

2. TALENT ACQUISITION POLICY

1. Objective

- 1.1. This policy aims to employ qualified and experienced individuals who have been successful in their respective fields and have the acumen to perform tasks necessary to provide high-quality service.
- 1.2. The policy elaborates the process through which PLL will acquire the desired talent to achieve its organizational objectives.

2. Scope

- 2.1. The policy aims to cover all kinds of recruitment including Recruitment through external sources, talent acquisition through deputation and Recruitment from internal resources.

3. Process

3.1 Manpower Requisitioning

- 3.1.1 A requisition for manpower to be recruited, shall be initiated by concerned Functional Head / Plant Head and forwarded to Head of Department (Human Resource) HoD (HR) after in principle approval of MD & CEO on the recommendation of concerned Functional Director.
- 3.1.2 The requisition should include the following:-
 - a) Essential Job description of the position.
 - b) Number of position(s) – location(s) wise.
 - c) Tentative grade(s) of said position – location wise.
 - d) Essential qualification(s) required and Additional (Desirable) qualification(s), if any.
 - e) Nature of experience, sector wise experience in the type of industry/sector.
 - f) International exposure (if required and relevant to the position).
 - g) Status of existing manpower of said discipline- location wise.
 - h) Reason for creation of vacancy (whether due to resignation /superannuation /separation etc.)
 - i) In case of fresh / new requirement of any position the requisition must clearly justify the business case along with the financial out go.
 - j) Any other information relevant to requisition / necessity of vacancy – as deemed fit.
- 3.1.3 The HoD (HR) shall evaluate the requirement and validate the requisition and check for vacancies with approved manpower. Before any recommendation for sanction of new position for recruitment, overall status of existing manpower in a particular grade/location and organization wise, keeping the career progression aspects of internal employees etc. may be considered. The final list of vacancies (of all the grades) to be filled along with the formulated Job Description including eligibility criteria (age, qualification, experience etc.) and grade shall be approved by MD & CEO on the recommendation of the Director Concerned.
- 3.1.4 In case of superannuation, for all critical & senior positions, after due diligence, succession planning process shall be initiated at least one year prior to superannuation by HoD (HR).
- 3.1.5 In case of resignation / separation, the process as mentioned above shall be followed.

4. Recruitment through External Sources

4.1 Announcement of Vacancy

HR will suitably notify the vacancy including position description (Job Description/ Role Specification, Position Requirement etc.) in one or multiple channels as listed below:

4.1.1 Newspaper Advertisement

- Short and indicative advertisement for all Grades & for all positions to be published in newspaper (s) and detailed advertisement shall be published in Career Section of PLL website. The advertisement shall be published at least in 02 (two) newspapers.
- 15 days window will be provided to all candidates to apply for the published position. Last date to apply should be clearly mentioned in the advertisement.
- Detailed advertisement/Job description must be uploaded on PLL's website along with the link to apply for the vacancy
- The candidates need to apply for the vacancy online through PLL's website.
- The Application received through any other channel other than the PLL's website such as e-mail, hard copy etc. shall not be considered and shall be deemed/treated invalid.
- MD & CEO shall be the competent Authority for any extension of the last date of application. Reason (s) must be recorded in the note for approval of MD & CEO for extension of last date. In such cases, Reference date for criteria such as maximum age & minimum experience shall remain unchanged.

4.1.2 Job Portal / Manpower Consultants services may be used subject to the approval of MD & CEO in following cases:

- For E6 Grade and above positions.
- After two failed attempts through Newspaper Publication.
- Critical & Sensitive position(s) –as defined by the Management from time to time.
- Any other circumstances – as deemed fit by MD&CEO on the recommendation of Director Concerned.

4.2 Walk In Interview :-

- In case of urgency of requirement and/or immediate requirement, PLL can conduct Walk-In interviews as a fast track mode of recruitment on specific approval of MD & CEO. This will follow due process as mentioned in the case of routine recruitment process including advertisement in newspaper(s) but with a shorter time duration.
- For this, applicants shall be given 7 days time to apply at PLL's website and walk-in interview shall be conducted within 7 days post last date of application submission. Based on the online application received and reviewed, only shortlisted candidates will be called for interview. On the date of the interview, candidates are required to bring all original documents , 03 copies of CV and photographs along with duly-filled in application form etc.

