



मानक संचालन प्रक्रिया

STANDARD OPERATING PROCEDURE

संविदा कर्मचारियों का अभिवेशन एवं परिचयात्मक प्रक्रिया

ONBOARDING & INDUCTION OF CONTRACTUAL EMPLOYEES

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Prepared By	Manager (HR), IGRUA
Approved By	Director, IGRUA
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इंदिरा गांधी राष्ट्रीय उडान अकादमी, फुरसतगंज हवाई अड्डा, अमेठी (उत्तर प्रदेश)
Indira Gandhi Rashtriya Uran Akademi (IGRUA), Fursatganj Airfield, Amethi – 229302
(Uttar Pradesh)

संविदा कर्मचारियों का अभिवेशन एवं परिचयात्मक प्रक्रिया

SOP: ONBOARDING & INDUCTION OF CONTRACTUAL EMPLOYEES

1. Purpose & Scope

This SOP establishes a uniform, practical, and transparent process for appointment, onboarding, and induction of all contractual employees at IGRUA. It covers the sequence from issuance of the offer letter through to completion of induction, ensuring new employees are properly integrated into the organisation.

1.1 Applicability

This SOP applies to:

- All contractual employees (regular 11-month contracts and ad hoc appointments)
- All categories — technical, flying, administrative, ATC, and operational roles
- HR Department, Head of Department (HoD), Finance, and IT Department

2. Pre-Joining Requirements

Before issuing an offer of appointment, Manager HR shall ensure that all of the following are in place:

- (a) The selection process has been completed and the Director's approval of the selected candidate has been obtained.
- (b) Documents submitted by the candidate during the application/screening stage have been verified against the notified Qualification Requirements (QRs).
- (c) Medical fitness certificate has been obtained, if required for the post applied for.

Note: No offer of appointment shall be issued until all the above conditions are met and the Director's approval has been obtained.

3. Offer of Appointment

3.1 Upon the Director's approval, Manager HR shall issue a formal Offer of Appointment (**Annexure 1**) to the selected candidate via email from career@igrua.gov.in, and by post where required. The offer letter shall clearly state:

- (a) Designation and department
- (b) Monthly remuneration

- (c) Term of appointment (11 months/Ad hoc for 89 days)
- (d) Reporting officer
- (e) Date by which the candidate must join
- (f) List of documents to be submitted at the time of joining
- (g) Key terms and conditions including termination clause and conduct obligations

3.2 The candidate must submit a signed Acceptance Form (as enclosed with the offer) within 7 (seven) days of the date of the offer letter, failing which the offer shall be deemed cancelled.

3.3 If the candidate requests additional time to respond, Manager HR may, with the Director's approval, grant such extension as the Director considers appropriate.

Important: The offer of appointment is provisional. IGRUA reserves the right to withdraw the offer any time if any discrepancy is found in the candidate's documents or background checks.

4. Joining Formalities

4.1 On the date of joining, the candidate shall report to the HR Department with the following:

- (a) Copy of the Offer of Appointment
- (b) Joining Report (**Annexure 2**)
- (c) Employee Personal Biodata Form (**Annexure 3**)
- (d) Original documents for verification (educational certificates, experience certificates, identity proof)
- (e) Medical Fitness Certificate (**Annexure 5**), where applicable
- (f) Four recent passport-sized photographs
- (g) Bank account details (copy of passbook or account statement)
- (h) Category certificate, if applicable

4.2 Manager HR shall verify all documents against the Document Submission Checklist (**Annexure 4**) and retain copies for the HR file. Originals shall be returned to the employee after verification.

6. HR File Creation

Manager HR shall create one dedicated physical or digital file for each employee. The file shall contain, in the following order:

- (a) Copy of the advertisement and selection approval note

- (b) Application and screening documents
- (c) Offer of appointment and signed acceptance
- (d) Joining report (counter-signed by HoD)
- (e) Employee Personal Biodata Form
- (f) Copies of verified identity and qualification documents
- (g) Medical certificate (if applicable)
- (h) Bank details
- (i) Signed contract of appointment

Important: All HR files shall be kept in the custody of Manager HR and maintained for a **minimum of 7 (seven) years**. Files must be available for audit inspection at all times.

