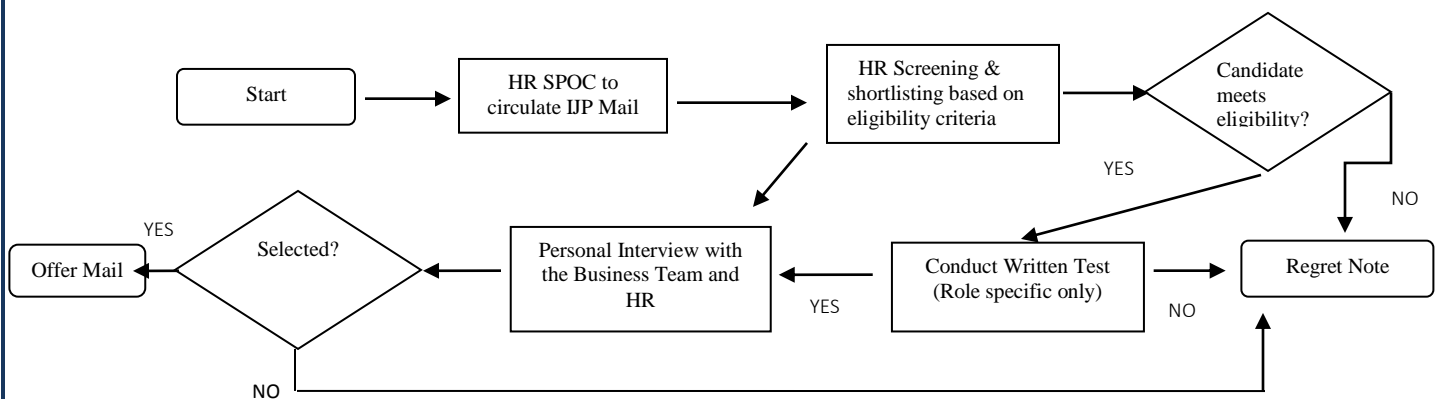
I. Internal Recruitment:

- The purpose is to nurture high potential talents within the organization by providing them suitable career growth opportunities within the organization. Priority and efforts should always be made to fill in specific vacancies from its existing human resource pool.
- The process for internal recruitment would be enforced through **Internal Job Posting (IJP) Policy** and communication including the job profile, candidate profile, eligibility (who can apply), application deadline etc. would be made available by HR.
- The guidelines as laid down in the IJP policy should be referred for internal recruitment.

Eligibility Criteria for IJP:

1. Employee who wish to apply for IJP should have a rating of 3 or above in the last appraisal cycle.
2. Any employee who holds any warning letter on disciplinary grounds in last one year shall not be eligible to apply through IJP.
3. In any circumstances, candidate should refrain from providing wrong or dubious details to match the IJP details.
4. In case, found wrong or dubious information, HR may take strict disciplinary action against that employee and his IJP candidature may be cancelled.

THE IJP PROCESS



II. External Recruitment

- External recruitment is when organizations looks to fill the vacancy from any suitable applicants outside organization.
- To ensure a steady in-flow of quality candidates for all the existing vacant positions, with an aim to select the best within a stringent recruitment deadline, HR would always focus to develop a robust database of CVs searched from the following sources –

Front Line	Middle & Senior Vacancies
Existing Internal CV Database, PVR Career Page	E-Recruitment Portals and PVR Career Portal
E-Recruitment Portals	LinkedIn
Vacancies in Newspaper	Recruitment Consultants
NGOs, Local Employment Exchange & Recruitment Consultants	
Job Fair	Social Media Networking
Walk-Ins	
Employee Referral	Employee Referral

G. Roles and Responsibilities

Human Resource Function:

- Tracking manpower requisition against the manpower budgets and business plans.
- MRF to be the trigger for hiring
- Position to be shared with internal employees(Non-confidential)
- Sourcing through candidate database, websites, internal referrals, campus, institutes and consultants.
- Preliminary Screening of the candidates profiles.
- Coordinating Interviews of the shortlisted candidates with respective functions.
- Conduct the HR round of the shortlisted candidates.
- Initiate the background and reference check for the selected candidates in M4 and above grade prior to the joining. For M5 and below grade candidates, background verification to be undertaken subsequent to the joining.
- Salary Negotiations and release of offer letter to the selected candidates.

Functional Heads/HOD/Hiring Managers

- Provide key inputs w.r.t job requirement, key competitors for sourcing and abnormal turnover etc.
- Interview shortlisted candidates.
- Provide updated job descriptions for the role to be hired in the MRF.
- Communicate to the candidate the role summary and ensure that no salary or designation commitments are given to the candidates.
- Share feedback with the hold & rejected candidates.