4.3 Grade wise : Maximum Age & Minimum Experience

4.3.1 The age and experience criteria for executive grade is given below :-

Grade	Designation	Minimum Experience (In years)	Maximum Age (In years)
E10	Executive Director	25	55
E9	GGM & President	23	
E8	CGM & Vice President	21	52
E7	General Manager	19	50
E6	Deputy General Manager	16	

E5	Chief Manager	13	45
E4	Senior Manager	10	40
E3	Manager	7	35
E2	Deputy Manager	4	32*
E1	Senior Officer / Engineer	1	
	GET / MT	0	28

Note (*) : For Security discipline maximum age shall be 35 years.

4.3.2 The age and experience criteria for non-executive grade is given below :-

Grade	Designation	Minimum Qualification and Experience (In years)	Maximum Age (In years)
NE 6	Sr. Plant Operator / Sr. Technician / Sr. Chemist/ Sr. Assistant / Sr. Fire Fighter / Sr. GTG Operator, etc.	<ul style="list-style-type: none"> • ITI + 15 yrs • Diploma + 10 yrs • Graduation/CA Inter/ICWA Inter + 11 yrs. 	45
NE 5	Plant Operator / Technician / Chemist / Assistant / Fire Fighter / GTG Operator etc.	<ul style="list-style-type: none"> • ITI + 10 yrs • Diploma + 5 yrs • Graduation/CA Inter/ICWA Inter + 6 yrs. 	35
NE 4	Jr. Plant Operator / Jr. Technician / Jr. Chemist/ Jr. Assistant / Jr. Fire Fighter / Jr. GTG Operator, etc.	<ul style="list-style-type: none"> • ITI + 5 yrs. • Diploma + 1 yr. • Graduation/CA Inter/ICWA Inter + 1 yr. 	
NE 3	Sr. Multi Tasking Staff (Sr. MTS)	Std. 12th Passed + 8 yrs	45
NE 2	Multi Tasking Staff (MTS)	Std. 12th Passed + 5 yrs	40
NE 1	Jr. MTS (Multi Tasking Staff)	Std. 12th Passed + 1 yr	35

The maximum age and minimum experience of the potential candidate, mentioned in the advertisement as eligibility for the position, shall be counted as on last date of submission of application, if not mentioned otherwise.

4.3.3 For E10 Grade & Key Management Personnel (of any level): The age, experience, qualification(s) and various other criterion for recruitment etc. specific approval shall be taken from Competent Authority in line with provisions of Companies Act 2013 /SEBI LODR 2015 and amendments hereto from time to time.

4.4 Screening of applications received through the external sources

4.4.1 Screening of applications

- The HR Dept. will be responsible for screening of application form / CV's of applicants on factors related with HR as mentioned in the vacancy notification. This includes Age (Max/Min), Essential & Desirable Qualification(s) [Percentage Marks/CGPA ; Full-Time etc], University/ Board and its accreditation, Post Qualification Experience , other factors such as status of present employer (i.e. PSU/Private, Turnover, Market Listing etc.), present level held, whether he is ex-employee of PLL etc.
- The list of applicants who have been shortlisted in HR Screening shall be forwarded to committee for Functional validation/scrutiny.

4.4.2 Functional validation / scrutiny :-

- The candidate list along with their applications shall be sent to Functional Committee members for functional screening, to be constituted by MD&CEO.
- The Functional screening committee will prepare the list of candidates, suitable in terms of the relative qualitative strengths of their technical/ functional experience and domain expertise/international exposures etc. and other related criteria mentioned in the job description for the position. The number of applicants shall be shortlisted as per the below mentioned table :-

No. of Vacancy (nos.)	Maximum No. of applicants to be called for interview after Functional Shortlisting
1	10 to 12 (Depending upon the number of applications received)
	Six candidates to be added for every additional position

- The final list of candidates to be called for interview shall be approved by MD&CEO on the recommendation of Director concerned.

