



DEENABANDHU TRUST

Regd. Office:
CF-95, Sector- 1
Salt Lake City
Kolkata – 700 064, India

1st January, 2016

Recruitment Policy

Need for Recruitment Policy

The primary aim of a recruitment and selection policy is to ensure a transparent and fair hiring process that can assist the HR & Management to select the right candidate on the basis of merit and relevance with the job.

Equal Opportunity

Deenabandhu Trust is an "equal opportunity employer" along with non-discriminatory practices in all recruitments.

Recruitment and Selection process

The following steps are part of the recruitment/hiring process:

1. Identify need for an opening
2. Decide whether to hire externally or internally
3. Review the job description and compose a job ad, if needed
4. Select appropriate sources (external or internal) for posting the opening
5. Decide on the selection stages and possible timeframe
6. Review resumes in company database
7. Source passive candidates
8. Shortlist applications
9. Proceed through all selection stages
10. Run background checks
11. Select the most suitable candidate
12. Make an official offer

Confidentiality of Personal Data

The data collected during the recruitment process and after hiring would be kept confidential and not shared with any external agency.

Saibal Mitra

(Saibal Mitra)
Secretary



Saibal Mitra

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