

RECRUITMENT, SELECTION AND PLACEMENT :

In the words of Flippo "Recruitment is the process of Searching for prospective employees and stimulating them to apply for jobs organisation. Thus, it is the process of finding future employees".

In Life Insurance Corporation Recruitment are made from Internal and External Sources.

One important sources of recruitment is "Promotion from within, it is the best method of recruitment of high strata and medium strata managers".

In Life Insurance Corporation for Class-I posts like, Senior Divisional Manage, Divisional Manager, Assistant Divisional Manager, Administrative Officers, Assistant Administrative Officers, are recruited from within the organisation through promotion and some exceptional cases Recruitment through advertising at central level and zonal level.,

Similarly, Class-II posts (Development Officers) are recruitment through advertising at zonal level.

For Class-III posts like, Higher Grade Assistants, Assistants, Typists and Record Clerks are Recruitment through advertising at Divisional level with the help of local agencies.

For Class-IV posts like Sepoys and/or Sub-Staff and RPT (Regulr Part-time) workers are recruitment through employment exchange at Divisional level.

SELECTION PROCEDURE IN LIFE INSURANCE CORPORATION :-

Selection of employees is a policy matter every enterprises has got own policy on this subject. In Life Insurance Corporation it has got its own policy of selection. The following procedure should be applied while selecting the workers in Life Insurance Corporation.

a) Inviting the application from applicants :-

This is the first stage of selection for a candidate. In this stage application forms are invited with the prescribed proforma, like name, father's name, place and date of birth, age, sex, citizenship, physical measurements, any recognizing marks, married or single and other family description, education, subjects, technical knowledge, training if any, experience of work and personal interest like interest in sports and hobbies.

b) Written Test (Psychological test) :-

Written tests are conducted by Life Insurance Corporation with the help of local agency. Tests like numerical ability test, test of reasoning, clerical aptitude test.

c) Interview :-

This is the important part of selection process. Those who are succeeded in written test called for interview proportionately and after conducting the interview ultimate acceptance of the personnel manager.

d) Medical Examination :-

Those who are ^usucceeded in written test and interview, finally called for medical examination. Candidate is to go through medical test by which it is known as to whether he is capable for doing work or not.

e) Appointment :-

Such candidates who pass above-cited tests, are declared successful and they are appointed by the organisation. They are informed of their appointment letter. The appointment letter contains necessary terms and conditions of service such as salary, grade, date of joining etc.

The following Table shows recruitment of Class-III and Class-IV posts from 1992-93 to 1995-96.

| Years | CLASS-III | | | | CLASS-IV | |
|---------|------------------------------|-------|----------------|--------|---------------------|-------|
| | Engineering Asst.Grade-II | Steno | Assistants | Typist | Watchman/ Sepoys | Total |
| 1992-93 | 02 | 01 | 77 | 05 | 02 | 87 |
| 1993-94 | - | 04 | 113 | 12 | 09 | 138 |
| 1994-95 | - | - | No Recruitment | -- | -- | |
| 1995-96 | - | - | No Recruitment | -- | -- | |

Source : Profile of Raichur Division.

Above table shows only number of Class-III and Class-IV posts recruited because Class-I and Class-II posts are not recruited at Divisional level.

During the year 1992-93, Total 87 employees were appointed, out of 87, 2 Engineering Asst., Grade-II, 1 Steno, 77 Assistant, 5 Typists and 2 Watchman's were appointed.

During the year 1993-94 total 138 employees were appointed, out of 138, 4 Stenos, 113 Assistants, 12 Typists, 9 Sepoys appointed.

During the year 1994-95 and 1995-96 there was no recruitment.