4.5 Selection/ Interview

- The shortlisted candidates, duly approved by Competent Authority, shall be invited for attending the interview.
- In order to give candidates sufficient time to make necessary arrangements & preparation for the interview, the candidates shall be given minimum 07 (Seven) days' time for interview after the date of e-mail intimation.
- However interview letter may be sent through Speed Post /Registered Post /Courier at the address mentioned in their application form separately by the HR department.
- Selection Committee for Executives: - Committee Members consisting of Executives from Functional departments shall be nominated by the Director Concerned, while Executives of HR & Cross Functional departments shall be nominated by MD&CEO. The constitution of the selection committee for Executive post is mentioned below:-

Grade	Interview (Round 1)	Interview (Round 2)	Interaction With MD & CEO
E1 to E5	Executives (Grade E6 & above) to be headed by E8 and above	Committee of Functional Directors excluding MD & CEO	Optional
E6 to E9	Committee of Functional Directors including MD & CEO		
E10 & KMP (of any grade)	Committee of Functional Directors including MD & CEO and Chairman, NRC or his / her nominated Board member		

- 4.5.5 Selection Committee for Non Executives: - Committee members consisting of Executives from Functional departments shall be nominated by the Director Concerned. While Executives of HR & Cross Functional departments shall be nominated by MD & CEO. The constitution of the selection committee for Non-executive post is mentioned below:-

Grade	Interview (Round 1)	Interaction With Director Concerned
NE1 to NE6	Executives (Grade E6 & above) to be headed by E8 and above	Optional

- 4.5.6 The shortlisted candidates in all the Executive categories may also be required to participate in a psychometric test to be conducted by a specialized independent agency. A link for psychometric test shall be shared with the shortlisted candidates for completing the test within specified date. The score of Psychometric Test shall not be shared with the candidate and shall be used only for internal assessment by Committee members during the interview. These scores, however, shall not be used in isolation for selection/rejection of any candidate.

4.6 Approval of recommendation of selection committee

- 4.6.1 The first level Selection Committee shall carry out the Interview Process and submit its recommendation to HoD (HR) so as to facilitate next round of interview (if applicable).
- 4.6.2 Both first & final round Committee shall record their recommendation and submit to HR department.
- 4.6.3 Based on the final recommendation after 2nd round interview (if applicable), HoD (HR) will prepare a panel (merit list and wait list) of shortlisted candidates. Competent Authority to approve the final list for appointment is MD&CEO (except E10 grade & KMPs).
- 4.6.4 The panel of selected candidates (including waitlisted candidates) shall remain valid for a period of six months from the date of approval of competent authority and may be availed in case any vacancy arises after interview.
- 4.6.5 In case of an exceptional candidate from promoter companies and/or their joint ventures/subsidiary/ associated company, the selection committee may recommend to offer at a particular position with assured elevation on completion of probation period. However, any such arrangement will have to be recorded in the appointment letter of the individual concerned. Any such condition shall require specific approval of MD & CEO on the recommendation of Director concerned.
- 4.6.6 Finalization of CTC of selected candidate(s) shall be as per the remuneration policy and approval of Competent Authority. The appointment letter shall thereafter be issued. However, in case of any pay protection / joining increments/ bonus and other reimbursements etc. the proposal requires approval of MD&CEO.
- 4.6.7 Joining Benefits:-
- 4.6.7.1 In case of immediate requirement / urgency/ specific domain requirement, candidate with exceptional qualification and/or post qualification experience and if potential employee is required to settle any dues/ recoveries such as notice period buyout / bond money etc. from his previous employer. PLL may based on the requirement and compensation negotiation, buy back / reimburse (i) the Notice period (upto 90 days) / Bond Money / gratuity etc. net of taxes (ii) leaves, if any (only Sick leaves/ Half Pay Leaves) subject to the candidate joining within 45 days from the date of issuance of the Appointment Letter on specific approval of MD&CEO.
- 4.6.7.2 In case the employee separates (other than Demise) from the organization within 02 (Two) years from date of joining, the Joining benefits shall be recovered from the employee. Necessary provisions shall be made in employment bond for recovery in such cases.