7. Onboarding

Onboarding shall be completed within 7 (seven) working days of the employee's date of joining. The responsibilities are shared between HR, the concerned department, and IT.

7.1 HR Department Actions

- (a) Verify identity and documents on the joining date.
- (b) Register the employee in the attendance system.
- (c) Issue a request IT Dept to assign an official email ID, where applicable.
- (d) Brief the employee on attendance, leave, conduct, and applicable HR policies.
- (e) Inform Finance Department of the date of joining for payroll purposes.

7.2 Head of Department

- (a) Introduce the new employee to the department team.
- (b) Designate a reporting supervisor.
- (c) Allocate work area, equipment, and necessary access.
- (d) Provide a written or verbal job description and role-specific responsibilities.
- (e) Share relevant departmental SOPs and manuals.

Important: HOD/Section Head is to ensure that the employee is interviewed by the Director, IGRUA within 7 days of his joining.

7.3 IT Department

- (a) Set up system access (email, applications, e-office) as required for the role.
- (b) Register the employee in the security and access control system.

8. Induction

Induction shall be coordinated by Manager HR, using the Induction Checklist (**Annexure 6**). It shall be completed within 10 (ten) working days of joining and shall cover the following:

- (a) Brief overview of IGRUA — history, mission, organisational structure, and reporting hierarchy
- (b) Terms and conditions of contractual employment
- (c) Attendance, leave, and conduct rules
- (d) Code of conduct
- (e) Use of official email and communication protocols
- (f) Role-specific induction by the HoD or designated supervisor

Note: Induction for technical and flying-related posts shall additionally include a safety and operations briefing by the concerned HoD. The completed Induction Checklist (**Annexure 6**) shall be filed in the employee's HR file.

9. Probation Period

9.1 Duration

All regular contractual employees (11-month contracts) shall be on probation for the first 3 (three) months of their appointment. Ad hoc appointees shall be considered on probation for the entire duration of their engagement.

9.2 Probation Review

- (a) The HoD shall initiate the probation review in the third month of the employee's service, using the Probation Review Form (**Annexure 7**).
- (b) The review shall assess the employee's job knowledge, discipline, timeliness, and conduct.
- (c) The HoD shall forward the completed review form with recommendations to Manager HR.
- (d) Manager HR shall put up the review report to the Director for a decision.

9.3 Possible Outcomes

- (a) Confirmation of continuation of the appointment.

- (b) Extension of probation by up to 1 (one) month, with reasons recorded.
- (c) Termination of appointment — with the Director's approval, and subject to the notice provisions in the contract.

Note: No probation review outcome shall take effect without the Director's approval. The employee shall be informed of the outcome by Manager HR in writing.

10. Biometric Access & ID Card

- (a) A permanent IGRUA identity card shall be issued to the employee by HR/Security Section upon completion of joining formalities.
- (b) Biometric registration shall be completed within the first week of joining.
- (c) Official email and system access shall be granted by the IT Department based on the role and as authorised by the HoD.
- (d) All access — ID card, biometric, email, and system credentials — shall be deactivated immediately upon expiry of the contract, non-renewal, or termination. The HoD and HR shall jointly ensure this is done on the last working day.

11. Non-Joining, Delay & Withdrawal

11.1 Failure to Join

If the selected candidate does not report for duty within 15 (fifteen) days of the stipulated joining date without prior intimation or Director's approval, the offer of appointment shall stand cancelled automatically. The next eligible candidate from the merit panel, if any, shall be considered.

11.2 Request for Extension of Joining Date

A candidate may request an extension of the joining date for valid reasons. Such requests shall be considered at the discretion of the Director. Manager HR shall put up the request to the Director with a recommendation.

11.3 Withdrawal of Acceptance

If a candidate withdraws acceptance after the offer has been issued, Manager HR shall record the withdrawal and consider the next eligible candidate from the merit panel. No claims or entitlements shall accrue to a candidate who withdraws.