Activities, Responsibilities and Timelines

Activities	Responsibilities	Current Timelines	Desired Timelines	Remarks
MRF	Function	No timeline	New Position-before 60-90 Days of EDOJ Replacement-before 15-30 days of EDOJ	MRF is the trigger to hire
Sourcing/Shortlisting/ Screening	HR	2-3days	7 Working days	Subject to availability
Function Screening	Function	2-3days	2 Working Days	
Interview Scheduling	HR/Function	2-3days	1-2 Working Days	Subject to availability
Salary Negotiation	HR	1 day	2 Working Days	Candidate to carry documents on interview Date
Offer Release	HR	2-3days	3 Working Days	
Candidate Backup	HR/Function	Alongside Selection	Alongside Selection	
BGV	HR/Vendor	15-30days	Grade Specific	
Documentation	HR	On DOJ	Before DOJ	
Joining	HR	On DOJ	On DOJ	

The notice period buy out will be applicable in exceptional cases only, if approved and accepted by the Functional Head/CHRO with a view to include the notice period buy-out cost as an additional cost of recruitment.

H. Preconditions for Rehire

The guidelines for rehire will be as governed under the **re-hire policy**.

HR to validate all earlier records of the ex-employee and seek formal feedback about the candidate performance, integrity and general feedback from his earlier line manager HOD or other active senior line manager of cross-function and take necessary approvals from Line Manager & HOD before proceeding with the Recruitment process.

I. Interview Panels

a. Cinema Level:

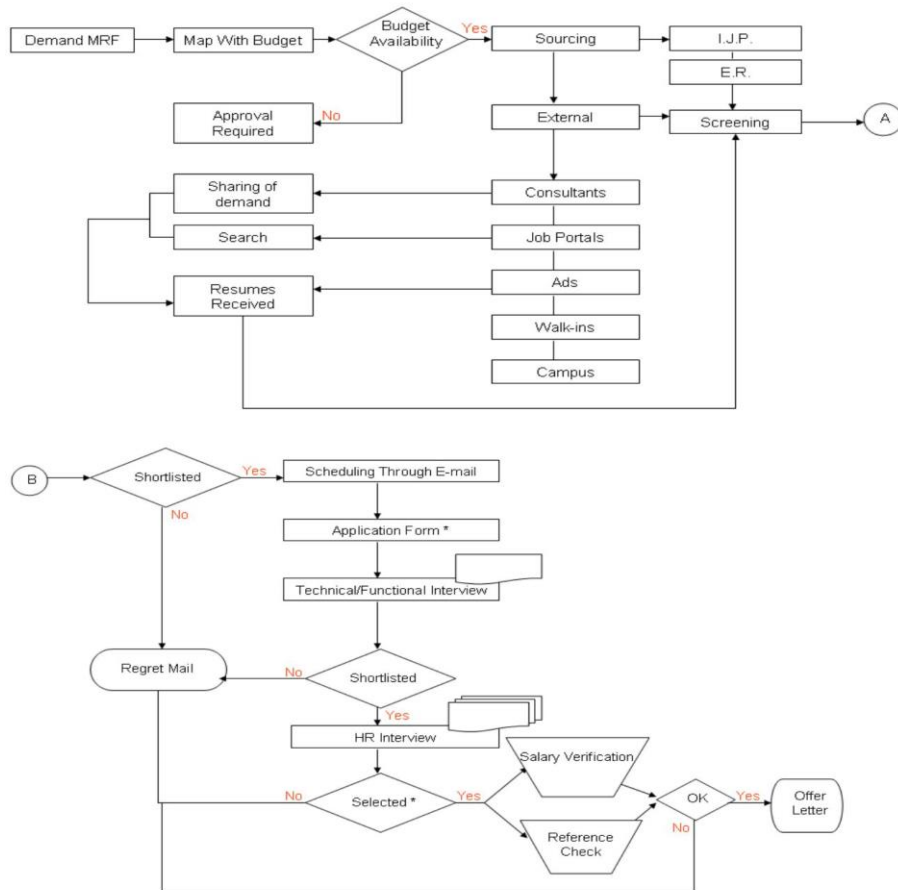
S.No.	Designation	Interview
1	Business Manager (BM)	RHR + CCO + COO/CHRO + CEO
2	Cinema Head (CH)	HR SPOC + BM + RHR + CCO + COO
3	Duty Manager (DM)	HR SPOC + CH + BM
4	Duty Officer (DO)	HR SPOC + DM + CH + BM
5	ESP	Site HR + DO/DM + HR SPOC (Optional) + CH
6	Other Non-Ops Positions	HR SPOC + Functional AM/RM + CH + {Functional Head+