4.7 Issuance of Offer

- 4.7.1 The panel of candidates, in order of merit, as approved by the competent authority, shall form the basis for issue of offer(s) of appointment, based on the number of positions.

- 4.7.2 The initial offer letter shall be sent through email/letter to inform the candidate(s) about his/her selection for the position. Appointment letter shall be issued after acceptance of Medical Report and other requisite approvals (if any).

4.8 Pre-Employment Medical Check-up

- 4.8.1 All the new recruit (below Board Level) has to compulsorily undergo pre-employment medical examination at the hospital recommended by PLL.
- 4.8.2 Employment shall be contingent upon selection and medical fitness determined through medical examination. In case the potential employee is found unfit on medical grounds, the candidature of shortlisted candidate shall stand cancelled / nullified. The report in this regard shall be submitted to the Appointing Authority through HoD (HR).
- 4.8.3 Cost of medical examination will be borne by the company. In case of exceptional circumstances where selected candidate is unable to visit any of the empaneled hospitals, the candidate shall be asked to undergo medical examination as deemed fit by the Company. The expenditure on medical examination should be carried out post issuance of reference letter to the hospital. Any medical examination before issuance of reference letter to the hospital shall not be considered.

4.9 Issuance of Appointment Letter

- 4.9.1 If the candidate is found medically fit for the candidate's job / role, HR shall issue a formal appointment letter, duly signed by HoD (HR).

4.10 Extension of Joining period

- a) The date of joining shall be finalized after mutual dialogue between the candidate and HR department in consultation with Functional/Plant Head and should not be later than 60 days from the date of issuance of appointment letter. This date shall be binding on the candidate(s). Failure to report on or before the period as specified in the appointment letter may result into withdrawal of the appointment letter.
- b) The extension of joining date upon request of the candidate, would require approval of Competent Authority. Extension for joining period beyond 60 days (as per appointment letter), upto an extension of 30 days from the date of issuance of appointment letter shall be granted with the approval of Director concerned. Beyond 90 days period, any extension can only be granted on approval of MD&CEO.
- c) If the last date happens to be a Saturday, Sunday or public holiday, the candidate may join on the next immediate working date.

5. Recruitment through Internal Sources

- 5.1 Post approval, the internal employees shall be made aware of the vacancy for recruitment.
- 5.2 Interested employee shall be required to fill the Application Form on PLL's website in the same manner as an external candidate.
- 5.3 Internal employee can apply only for a vacancy in the grade one level higher than his / her current grade. However, Non - Executives are not eligible to apply for Executive grade.
- 5.4 **Qualifying criteria for Internal Candidates :-**
- 5.4.1. The internal candidate has to meet the following criteria in order to be eligible for relaxation:-
- a) The candidate should be a confirmed employee.
 - b) The candidate should have obtained at least 02 Outstanding (A+) and 01 Very Good (A) in present grade.
 - c) The candidate should have no adverse entry in the service record/letter in the personal file during the preceding (03) three years.

5.4.2 The eligibility criteria (as mentioned in vacancy for external candidates) shall be relaxed for internal candidates up to the extent mentioned below in case they qualify the above criteria:

- a) Upto 03 (Three) year age relaxation.
- 5.5 The candidate should meet the criteria of shortlisting by functional screening. This shall be over & above the required number of shortlisted candidates.
- 5.6 For any given vacancy, internal and external sources of recruitment shall be executed simultaneously. After qualifying eligibility criteria, as mentioned in the process, both internal and external candidates will appear for interviews.
- 5.7 Post selection of internal candidate, the candidate shall be on probation for a period of 01 (one) year.
- 5.8 If post selection, the internal candidate doesn't join the new position/location within the stipulated time period, he/she will not be eligible to apply for any post for the next 2 (Two) years from the date of offer email/ letter.

