

*** CHAPTER - II ***

CHAPTER II

INTRODUCTION : -

Need of personnel Recruitment & Selection mainly arises in the industrial sectors & others various types of undertakings.

Recruitment is the first step in the Industrial Employment & subsequently the ultimate success or failure of such employments depends upon the method of employment.

The calibre of the workers of an organisation largely determines its strength & success as an enterprise. An efficient process of selection is of considerable value in building calibre workfor. Selection can take place only when there are sufficient quantity of applicants for each vacancy. Recruitment process provides such applicants as and when needed in sufficient quantity. Recruitments is the process of searching for prospective employees & stimulating them to apply for jobs in the organisation.

Selection can be effective if the applicant are attracted from the widest possible range of places. Megginson classifies sources of manpower supply under two types :

1. Internal Manpower Sources. &
2. External Manpower Sources.

Internal sources can be utilised by three methods.

- A. Upgrading
- B. Promoting
- C. Transferring.

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Upgrading involves retaining of an individual in his existing position enabling him to accomplish.

increasingly complex tasks & highly useful in solving problems of technological unemployment.

Promotion relates to movement of the individual to a higher position involving enhanced responsibilities & higher status. This is highly effective method because it leads to increase productivity, develop loyalty to the enterprise & gives rise to more job satisfaction among personnel.

Transfer is used where an individual possesses more abilities than those needed in his existing position or where the new position provides chances. For potential advancement. It involves a change responsibilities & duties with or without increasing the earning.

Transfer may be of two types :

1. Production transfer.
2. Personnel transfer.

A production transfer means a transfer from one job to another job.

A personnel transfer means a transfer as per requisite or need in job or department is increased or decreased.

The former transfer facilitates the production needs of the company where as the resolves interpersonal conflict.

More over transfer may be short term or long term. Short term transfer causes social and psychological strain among the employees individual.

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External sources are used for various types of reasons.

The enterprise needs an infusion of 'New Blood' to prevent stagnation. External sources are also used in view of problems of machinisations & automation.

The new skills required urgently, necessitate recruitment of outside individuals with requisite training, education & experience. Most organisations rely upon external sources atleast for filling lower positionss.

Among external specific sources of manpower supply are include

- * Former Employees
- * Relatives
- * Friends of existing empyees.
- Loges -
- * Mail applicant -
- * Applicants at gate -
- * Competitiors
- * Trade - Unions -
- * Puiblic & Private empyees.
- logment services -
- * Educational Institutions.
- * Professional Organisations - etc.

With a view to determining the sources of supply, the managment should conduct an intensive study of labour market. Further the effectiveness of each source should be determined through constant research programme.

In this way personnel selection is done by the management as per the nature of requisitions.

The object of personnel selection is to ascertain clearly the type of person required & secure' an appropriate condidate for filling that position.

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If the employees in the industries are not recruited in accordance with some systematic, proper & judicious manners, most of the industries are likely to be found in efficient.

Therefore, it is highly desirable that scientific principles of personnel administration be applied in Recruitment & Selection procedure.

OBJECTIVES
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The main objectives of 'A study of Recruitment & Selction Procedure in Rocket Engineering Corporation, Pvt. Ltd., Udyamnagar, Kolhapur'.are as follows :-

1. To understand the personnel policies and practices followed with regard to Recruitment and selection of personnel in Rocket Engineering Corporation Pvt. Ltd., Udyamnagar, Kolhapur.
2. To study the existing procedure of Recruitment and selection.
3. To understand the openions of workers & staff about Recruitment & Selection.
4. To make recommendation and to give suggestions whatever necessary in the field of Recruitment & Selection.

: METHODOLOGY :
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1. Perliminery discussion with personnel officer.
2. Data collection of Recruitment & Selection procedure from personnel & Time Department,
 - a: Muster roll -
 - b: Personnel Policy statement -

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c: Records of Recruitment, Advertisement, i.e. Applications, Record of interviews, Record of written Tests Call letters etc.,

3. Interviews with personnel officer, Chief. Executives & other persons from personnel Department.

: SCOPE & LIMITATIONS OF THE STUDY :
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Since the study was undertaken as a part of fulfillment of requirement of the degree course of 'MASTER OF PHILOSOPHY' in COMMERCE & MANAGEMENT.

The study was confined to the Recruitment & Selection procedure in Rocket Engineering Corporations Pvt. Ltd. Udyamnagar, Kolhapur.

Further since the dissertation was required to be submitted to the University. within a prescribed period of time i.e One year.