

* CHAPTER - IV *

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RECRUITMENT & SELECTION PROCEDURE IN ROCKET ENGINEERING
CORPORATION PVT. LTD., KOLHAPUR.

The company has recruitment policies. The labour officer is conveyed orally regarding the recruitment policies of the company. The policies of the company in respect of recruitment may be stated as under.

- a. Company perferes male candidates.
- b. No applicant is to be discriminated against or given preference because of race, religion, creed, national origine, political beliefs or union membership or activity.
- c. To hire persons on the basis of qualifications including such items as ability, availability, capability, aptitude, experience, education health and willingness to work etc.
- d. The company has no internal recruitment policy.

Regular advertisments are given to find out suitable candidates from external sources.

*RECRUITMENT - POLICY - In Rocket Engineering Corporation Pvt. Ltd., is divided in to two categories.

- A. Recruitment policy for workers.
- B. Recruitment policy for staff.

A) RECRUITMENT POLICY FOR WORKERS :-

Recruitment Policy of the workers is divided into two parts :-

1. Policy for temporary workers

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2. Policy of permanent for probetioner.

1. POLICY FOR TEMPORARY WORKERS :-

In this policy, fresh I.T.I. holders and fresh persons who have no particular experience are recruited on the temporary basis. The duration of temporary period is 'One year.'

Salary is given as per the Minimum Wages Act.

2. POLICY OF PERMANENT FOR PROBETIONER :-

After the temporary period of one year is over the person goes to permanent for probetioner. The duration for permanent for probetion is 6 months and the salary is given as per his skill. If the trainee work good performance and efficiency the management consider for the confirmation.

B) RECRUITMENT POLICY FOR STAFF.

i. Apprentice on Trainee

ii. Middle Management category.

i. APPRENTICE ON TRAINEE :-

In the category of apprentice on trainee Graduate Engineers and Diploma Engineers recruited. The duration of this trainee is one year. Trainee gets stipend depending on his skills.

ii. MIDDLE MANAGEMENT CATEGORY :-

After training, trainee becomes a staff and the staff comes under middle management category. Probationery period of this catogary is of 6 months. Salaries are given as per the skill of the person.

*** ORGANISATION FOR RECRUITMENT :-**

There is a separate Personnel Department with a Personnel Officer in charge of it..The Personnel Officer looks after all the

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recruitment matters of the company in co-operation of with the Departmental Heads and General Manager and Chief Executives.

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*** RECRUITMENT PROCESS :**

Recruitment process of industry is as under ;

I. MANPOWER PLANNING :-

In Rocket Engineering Corporation, man power planning is made by each department. Departmental Heads think about how many workers work at present, how many will get discharge, retirement etc. & consider how many workers will be needed in future for a particular job.

II. PERSONNEL REQUISITION FORM :-

After determination of manpower planning the department makes requisition to the Head of the Personnel Department to fulfill particular post. The department discusses all the points in the requisition about the he particular head of department.

The needs of the company are two types :-

- a. Replacement of persons who resign for terminated
- b. Creation of new vacancies subject to overall approval of the management.

The procedure in both the cases is ;-

* Filling in the requisition form together with justification for the recruitment.

(A specimen copy of corporations requisition form & justification

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form is given in the Appendix.)

* Copy of requisition form is sent to the 'Personnel - Department'

Screening is done by the 'Personnel-Department'. That department study the work load of the department which has sent requisition form. The work load is studied with the help of work measurement techniques. On the basis of this study the strengths of that particular department is decided.

If the department has excess strength, than required, then this strength is internally transfered to other suitable department. If the strength is adequate, they retain it. And if the strength is inadequate then, new people are filled in either through internal transfer or recruiting new people.

The personnel department puts requisition forms and its report alongwith the remarks to the committee appointed by the General Manager. The committee approves the required manpower and the personnel department is given further instructions regarding the recruitment of manpower.

*** SOURCES OF RECRUITMENT IN ROCKET ENGINEERING CORPORATION PVT, LTD, KOLHAPUR :-**

Sources of recruitment are divided in to two categories :-

A. Sources for workers

B. Sources for staff.

A: SOURCES FOR WORKERS :

1. ADVERTISEMENT :

The corporation gives advertisement in local other daily

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newspapers about the requirement and qualification required and other details i.e. job, pay-scales, promotion, procedure for applying and some information about company etc.

2. RECOMMENDATION OF PRESENT EMPLOYEES :-

The present employees are valuable assets and only a possible candidates for vacant positions Employees, who work in this corporation, are asked to recommend suitable persons, who either may be their relatives, friends or familiar.

Employees often refer friends relatives etc. for employment. The company has a policy of giving preference to such reference by present employees. provided, they fulfill other requirements.