6. Qualification (s)

6.1 Minimum Qualification Criteria for Executives are as under :-

- a) All the qualification(s) (Secondary / Senior Secondary / Diploma / Degree / Post-Graduation / PG Diploma etc.) from a recognized Board/University/Institute approved by AICTE. All the qualification should be full time, unless mentioned otherwise.
- b) The candidate should have achieved 60% & above/CGPA (6 & above on the scale of 10) in their essential/eligibility qualification i.e. Graduation/Post Graduation/ Diploma course – as the case may be. In the case of CA/ICWA/CS minimum 50% marks is required. Further, the candidate needs to have secured qualification(s) i.e. Full-Time etc ; as mentioned for each vacancy unless mentioned otherwise.
- c) The broad qualification for various discipline are tabulated as below:-

Discipline	Minimum Qualification required
Engineering / Technical	Degree (B.Tech. / B.E.) in concerned discipline
Shipping / Port Operations	DGS Certificate 2nd Mate/ 1st Mate FG or 2nd Mate/1st Mate Home Trade or having Graduation Degree in Nautical Science/ Marine Engg. (Experience as Captain shall also be considered for DGM & above level position)
Laboratory Operations	Post-Graduation (MSc) in Chemistry or Degree in Chemical Engineering
Contract & Procurement	Degree in Engineering and Post Graduate Degree / Diploma in Materials Management or equivalent
Finance & Accounts	CA/ICWA /MBA/PGDM in Finance Management or equivalent
Marketing	B.Tech / BE /degree in any branch. MBA / PGDM / CA / ICWA / or equivalent in Marketing / International Business / Petroleum Management / Energy Economics/ Oil & Gas or equivalent will be an added advantage.
Company Secretary	Passed Final Examination of Company Secretary and must be a Member of the Institute of Company Secretaries of India. A degree in Law shall be added advantage.
BIS	B.Tech / BE in Computer Science / Information Technology / MCA
HR	Graduate with MBA (HR)/PGDM in HR/Personnel Management / MSW or equivalent from a recognized University/Institute approved by UGC/AICTE.

Security	Commissioned officer with requisite experience from Indian Armed Forces or equivalent in Paramilitary forces.
Fire	B.E. / B.Tech / B.Sc. Engg. (Fire Engineering)
HSE	(i) B Tech/BE Degree in Fire & Safety from a recognized University / Institute approved by AICTE or (ii) B Tech/BE Degree in Chemical / Petroleum Engg. Along with one year Diploma in Industrial Safety from Central/ Regional Labour Institute recognized by Government.
CSR	Graduate with Masters Degree in Social Work or equivalent from a recognized University/Institute approved by UGC/AICTE.
Corporate Communication	Graduate with Master Degree/Post Graduate Degree / Diploma in Journalism & Mass Communication, Business Journalism & Corporate Communication, Advertisement Management & Public Relations, Communication Management
Internal Audit (Finance)	CA/ ICWA or Graduate with MBA/MFC/ PGDM in Finance
Internal Audit (Technical)	Engineering Graduate
Legal	Graduate in Law, BA/BCom/BBA LLB integrated course (5yrs)

Note : Additional Qualification criteria to apply for vacancies (For External Candidates):-

- A Candidate who has a qualification of Integrated M. Tech/ME can apply for a position which require B. Tech/BE as minimum qualification.
- A candidate who has a qualification of Integrated B. Tech/BE + MBA /PGDM can apply for position which require B.Tech / BE as minimum qualification.
- Minimum Qualification criteria for disciplines other than mentioned above, shall be approved by the MD&CEO on the recommendation of Director Concerned.

7. Credential Verification

- After sending formal Appointment Letter, documents duly signed by candidate shall be sent for credential verification and the same shall be forwarded to the external agency for reference checks. If found unsatisfactory, appointment shall stand terminated. Even after joining, if any document is found forged / unsatisfactory at any stage of service, appointment shall be terminated. While processing the probation period, findings of the credential verification report must be clearly mentioned.
- In case of recruitment of critical & sensitive position (such as E10 Grade, KMPs etc.), credential verification shall be carried out as detailed out in 7.1 above before issuance of appointment letter.

