

Workshop & Support Staff Hiring Kit

Transport & Fleet

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Produces a hiring kit for non-driver roles — mechanic, dispatcher, accounts/billing, compliance/RTO coordinator — with role requirements, skills tests, interview questions and pay bands. Use it to hire support staff. For drivers use the Driver & Staff Hiring Kit.

Purpose of this tool & output

Hire mechanics, dispatchers and accounts staff

How the output is used

Use it to hire mechanics, dispatchers and accounts staff — a workshop and support staff hiring kit across role, skill and reliability.

Important cautions

Test practical skill, not just claims; pay bands vary by city and experience.

Companion documents

- Workforce & Manpower Plan
- Payroll & Bhatta Management System
- Transport HR Policy Handbook
- Attendance & Leave System (On-Road)
- Driver Welfare & Wellbeing Program
- Staff Performance Appraisal Framework

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.