3. DIRECT SOURCES THROUGH APPLICATIONS:

Candidates make direct applications for the job without an advertisement or recommendation.

4. APPLICATION FILES :-

A record of all persons who were previously rejected for some or other reasons when posts are vacant these persons are called in for the written test or interview and from that lot the selection is made.

5. INDUSTRIAL TRAINING INSTITUTES [I.T.I.]

Rocket Engineering corporation communicates Industrial Training Institutes frequently at Kolhapur for the purpose of recruitment.

The Personnel - Manager of the company often visit to the [I.T.I.] Industrial Training Institutes and conduct written tests and interviews of final years students who are selected are placed

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in the corporation.

On the above all sources, advertisements and recommendations of present employees are more practical sources in Rocket Engineering Corporation.

B: SOURCES FOR STAFF :-

1. ADVERTISING :-

For recruitment of the staff, Rocket Engineering Corporation gives advertisement in local papers as well as news paper in the near by places. Advertisements are given about requirements and for those, qualification required and other details i.e.. - Nature of jobs , pay scales, promotion, skills required, procedure for applying and other relating information of corporation.

2. RECOMMENDATION OF PRESENT EMPLOYEES :-

Present employees of Rocket Engineering Corporation are asked to recommend experienced and qualified persons who are suitable for the post.

3. EMPLOYMENT EXCHANGE :-

Rocket Engineering Corporation also recruits staff through the employment exchange.

On the above all sources, advertisements and recommendations of present employees are more practical sources in Rocket Engineering corporation.

4. PROMOTION :-

Whenever the post is vacant, the company tries to fill it by giving promotions to the juniors, either of that department by transferring on promotion some one from other department.

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* SELECTION PROCEDURE IN ROCKET ENGINEERING CORPORATION PVT. LTD. KOLHAPUR.

* SELECTION PROCEDURE :-

Selection procedure comes after recruitment. It commence when the company receives applications for the posts in response to their advertisement.

The applications are stored according to the requirements of the job. Applications which fulfill the job requirements are separated from the lot and filed. It is generally done by the General Manager and Labour officer.

Each such selected applicant is sent a letter informing him to appear for written test and interview or only interview, it depends upon the nature of posts.

For certain posts like apprentice trainee both written test and interview are taken.

* INTERVIEW :-

Interview is the important stage/step followed in Rocket Engineering corporation. Interview is nothing but the oral test.

Interviewer gets information from interviews about technical knowledge, caliber, experience, intelligence, expected salary, his religious background as well as family background etc.

Interviews are conducted in two ways. For certain posts like turner fitter etc. the personnel officer takes the preliminary interview in which questions seeking information regarding the candidates age, family background, academic qualifications etc. are asked. Then the candidate is sent to particular departmental

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head who talks through and interviews and asks questions regarding the particular subject.

While secondly for the certain posts like apprentice engineers, committee is formed. The committee consists of General Manager Personnel Manager, Executive Engineer & Departmental Heads.

The candidate is rated for his behaviour, personality, educational background hobbies, formance etc. For this purpose they are using meritrating from.

Those candidates, who are crossed the hurdle of the personal interview, are called for following tests.

*** PRACTICAL TEST :-**

Practical Test is taken for all the candidats i.e. - for workers and staff. For Engineers and workers will be working in the Assembly and machine shop. Practical - test is a must, but it is not in the case of staff. There is no hard and fast rule that practical test should betaken for the staff.

Practical Test is must for typists, accountants and other clerical people have to under go this practical test.

*** PHYSICAL TEST :-**

Physical Test is not considered; compulsory in this corporation. When the selection committee thinks, it is necessary to take the physical test, they take it.

The persons who are being selected to work in the machinshop and assembly shop, have to undergo this test. Physical Test containts physical measurements, general examination, clerical examination etc.

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Among all these examination, personal interview and practical tests are considered as the most important steps involved in the selection procedure.

*** PLACEMENT :-**

After the selection of the candidate, placement is an important step. In this step, the candidate is given information regarding the work to be done by him or her, the department in which the person is going to work, his co-worker etc.

Selected candidate has given a sufficient time to adjust himself to the work and work environment. The person, in charge of that particular department, or the supervisor observes the work done by the candidate. Supervisor gives the report to the head.

*** PROMOTION :-**

For the promotion two criteria are considered, they are as follows :-

a. SENIORITY :-

Senior employees have long experience rather than new comers. The experienced person is able to solve the problems arising in the corporation with the help of his vast experience and therefore, he will be able to help the industry in achieving its goal. This is the reason for selecting seniority as criterion for the promotion.

b. MERIT :-

The person who give excellent and consistent results are considered for the promotion. Seniority alone cannot be the sole criterion for promotion.