8. Guidelines for Induction and Orientation

- Process of Induction and Orientation will begin on the day of joining. Functional Head has to ensure that the employee visits all work centers within reasonable time period after joining.
- An introduction manual (soft copy/link) will be provided consisting of the following :-
 - An introduction to Petronet LNG Limited
 - The vision statement
 - Organization structure

- d) A note on Terms and Conditions of service
- e) Social Benefits (insurance, gratuity etc.) and welfare measure
- f) Opportunities on Learning & Development /Career Progression/ Performance Management and suggestion schemes etc.
- g) CDA rules and Code of Conduct (if applicable)
- h) IT Policy

8.3 It is the duty of the functional head to ensure that the new employee:

- a) Has been introduced to all the members of her or his department
- b) Clearly understands her or his reporting relationship
- c) Has a clear understanding of the functions of the department
- d) Is fully aware of her or his job description and responsibilities
- e) Is clear about her or his level of financial authority and responsibility
- f) Is aware of the process of decision-making in the company and in her or his department in particular
- g) Understands the potential for advancement
- h) Understands the procedure and forms for making various claims
- i) To ensure that Director Concerned have met the employee in the earliest available opportunity

9. Guidelines for Probation Period and Confirmation / Extension

- a) All new entrants including internal candidates to the company (with the exception of Trainees and Contractual Employment) will be on probation for an initial period of one year from the date of joining.
- b) Based on performance, the period of probation may be extended at the discretion of the company.
- c) In case of resignation, notice period during probationary period shall be 90 days
- d) At the end of the probation period, if the performance of an employment has been rated “B” or above, the company will issue a written confirmation of the employees’ service. If the rating of employee is “C”, then probation period shall be extended, as per discretion of Appointing Authority.
- e) In case initial Probation Period (01 year) is extended by more than 01 (one) year on performance grounds, an employee may be liable for termination.
- f) Probation period shall be treated as confirmed only after the issuance of written order by HR department after approval of Competent Authority.
- g) Annual increment shall only be disbursed after written confirmation of the probation of new joiners.
- h) Competent Authority for confirmation & extension of probation period (if applicable) is MD &CEO in case of Executives and Non- Executive.

10. Reimbursement of journey fare to Candidates to attend interview(s)

- 10.1 Candidates who has appeared for the interview shall be reimbursed journey fare only as per the entitlement mentioned in table below :-

Executives			Non-Executives		
SI No	Grade	Mode of Travel	SI No	Grade	Mode of Travel
1	E10	By Air (Economy class)	1	NE6	By Train (Second class AC) / Luxury Bus
2	E9		2	NE5	
3	E8		3	NE4	By Train (Third AC class) / Deluxe Bus
4	E7		4	NE3	
5	E6		5	NE2	
6	E5		6	NE1	
7	E4				
8	E3	By Train (Second class AC/AC Chair Car)			
9	E2				
10	E1				

- 10.2 Only Outstation Travel shall be reimbursed.
- 10.3 In case the outstation candidate's interview is not completed on the same day, PLL shall arrange suitable accommodation, Food, cancellation charges of the ticket etc. HoD (HR) shall be Competent Authority to approve all such expenditure.
- 10.4 For any deviation such as change in entitlements class/incidental expenses etc approval may be obtained from Director Concerned.

11. Relocation Benefits for Outstationed new joinees (except GET / MT)

- 11.1 Travel Expenses on joining:-

An outstationed new joinee shall be eligible for travel along with spouse, dependent children and dependent parents in the entitled class in line with entitlement as per Domestic Business trip (Tour) policy in case of relocation to a different city at the time of joining. In case direct flight/air travel (if applicable) is not available, first class rail travel shall be provided.

