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**RAKTA
SANJEEVANI**

RECRUITMENT POLICY

A foundation built on fairness and merit.

Address

Bebejia Gaon, Titabar, Jorhat, Assam- 785630



Recruitment Policy

Document ID: REC-POL-001

1. Policy Statement

Rakta Sanjeevani is committed to attracting, recruiting, and retaining a diverse and talented workforce. This Recruitment Policy outlines our commitment to fair, transparent, and equitable recruitment practices. We aim to create an inclusive environment where all applicants are treated with respect and dignity, and where recruitment decisions are based solely on merit, qualifications, and experience.

2. Principles of Recruitment

- **Fairness:** All applicants will be treated equitably and without bias.
- **Transparency:** The recruitment process will be open and clearly communicated.
- **Equal Opportunity:** We are an equal opportunity employer and encourage applications from all qualified individuals.
- **Merit-Based Selection:** Recruitment decisions will be based on the skills, knowledge, and experience required for the role.
- These principles guide our recruitment efforts, ensuring that we build a strong and diverse team that reflects the communities we serve. Rakta Sanjeevani values diversity and is committed to creating an inclusive workplace for all.
- We follow a systematic recruitment process. Our policies strictly adhere to the principles of fair employment.

3. Recruitment Process

The recruitment process at Rakta Sanjeevani typically involves the following stages:

1. **Job Posting:** Open positions will be advertised through appropriate channels, including our website, job boards, and social media.
2. **Application Screening:** Applications will be reviewed against the essential and desirable criteria outlined in the job description.
3. **Interviews:** Shortlisted candidates will be invited for interviews, which may include behavioral questions, technical assessments, and/or presentations.

4. **Background Checks:** Background checks and reference checks may be conducted for the preferred candidate.
5. **Offer of Employment:** A formal offer of employment will be extended to the successful candidate, subject to satisfactory background checks and reference checks.

4. Policy Review

This Recruitment Policy will be reviewed annually to ensure its effectiveness and compliance with relevant legislation and best practices. Rakta Sanjeevani is committed to continuous improvement and will make necessary updates to the policy as required.

Approval

Approved By: Sri Apurba Gohain

Designation: Secretary

Date: 05/04/2021



**RAKTA
SANJEEVANI**

ORGANIZATION POLICY

*Transparency in action. This policy provides a
safe space for you to speak up without fear.*

***Created on
05/04/2021***

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