	(List A)	RHR(Only for M6 & Above)}
7	Other Non-Ops Positions (List B)	HR SPOC + Functional AM/RM + {Functional Head+ RHR(Only for M6 & Above)}

b. Corporate & Regional Offices:

S.No.	Level	Interview
1.	M-3 & M-4	RHR+Functional Head+CXO
2.	M-5 & M-6	HR SPOC +RHR/BM+Functional Head+CCO/COO/CXO (M5)
3.	E-1	HR SPOC/ RHR + DR+BM/Functional RM + Functional Head
4.	E2 to E-4/OS	HR SPOC/ RHR + DR+BM/Functional RM

Recruitment Process Flow Chart:



K. Candidate’s Reimbursements:

Company would reimburse the travel expenses to the outstation candidates coming for interview only if agreed to at the time of the interview. The eligibility limits will be as per the limits given in the PVR Domestic Travel Policy, for the band in question. This may however, be done on the written approval of the RHR (for Cinema/RO Level) & Corporate HR (for Corporate level). Any exception will require an approval of the CHRO.

L. Induction / On Board

a. On the joining date, all requisite documents shall be attested and maintained in employee's personal file – as mentioned in joining kit. All documentation process – PF forms, bank opening etc. HRIS, KRONOS would be completed on day of joining. Email id creation shall also be completed on candidate's date of joining in case of office staff. On creation of email id – an introductory mail would be sent to the PVR team.

b. All frontline staff i.e. E-2 to E-4 new joiners shall undergo an Induction Program in the first week of joining and before allocation of mainstream work by CH/DM/functional head. In case of multiple joiners in a month the induction process is to be conducted together for all new joiners.

c. The Training/Induction program shall give an overview about the organization, its policies, procedures, systems etc.

d. A copy of the completed induction schedule with employee feedback & attendance to be maintained.

M. Record – Keeping

All Personnel records shall be maintained as per defined documents list in personal file and entries in HRIS.

N. Deviations:

- Any exceptions/deviations shall be approved by the CHRO on the recommendation of the Functional Head/COO/CEO.
- This document supersedes all previous policies/guidelines on this subject.
- The HR reserves the right to amend the policy at any time. This policy shall remain till any further changes are announced.

Enclosed: List A & B

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List A: HR SPOC + Functional AM/RM + CH + {Functional Head+ RHR(Only for M6 & Above)}

DEPARTMENT	DESIGNATION
ACCOUNTS	ACCOUNTANT
	ACCOUNTS ASSISTANT
	ACCOUNTS OFFICER
	EXECUTIVE-ACCOUNTS
	SENIOR ACCOUNTANT
	SENIOR EXECUTIVE-ACCOUNTS
	ADMIN
	ASSISTANT-ADMIN & HR
	ASSISTANT-HR
	BUSINESS HR ASSOCIATE
	EXECUTIVE-HR
	TRAINEE - HR
ENGINEERING	EXECUTIVE-ENGINEERING
	MANAGER-ENGINEERING
	SENIOR EXECUTIVE-ENGINEERING
Food & Beverages	CHEF DE PARTIE
	DEMI CHEF DE PARTIE
	Executive-F&B
	Jr. Chef De Partie
HOUSEKEEPING	EXECUTIVE HOUSEKEEPER
	EXECUTIVE-HOUSEKEEPING
	HOUSEKEEPING EXECUTIVE
	SENIOR EXECUTIVE-HOUSEKEEPING
INFO TECH	ASSISTANT MANAGER-IT
	ENGINEER-IT
	EXECUTIVE-IT
	IT ADMINISTRATOR
	Senior Engineer-IT
	SENIOR EXECUTIVE-IT
	SENIOR IT ADMINISTRATOR
SECURITY	CSO/ AM SECURITY
	GENTS & LADY GUARDS

List B: HR SPOC + Functional AM/RM + {Functional Head+ RHR(Only for M6 & Above)}

DEPARTMENT	DESIGNATION
ADMIN	OFFICE BOY
ENGINEERING	AC TECHNICIAN
	Assistant-Sound & Projection
	CARPENTER
	ELECTRICIAN
	LIFT OPERATOR
	PLUMBER
	PROJECTIONIST
	SENIOR ELECTRICIAN
	SENIOR PROJECTIONIST
	SENIOR TECHNICIAN
	TECHNICAL SUPERVISOR
	TECHNICIAN
FOOD & BEVERAGES	BREW MASTER
	COMMI-I
	COMMI-II
	COMMI-III
	Senior Brew Master
	TRAINEE COMMI-III
	UTILITY BOY
HOUSEKEEPING	HOUSEKEEPING ATTENDANT