- 11.2 Transport of goods:-

An outstationed new joinee at the time of joining of PLL or at later stage shall be eligible for transportation of household goods once including car, up to 2 truckloads including insurance and other incidental/Toll charges etc.

- 11.3 Transit Accommodation:-

The company shall provide transit accommodation such as Guest House/Studio Apartment/Hotel etc) for up to 15 (Fifteen) days for all new outstationed joinees and dependent family members (as and when shifted) . The entitlements of hotel for the new joinee will be in line with the Domestic Business Policy of the company. However, in this case, no reimbursement shall be given for food expenses.

- 11.4 School Admission Expenses:

For any school admission/tuition fee etc. related expenses of the dependent children (upto two child) in the place of posting, the outstationed new joinee shall be entitled for reimbursement up to INR 50,000 per dependent child on the submission of receipt of e-payment to the school authority.

- 11.5 Any expenses towards relocation as mentioned above shall be limited to maximum of 03 (Three) months' Total Fixed Pay (TFP). Any exception shall be on approval of MD & CEO.

- 11.6 In case the company is not able to make necessary arrangements towards 11.1 to 11.4 above, the outstationed new joiner can arrange the same and claim reimbursement subsequent to joining on the submission of claim in the prescribed e-format along with Invoice/Bills/Receipt of e-payment only made to the concerned agency. Payment towards reimbursement of Invoice/Bills/Receipt against cash payment (except toll charges etc) shall not be accepted.
- 11.7 In case the employee separates (except Demise) from the organization within 03 (Three) years of joining, all above expenses including joining benefits shall be recovered from the employee. Necessary provisions shall be made in Employment Bond/Separate Undertaking.

12. Guidelines

- a) Wherever mentioned, 'his' shall also qualify as 'her' based on appropriateness.
- b) Specific approval of MD & CEO (for all the grades) must be sought prior to appointment of an individual who has relative (spouse, brother, sister, son, daughter, first cousins- mother's and father's side) already in the employment of the company.
- c) In case a relative of employees applies to a position, the concerned employee shall declare immediately and refrain himself/herself from the entire recruitment process.

13. Confidentiality

All employees are expected to understand and respect the confidentiality of the work they undertake. All information pertaining to the company or to the individual concerned is to be kept confidential within the relevant parameters of the workplace. Employees should not discuss or share by any means, electronic, or otherwise, any particulars of the work they perform. Employees are expected to display utmost discretion in terms of their knowledge of organizational processes, technological know-how, administrative, operational and company matters which may come within their professional purview by virtue of being in the employment of the company. This is particularly important in the area of LNG Management. Company related issues must NOT be discussed in public areas such as elevators, corridors, cafeteria, parking lot etc. All employees are expected to be sensitive to the nature of the business in which Petronet LNG Limited is engaged. Any violation to this may be considered as misconduct and attract action as per relevant policies / rules of the company.

14. Employment Bond & Undertaking of Secrecy (UoS)

- 14.1 Employment Bond :- All the employees at the time of initial employment have to fill the employment bond along with the undertaking of Secrecy. The employment bond is applicable to all the employees. The company takes a "bond" of INR 02 (Two) Lacs for a period of 02 (Two) years from the date of joining. This is in the form of a prescribed format filled and signed by the employee at the time of joining the company, in the presence of two witnesses. The employment bond shall be released to the employee after completion of 02 years.
- 14.2 Undertaking of Secrecy (UoS) :- The company additionally takes an Undertaking of Secrecy "UoS" from the employee. In the event of going in for a new employment, an employee is not allowed to share or give out information related to his PLL job responsibilities.

15. Bond for specialized training

Employee undergoing training for more than 20 mandays abroad will have to fill in an undertaking to serve the organisation for at least 12 months failing which to pay an amount of Rs. 02 (Two) lacs.

- 15.1 Any relaxation with respect to maximum age, minimum post qualification experience, minimum qualification & percentage of marks and process of selection procedures, may be granted on specific approval of MD & CEO.

16. Detail working guidelines (if any) shall be issued with the approval of the MD & CEO.