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 SHAKAMBHARI GROUP # SteelWithin	SHAKAMBHARI ISPAT & POWER LTD. (Formerly known as Ess Dee Aluminium Ltd.)		
STANDARD OPERATING PROCEDURE			
Title: Job Description Preparation, Organization Chart and Recruitment Procedure			Page No. 5 of 5
SOP No.	Version No.	Effective Date	Next review date
SIPL/HRS/001	00	06.07, 2026	05.07, 2028

7.7 Onboarding & Record Keeping:

7.7.1 On acceptance of the offer, HR shall coordinate joining formalities, documentation, and induction. The approved JD shall be shared with the new joiner as the basis for role clarity and performance expectations, along with their position in the organization structure.

7.7.2 HR shall maintain a complete recruitment file for each position — requisition, approved JD, screening and interview records, offer, and joining documents — and shall track the recruitment cycle TAT for reporting and continuous improvement.

7.8 Handling Deviations:

7.8.1 Any deviation from this SOP — such as recruitment without an approved requisition or JD, positions not mapped to the organization structure, offers outside the approved grade or budget, or bypass of the prescribed approval route — shall be documented with justification and approved by the HR Head before proceeding.

7.8.2 HR shall maintain a record of all such deviations, review recurring deviations, and implement corrective and preventive actions to strengthen the process and prevent recurrence.

8.0 REVISION HISTORY

Revision No.	00	Effective Date	06.07.2026	CC No.	05.07.2028
Details of revision: New SOP					

Prepared By:	Checked By:	Approved By:
Anjali 05.07.2026	Rutika 05.07.2026	DSS 05.07.2026

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1.0 PURPOSE

- 1.1 The purpose of this SOP is to establish a standardized, transparent, and consistent process for preparing, reviewing, approving, and issuing Job Descriptions (JDs) and for conducting the associated recruitment activities at Shakambhari Ispat & Power Ltd. It aims to ensure that every position is clearly defined and mapped to the organization structure, that hiring is aligned with manpower budgets and business needs, and that the recruitment process is fair, compliant, and auditable.

2.0 SCOPE

- 2.1 This SOP is applicable to the creation and issuance of Job Descriptions and the end-to-end recruitment of all permanent, contractual, and on-roll positions across all plants, projects, and corporate offices (Purulia, Durgapur, Kolkata) of Shakambhari Ispat & Power Ltd. It covers workforce planning, JD preparation, sourcing, selection, offer, and onboarding, mapped to the defined organization structure.

3.0 REFERENCE(S) & ATTACHMENTS**3.1 References**

- 3.1.1 In-house: HR Policy, Organization Structure / Org Chart,

3.2 Attachments

- 3.2.1 Attachment- I : Manpower Requisition Form - SIPL/HRS/001/F01/00
 3.2.2 Attachment- II : Job Description Template - SIPL/HRS/001/F02/00
 3.2.3 Attachment- III : Interview Evaluation & Selection Form - SIPL/HRS/001/F03/00
 3.2.4 Attachment- IV : Organization Chart - SIPL/HRS/001/F04/00

4.0 RESPONSIBILITY**4.1 Hiring Manager / HOD:**

- 4.1.1 To raise the Manpower Requisition, provide role inputs for the Job Description, and participate in shortlisting and interviews.

4.2 HR Department:

- 4.2.1 To prepare and standardize the Job Description, map the position to the organization structure, drive sourcing and selection, and maintain recruitment records.

4.3 HR Head:

- 4.3.1 To review and approve Job Descriptions, validate against the manpower budget and org structure, and authorize the recruitment and offer.

4.4 Plant Head / Functional Head:

- 4.4.1 To approve manpower requirements for the unit and ensure alignment of recruitment with the organization structure and operational needs.

Prepared By: <i>Anjali</i> 05.07.2026	Checked By: <i>Rishi</i> 05.07.2026	Approved By: <i>DD</i> 05.07.2026
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5.0 DISTRIBUTION

- 5.1 Human Resources
- 5.2 Plant Operations & Projects
- 5.3 Finance & Accounts
- 5.4 Concerned Department / Function

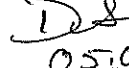
6.0 DEFINITION(S) & ABBREVIATION(S)

6.1 Definitions

- 6.1.1 **Job Description (JD):** A structured document defining the title, location, role summary, responsibilities, requirements, and qualifications for a position.
- 6.1.2 **Organization Structure:** The hierarchy of reporting relationships and functional positions of the Company, used as the basis for defining and mapping every role.
- 6.1.3 **Manpower Requisition:** A formal request raised by a department to fill a vacant or new position, validated against the manpower budget and org structure.
- 6.1.4 **Recruitment Cycle:** The end-to-end timeline from approval of the requisition to the candidate's date of joining.

6.2 Abbreviations

- 6.2.1 JD: Job Description
- 6.2.2 MRF: Manpower Requisition Form
- 6.2.3 HOD: Head of Department
- 6.2.4 TAT: Turnaround Time