12. Roles & Responsibilities

Role	Key Responsibilities
Director, IGRUA	Overall authority. Approves appointments, probation outcomes, and any deviation from this SOP.
Manager (HR)	Process owner. Issues offer letters. Verifies documents. Creates and maintains HR files. Coordinates onboarding, induction, and probation review. Manages access deactivation on separation.
Head of Department (HoD)	Countersigns Joining Report. Conducts role-specific induction. Designates reporting supervisor. Initiates and submits probation review. Authorises system access requirements. Ensure that the employee is interviewed by the Director.
IT Department	Sets up system and email & E-office access. Registers employee in access control system. Deactivates access on separation.
Employee	Submits accurate and complete documents. Attends induction sessions. Adheres to IGRUA rules, conduct standards, and SOPs.

13. Record Keeping

- (a) All employee HR files shall be maintained in the custody of Manager HR.
- (b) Files shall be labelled, indexed, and maintained in an orderly manner, available for audit inspection at all times.
- (c) The minimum retention period for all HR records is 7 (seven) years from the date of separation of the employee.
- (d) Manager HR shall maintain a register of all employees showing date of joining, contract period, probation status, and date of separation.

14. Review & Amendments

This SOP shall be reviewed annually by Manager HR, or earlier if necessitated by changes in organisational policy or any other requirements. Any amendment to this SOP shall require the Director's approval.

Approved By

Date: 01 March 2026

Signature: _____

Air Cmde Vipul Singh VM VSM (Retd)
Director, IGRUA

OFFER OF APPOINTMENT — TEMPLATE

(To be printed on IGRUA letterhead)

No. HR / ____ / ____

Date: _____

OFFER OF APPOINTMENT FOR THE POST OF

Dear Shri / Smt. _____,

1. With reference to the selection process conducted for the above post, I am pleased to inform you that the Director, IGRUA has approved your appointment as _____ on contractual basis for a period of _____ (months/year). This appointment is subject to the terms and conditions set out below.

2. **Terms of Appointment:**

(a) Consolidated Remuneration: Rs. _____ per month

(b) Department / Section: _____

(c) Reporting Officer: _____

(d) Date of Joining: _____

(e) Contract Period: _____

(f) Probation Period: _____

(g) Notice period for termination by either side: 30 days or salary in lieu thereof and during probation 7 days.

(h) Duties as assigned by the HoD from time to time

3. This offer is provisional and subject to satisfactory verification of original documents and background checks. IGRUA reserves the right to withdraw this offer if any discrepancy is found in the documents submitted or in the background checks.

4. A draft Contract of Appointment is enclosed for your reference. You are requested to submit your signed Acceptance Form within 7 (seven) days from the date of this letter, failing which this offer shall be deemed cancelled.

5. Please report to the HR Department on the joining date with all original documents as listed in the enclosed Document Checklist.

(Manager HR)

Encl: Draft Contract of Appointment / Acceptance Form

From:
Employee's Name: _____
Address: _____
Email ID: _____
Phone Number: _____

**The Manager HR
IGRUA**

JOINING REPORT

I, _____ (Name), appointed as _____
in the Department of _____, hereby report for duty on _____
(date) at IGRUA, Fursatganj.

I confirm that I have submitted all required documents and I undertake to abide by the rules and regulations of IGRUA.

Signature of Employee

Counter-signed by HoD

Name: _____
Date: _____

Name: _____
Date: _____

For Use of HR Department Only

Date of Joining recorded: _____
Payroll / Finance notified on: _____
HR File No.: _____
Manager HR: _____



EMPLOYEE PERSONAL BIODATA FORM

Name (in full): _____
 Father's / Spouse's Name: _____
 Date of Birth: _____ Gender: _____
 Date of Marriage: _____ (if married)
 Category (SC/ST/OBC/GEN/PwBD): _____
 Permanent Address: _____
 Correspondence Address (if different): _____

Latest Passport
Size Photo

Mobile Number: _____ Email ID: _____
 Aadhaar Card No.: _____ PAN No.: _____
 EPF Account Number: _____ (if already available)
 Bank Name & Branch: _____
 Bank Account No.: _____ IFSC Code: _____
 Emergency Contact Name & Relation: _____
 Emergency Contact Number: _____
 Family Details:
 Wife : _____ (Name) Address: _____ (if different)
 Children: _____ (Name & Age) _____ (Name & Age)

Educational Qualifications:

Qualification	Institution	Year of Passing	Percentage / Grade
10th			
12th			
Graduation			
Post-Graduation			
Other			

Prior Employment (most recent first):

Organisation	Designation	From	To

Declaration: I hereby declare that all information provided above is true and correct to the best of my knowledge. I understand that any misrepresentation may lead to cancellation of my appointment.

