

CHAPTER NO. VI

MANPOWER RECRUITMENT

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MANPOWER RECRUITMENT OF KARKHANA

The success of an organisation mainly depends upon the team of skilled and qualified workers which are chosen out of a number of applicants for the job. To put right person to right job is an art without which no organisation can grow.

It is the primary duty of personnel department to procure and maintain an adequate qualified working force of various personnel necessary leads the organisation to success like other elements as money, material and markets.

Recruitment is the first step in the employment process which aims at developing and maintaining can depend when it needs additional employees.

The question which strikes in the mind again and again is that, what recruitment is? Recruitment, the words of EDBIN B. FLIPPO is the process of searching for prospective employees and stimulating them to apply for jobs in the organisation.

Recruitment is the positive process of employment. It increase the ratio of applicants and number of posts vacant and thus provide an opportunity to management to select the suitable person in the MCL. All recruitment are made in the approved pay scales.



All posts in the Karkhana are identified in the following groups:

GROUP - 'A'

Posts carrying a pay or a scale of pay with a maximum of not less than Rs. 1870/-

GROUP - 'B'

Post carrying a pay or a scale of pay with a maximum of not less than Rs. 1520/- but less than Rs. 1870/-

GROUP - 'C'

Post carrying a pay or a scale of pay with a minimum of not less than Rs. 1320/- but less than Rs. 1520/-.

GROUP - 'D'

Post carrying a pay or a scale of pay with a maximum of which is Rs. 719/-

RECRUITMENT PROCESS OF MCL

In the Karkhana out of total vacancies created, 72% of the vacancies are filled up by the internal promotion while remaining of 28% vacancies are filled up directly from outside.

The posts below Assistant Officer Grade are filled by the unit itself. But, the post of Assistant Karkhana Trainees/Apprentices are recruited in the Karkhana both on technical and non-technical side depending upon the requirement as per the trainingscheme as may be in vague from time to time.

1. SOURCES OF MANPOWER :-

There is a large no of unemployed persons in the country but to locate and to attract the adequate and qualified personnal for the job is a difficult task. In MCL recruitment to various posts is normally be made from the following sourcess-

- a) Employment exchange as per the provisions of the employ - ment exchange Act 1959.
- b) ZILLA Sainik Boards.
- c) Direct recruitment by advertisement.
- d) Karkhana's own trainees who have satisfactory completed their training.
- e) Employees on deputation from Government or Other public sector undertaking.
- f) By transfer selection and or promotion from amongst the existing employees of the Karkhana.
- g) On contract for a specified period.
- h) By transfer from other public sector undertakings.
- i) Apprentices recruited under the Apprentices Act 1961.
- j) Personnel as declared surplus employees of the Karkhana or of other public sector undertaking.

k) Trustees or their dependents whose land have been acquired for construction of the factories of MCL as per prescribed procedure.

All Vacancies the maximum of the scale of which is less than Rs. 1250/- will be notified to the appropriate employment exchange under employment exchange Act 1959. Such vacancies may be filled up by the advertisement in press and elsewhere on regional posts of receipt of non availability certificate from the employment exchange concerned vacancies advertised in the press will be notified to the concerned employment exchange simultaneously. It is not compulsory to take candidates from employment exchange.

2. Reservation of Posts and Application Fee :-

Direct recruitment to posts in the Karkhana will be subject to the reservation of posts for schedule castes/schedule tribes/Ex-servicemen/Dependants of Jawans killed in action/Handicapped persons as per Government of India and departmental instructions issued from time to time.

Candidates applying against the advertised posts will be required to pay application fee in the form of crossed postal orders payable in favour of MCL.

No application fee is charged from the developmental candidate and schedule castes, schedule tribes, candidates if they apply for the post against press advertisements.

3. Screening and Issue of Call letters :-

Preliminary scrutiing of applications and particulars of candidates furnished in a application against department in terms of specifications laid down in the requisition/advertisements.

After the preliminary scruting, the scruting sheet along with the original applications are sent to the concerned departmental head, for his recomendation on receipt of recommendation final list of candidates to be called for interview is prepared.

The candidates finally approved to be called for interview/test are issued interview/test letters.

4. Constitution of Selection Committee is constituted by General Manager and it includes at least five members out of which Chairman - Head of the Department concernedm, one member from SC/ST cell Representative of minority community, Representative of women (If women are candidates), one member from the concerned department, one member from apponent department, Representative of trainee department i.e. HRD department, Representative of state government.

Memorandum to all members of selection committee informing fixed date and place which is fixed by chairman of the committee is sent.

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5. Interveiw :-

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At the time of interview of test the following steps will be taken by the Personnel department.

- a) Attested copies of degree, diploma furnished and details of qualification indicated in the application blank is checked with the originals.
- b) Date of birth/age is checked from matriculation/school leaving Certificate/municipal birth certificate or any other document acceptable to the Yarkhana.
- e) Where an application was required to be sent through Prop-er channel but has not been done so, the original NO objection certificate from the employer is checked and retained. No candidate is allowed to appear before selection committee in case of non production of NO objection certificate.
- d) In case of candidate claiming to belong SC/ST community, necessary varification carried out from the original of the document issued by the Government Authority and an attested copy thereof is retained.

Before the interview commenced each member of selection committee is acquainted with guidelines issued by the management for the purpose of interview.

6. OFFER OF APPOINTMENT :-

Candidates who are selected for appointment are issued with an offer of appointment which incorporate the following.

- a) Initial basic pay and grade to which appointed.
- b) Provisions regarding probation and confirmation.
- c) Notice period for termination or resignation.
- d) In case of the particulars furnished by the candidate in his application for a post as well as any information furnished

in the PROFORMA at the time of appointment found to be terminated forth with/immediately when such in correctness comes to the notice of the management.

e) Initial place of posting.

7. REPORTING FOR DUTY :-

When a candidate reports for duty the Personnel department varifies the original certificate age, qualifications, experience, medical certificate and other relevant documents, after the varification of the required documentents the joining report will be accepted in the prescribed performa.

The candidates would be directed to report to the head of department concerned again whose requisition he appointees joining the karkhana shallbe alloted employee code number.

8. Notice Period for Termination of Employment :-

In case of employees working in the pay scale upto and inclusive Rs. 915 to 1520/- their services will be terminable on one months notice or pay in lieu, thereof on either side is respect to employees over and above the scale of Rs. 915 to 1520/- their service willbe terminated by three months of pay in lieu thereof on either side.

PERSONAL DATA :-

1) All the employees of this factory are male workers. There is no female worker in office as well as in the other departments of the factory.

2) Most of the workers in this factory, are young and in the age group of 25 to 45 years the workers of particular this factory are much efficient. They are working in very fast manners their actions are quick and prompt.

The minimum workers are used for production maximum utilization of man power is the method of manpower management the management using the highest productivity of labours.

3) Majority of worker's are not from the local area and they are not living in the factory housing colony. There are two reasons. Because the most of them are from the area of operation of the karkhana. They live in the radius circle of 20 miles. Most of them are coming to karkhana by their own cycles. They come to factory, attend the work and return to their homes. They are not interested to stay in housing colony because they are interested in this job as well as in other side business are like poultry, dairy, and farming their own lands in the remaining period very skilled and managerial officers are appointed through out the Maharashtra State.

The Karkhana is new one yet it is having a well experienced and qualified staff.

INFORMATION REGARDING ORGANISATION :-

The workers of; manpower management in the scheme applicable to this karkhana. And every workers is aware of the fact.
