

❖ **Sourcing of candidates profile through various channels**

- Publication in NABFINS website
- Job Portal (Naukri)
- Social Network (LinkedIn)
- Employee reference
- Campus selections (Colleges)
- Candidates should be informed about their job role during interview

❖ **Background Verification**

- Equifax – Employment Enquiry
- BGV Report (Form – 1 & Form – 2)

❖ **Offer of Appointment**

- Creating of Temp Id for offer of appointment issued candidates
- Co-coordinating with RMs PAN India and following day to day activity related to man power requirement.
- Reviewing supporting documents including Equifax report and BGV Report (Form -1 & Form – 2) to initiate salary negotiation with the shortlisted candidates.
- Reviewing interview assessment sheets to find out the shortlisted candidates
- Obtaining of CTC approval and preparing of Offer of Appointment

❖ **Onboard Process**

- Coordinating with branches to complete staff onboarding process on the scheduled joining date
- Verifying the joining formalities, joining documents as per the joining documents check list and approving staff joining in portal
- Creating of onboarded staff personal file

➤ **Staff Full and Final Settlement and Incentive Pay out Process :**

- Processing of staff incentive and payment
- Verifying of staff full and final settlements for payment
- Verifying of core entries posted
- Preparing of Staff Attrition Report and Monthly report for the Management
- Maintaining of record/tracker/MIS related to operational activities

➤ **Staff Attendance, Leave, Exit, Discipline Action, Transfers, Deputations, Promotions, Vendor Management :**

- Reviewing of staff attendance, staff leaves and marking loss of pay
- Marking of loss of pay on required cases related to staff exit/terminate/discipline action
- Escalating staff unauthorized absence (=>3 days) to respective stakeholder

- Review of raised helpdesk tickets and resolving it
- Processing of employee separation (resignation) requests
- Processing of salary and/or incentive and/or office expenses on hold and payment
- Processing of staff incentive and payment
- Verifying of staff full and final settlements for payment