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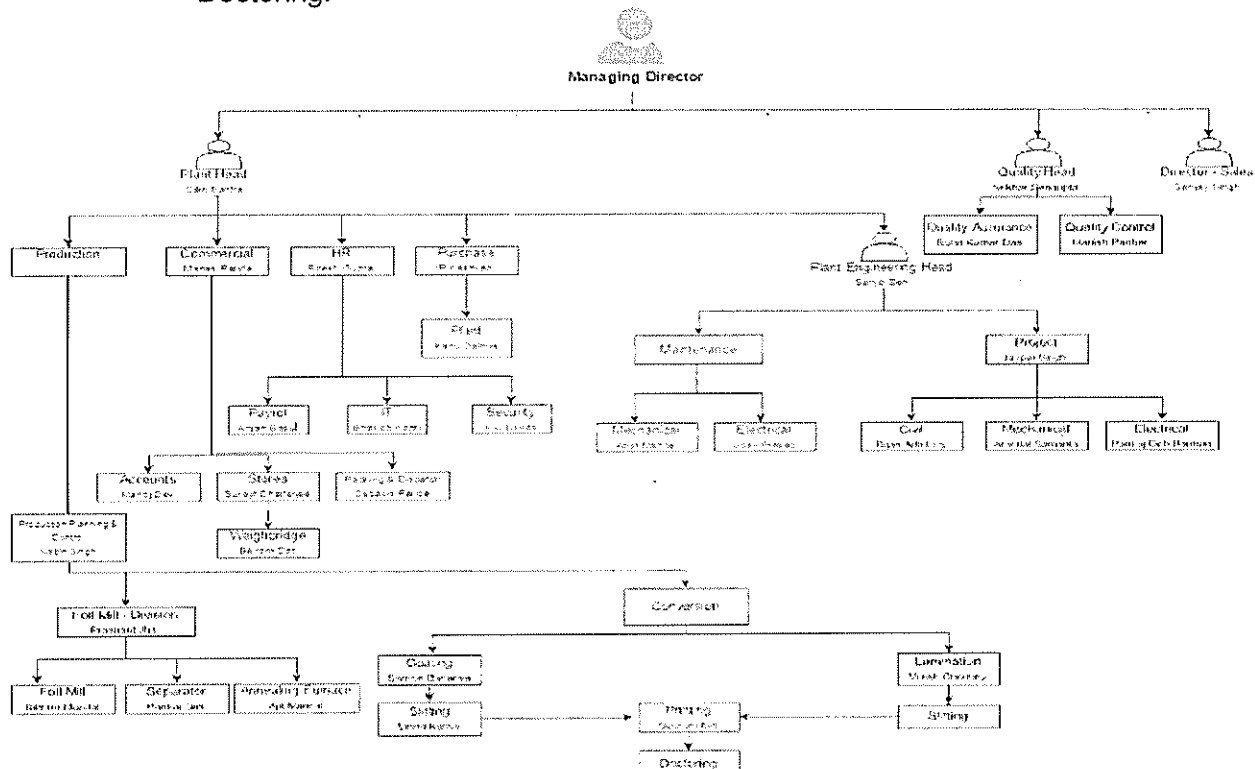
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7.0 PROCEDURE

7.1 ORGANIZATION STRUCTURE

7.1.1 The Company operates on the following organization structure (positions only). Every Job Description and recruitment action shall be mapped to a position within this hierarchy to ensure clarity of reporting relationships and role ownership.

7.1.2 Production Process Flow (Foil Mill Division): Production Planning & Control, together with Stores/Weighbridge, feeds material into the following production sequence: Foil Mill - Division (comprising Foil Mill, Separator, and Annealing Furnace) and, in parallel, Conversion (comprising Coating and Lamination). Both the Coating line and the Lamination line pass through their own Slitting stage, and both Slitting stages converge into a common Printing stage, which is followed by Doctoring.

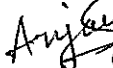


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- 7.1.3 Job Descriptions and recruitment shall be processed in accordance with the workflows defined below. Each Job Description shall be mapped to a position in the organization structure (Section 7.0), follow a standard structure and approval route, and all recruitment activity shall be documented to ensure fairness, compliance, and a fully auditable record.
- 7.2 Manpower Requisition & Approval:**
- 7.1.1 A new or replacement position shall be initiated by the Hiring Manager / HOD through the Manpower Requisition Form (SIPL/HR/001/F01/00), stating the position, its place in the organization structure, grade, location, justification, and target date of joining.
- 7.1.2 HR shall validate the requisition against the approved manpower budget, the organization structure, and the Annual Recruitment Plan. The requisition shall be approved by the Plant Head / Functional Head and the HR Head, in line with the Group Delegation of Authority (DoA), before any JD is finalized or sourcing begins.
- 7.3 Job Description Preparation & Standard Format:**
- 7.3.1 Upon approval of the requisition, HR shall prepare the Job Description using the standard Job Description Template (SIPL/HRS/001/F02/00). To ensure consistency across the Group.
- 7.4 Review, Approval & Issuance of the Job Description:**
- 7.4.1 The drafted JD shall be reviewed by the Hiring Manager / HOD for technical accuracy and by HR for format, consistency, org-structure mapping, and policy compliance.
- 7.4.2 The HR Head shall approve the final JD. Only the approved version shall be assigned a reference number, recorded in the recruitment file, and released for internal posting and external advertisement. Any subsequent change to an issued JD shall require fresh approval and a version update.
- 7.5 Sourcing & Candidate Screening:**
- 7.5.1 HR shall source candidates through approved channels — internal job postings and referrals, job portals, consultants, and direct applications — using the approved JD as the basis for the advertisement.
- 7.5.2 Applications shall be screened against the requirements in the JD. A shortlist of suitable candidates shall be prepared and shared with the Hiring Manager / HOD, and screening records shall be retained for audit.
- 7.6 Interview, Selection & Offer:**
- 7.6.1 Shortlisted candidates shall be assessed through a structured interview process. Each panel member shall record their assessment on the Interview Evaluation & Selection Form (SIPL/HR/001/F03/00).
- 7.6.2 The selected candidate shall be recommended by the panel, and compensation shall be fixed within the approved grade and budget. The offer shall be approved by the HR Head in line with the DoA before release. Pre-employment reference and document verification shall be completed prior to confirming the date of joining.

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 05.07.2026	 05.07.2026	