Place: _____
 Date: _____

Signature: _____
 Name: _____

DOCUMENT SUBMISSION CHECKLIST

Employee Name: _____ Employee Code: _____
 Post: _____ Date of Joining: _____

S.No.	Document	Status
1	Signed Offer of Appointment	Submitted / Not Submitted
2	Signed Acceptance Form	Submitted / Not Submitted
3	10th Certificate & Marksheet	Submitted / Not Submitted
4	12 th Certificate & Marksheet	Submitted / Not Submitted
5	Graduation Certificate / Marksheet	Submitted / Not Submitted
6	Post-Graduation Certificate (if applicable)	Submitted / Not Submitted
7	Experience Certificates (all previous employers)	Submitted / Not Submitted
8	Aadhaar Card (self-attested copy)	Submitted / Not Submitted
9	PAN Card (self-attested copy)	Submitted / Not Submitted
10	Category Certificate — SC/ST/OBC/PwBD (if applicable)	Submitted / Not Submitted
11	Medical Fitness Certificate (if role-specific)	Submitted / Not Submitted
12	Passport-size Photographs (4 copies)	Submitted / Not Submitted
13	Bank Account Details (passbook copy / cancelled cheque)	Submitted / Not Submitted
14	Completed Personal Biodata Form (Annexure C)	Submitted / Not Submitted

Date: _____

Verified by (Manager HR): _____

MEDICAL FITNESS CERTIFICATE

(To be obtained from a Registered Medical Practitioner)

1. This is to certify that Shri / Smt. _____ (Name), son / daughter / spouse of _____, Date of Birth: _____, has been examined by me and is found to be medically fit for employment at Indira Gandhi Rashtriya Uran Akademi, Fursatganj.

2. The person has no known medical condition that would impair the performance of duties assigned to the post of _____.

Name of Doctor: _____

Registration No.: _____

Date: _____

Signature & Seal of Doctor



INDUCTION CHECKLIST

Employee Name: _____

Employee Code: _____

Department: _____

Date of Joining: _____

S.No.	Induction Activity	Completed (Yes / No / Date)
1.	HR briefing — attendance, leave, conduct, and applicable policies	
2.	Introduction to IGRUA — history, mission, and organisation structure	
3.	Terms and conditions of appointment explained	
4.	Workplace safety, fire safety, and emergency procedures	
5.	Anti-harassment policy and code of conduct	
6.	Use of official email and communication protocols	
7.	Introduction to the department and team members	
8.	Reporting supervisor designated and introduced	
10.	IT access and system setup completed	
11.	Biometric / attendance registration completed	
12.	Overview of aircraft operations and DGCA basics (if applicable)	
13.	Safety and operations briefing by HoD (for technical / flying roles)	

Employee Signature: _____

HoD Signature: _____

Manager HR: _____

Date: _____

Date: _____

Date: _____

PROBATION REVIEW FORM

Employee Name: _____ Employee Code: _____
 Post / Designation: _____
 Department: _____ Date of Joining: _____
 Probation Period Reviewed: From _____ to _____

ASSESSMENT

Assessment Area	Excellent	Good	Satisfactory	Poor
Job Knowledge & Competence				
Discipline & Punctuality				
Teamwork & Conduct				
Quality of Work				

Overall Remarks by Reporting Officer: _____

Recommendation:

Confirm Continuation Extend Probation by _____ month(s) Terminate Appointment

Reporting Officer

Signature: _____

Date: _____

Head of Department

Signature: _____

Date: _____

Manager (HR)

Signature: _____

Date: _____

Director's Decision

Continuation Approved Probation Extended Appointment Terminated

Signature: _____

Director, IGRUA

Date: _____