The following table shows Manpower Distribution at Divisional Office (Departmentwise)

MANPOWER DISTRIBUTION AT DIVISIONAL OFFICE

30-11-1995

| Name of the Department | SDM | DM | CLASS-I | | | HGA | STENO | CLASS-II ASST. | TYPIST | TOTAL PC C-III | SEPOY (RPT WORKER Regular Part-time) | CLASS-IV | TOTAL Gr. C-IV |
|------------------------|-----|----|---------|----|-----|-----|-------|----------------|--------|----------------|--------------------------------------|----------|----------------|
| | | | ADM | AO | AAO | | | | | | | | |
| SDM Secretariat | 1 | - | - | 1 | 2 | - | 1 | - | 1 | 2 | - | 2 | - |
| BSU/MKTG | - | 1 | - | 2 | 3 | 1 | 1 | 3 | 1 | 7 | 3 | 3 | 13 |
| P&IR/OLI | - | - | 1 | 1 | 3 | 2 | 1 | 2 | 1 | 6 | 2 | 2 | 11 |
| Sales/Training | - | - | 1 | - | 3 | 3 | 1 | 9 | 1 | 15 | 4 | 4 | 22 |
| P S | - | - | 1 | 1 | 2 | 3 | - | 1 | 1 | 6 | 1 | 1 | 9 |
| CLAIMS | - | - | 1 | 1 | 2 | 2 | 1 | 2 | 1 | 6 | 1 | 1 | 9 |
| SSS/GSD | - | - | - | 1 | 2 | - | 1 | 2 | - | 3 | - | - | 5 |
| N B | - | - | - | 1 | 1 | 1 | 1 | 3 | 1 | 6 | 1 | 1 | 6 |
| F R A | - | - | 1 | 1 | 3 | 2 | 1 | 5 | 1 | 9 | 2 | 2 | 14 |
| PLANNING | - | - | - | 1 | 1 | - | - | 1 | 1 | 2 | 1 | 1 | 4 |
| HPF/DM | - | - | 1 | 1 | 3 | 3 | - | 5 | 1 | 10 | 2 | 2 | 15 |
| D P | - | - | 1 | 1 | 3 | 3 | - | 7 | 1 | 11 | 1 | 1 | 17 |
| O S | - | - | 1 | 1 | 2 | 4 | 1 | 8 | 4 | 17 | 9 | 2 | 32 |
| TOTAL | 1 | 1 | 8 | 10 | 14 | 34 | 9 | 48 | 6 | 13 | 100 | 29 | 165 |

NOTE : 1) Cashier, MPSs and telephone operators are included in the Assistant column.
 2) HGA (Prog.) Engg. Asst. are included in the HGA column.
 3) Drivers and watchmen are included in Class-IV column.

Source : Profile of Raichur Division (1995-96)

The following table shows Manpower Distribution (Branchwise)
as at 30-11-1995

BRANCHWISE MANPOWER DISTRIBUTION

| BRANCH | CLASS-I | CLASS-II | CLASS-III | CLASS-IV |
|-----------------|---------|----------|-----------|----------|
| Basavakalyan | 5 | 11 | 20 | 2 |
| Bellary-I | 5 | 8 | 38 | 7 |
| Bellary-II | 4 | 5 | 27 | 5 |
| Bidar | 5 | 7 | 35 | 3 |
| Gangavati | 4 | 6 | 31 | 5 |
| Gulbarga-I | 6 | 11 | 43 | 5 |
| Gulbarga-II | 7 | 12 | 35 | 2 |
| Gulbarga-CAB | 4 | - | 9 | 1 |
| Hospet | 6 | 9 | 38 | 6 |
| Harapanahalli | 5 | 6 | 24 | 4 |
| Koppal | 3 | 7 | 27 | 4 |
| Manvi | 4 | 5 | 17 | 2 |
| Raichur | 4 | 7 | 37 | 5 |
| Shahapur | 3 | 8 | 20 | 1 |
| Sindhaur | 4 | 8 | 22 | 4 |
| Yadgiri | 4 | 6 | 22 | 2 |
| P & G S | 2 | - | 11 | 2 |
| DIVISION OFFICE | 34 | - | 100 | 29 |
| DIVISION | 111 | 116 | 556 | 89 |

Source : Profile of Raichur Division (1995-96)