

*** CHAPTER - VI ***

C H A P T E R - VI
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This chapter deals with the conclusions & suggestions made to improve the procedure of Recruitment & Selection in Rocket Engineering Corporation Private Limited, Kolhapur.

Suggestions will also enable the management to take necessary steps to improve the Recruitment & selection procedure in Rocket Engineering Corporation Private Limited, Kolhapur.

* FINDINGS RELATING TO THE STAFF :-

1. 51% Of the staff was recruited through recommendation,
31% Was recruited through advertisement &
18% Was recruited through employment exchange.
2. 4% Staff members have given physical test.
29% Members have given personal & practical test.
14% Members have given personal, Physical and practical test & where as
53% Given only personal interviews.
3. 18% Of staff - members find the selection procedure appropriate,
35% Of staff members find the selection procedure good while - the remaining members.
8% Failed to comment & 39% staff members find it suitable.
4. Out of total staff members who got training in the industry,
31 % find the training programme good, 4 % find the present training programme not able to train the employees properly, while rest 3 % find it most practical.
5. Out of the total staff members 53% of the staff members are neither experienced nor have taken any training, 12 % were experienced so, they didnot take any training & 35% of the staff have got training in R.E. Corporation.

*** A STUDY OF RECRUITMENT & SELECTION PROCEDURE IN R.E.C.KOLHAPUR ***

6. There are 49 staff members all these members are permanent.

7. Staff is linked between higher authority & workers.

*** FINDINGS RELATING TO WORKERS :-**

1. 62% Of workers were recruited through recommendations of present employees.

34% were recruited through advertisement &

4% workers were recruited through I.T.I. recruitment.

2. 25% Workers have given physical test.

29% have given personal & practical tests,

15% have given personal, physical & practical test.

31% Workers gave only personal interview .

3. 27% Workers find the selction procedure good,

49% find the selection procedure suitable

24% workers failed to comment on the procedure

4. 42% Workers are unskilled,

15% workers come under skilled 'A' category,

15% come under skilled 'B' category

5% come under semiskilled 'A' category,

15% come under semiskilled 'B' categpru,

8% are highly skilled.

5. 59% Workers got training in this industry,

15% were experienced, so they didnt taken any training,

26% are neither experienced nor did they take training.

6. Out of workers who got training 24 % find the training

*** A STUDY OF RECRUITMENT & SELECTION PROCEDURE IN R.E.C.KOLHAPUR ***

programme most appropriate, 29 % find it suitable & the rest 6 % find the programme OK !

7. Some workers find the remuneration of work satisfactory, But more workers find the remuneration unsatisfactory & not able to solve all the problems with comparison to the high prices of commodities. But they believe that their remuneration will increase.

8. Workers think that their industry is progressing & it has a bright future in export market as well as in inland market.

*** GENERAL FINDINGS ***
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1. The recruitment policy of the company forms a firm foundation to the recruiting of employees. It is flexible & hence the company can adopt it self as & according to the circumstances.

2. The personnel Department looks after the entire requirement affairs / & hence the Personnel Officer can concentrate on recruitment matter without any obstacles.

3. The companys / main sources is local candidates, local candidates are given first perference & candidates from other places are given next perference.

4. The calls for tests & interview are mostly given on merriit basis.

5. The personal interview is based on merit & twice the number of people are called than required.

6. The Apprenticeship is given as appended in syllabus for

*** A STUDY OF RECRUITMENT & SELECTION PROCEDURE IN R.E.C.KOLHAPUR ***

each trade in related instructions.

7. For apprentices one months induction training is given before they enter into contract with the management. After a month period depending up on aptitudes of the candidates, trades are allotted.

8. All the candidates who pass the interviews & who have to work in machine shop and assembly shop have to undergo the medical examination. Hence no escape from medical examination.

9. Though above candidates have to undergo medical examination, the medical test confines only to general physical conditions, light, weight, & do not go deep in to matters of health or previous illness of the candidates.

10 Persons requiring retraining are given further training.

C O N C L U S I O N
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The salient features of Recruitment & selection procedure of Rocket Engineering Corporation can be summerised as follows:-

1. Recruitment & Selection procedure is sound and easily comprehensible.
2. Staff in-charge is well qualified.
3. Different is selection for staff and workers is the heart of this Recruitment and selection procedure.
4. Sound co-operation after selection from superior & subordinates.

Thus with all the above features, Rocket Engineering Corporation is well known for efficient and effective Recruitment and selection procedure.

: S U G G E S T I O N S :

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A: SUGGESTIONS RELATING TO RECRUITMENT :-

1. The wide source of recruitment should be tapped instead of limited which will put more alternative in choosing the candidate.
2. More and more recruitment should be made through advertisement 'Advertisement' is a good method because of organisation can get a large number of applications for various posts and management gets a wider choice in selecting the candidates.
3. The recruitment - advertisement should be given at least in two dailies. one local & the other having a wide circulation, so as to attract candidates from all over.
4. The advertisement should contain the necessary details like job title, the job description, the qualifications required, the experience required etc.
5. There should be discrimination regarding the source of employees, people from other places, should also be given equal preference.
6. The highest posts should be necessarily be filled with in a competitive atmosphere.
7. Suggestions regarding some of the forms of the 'Personnel-Department' confining to recruitment are given in the Appendix. They should be accepted by the R.E. Corporation with necessary modifications wherever required.

B: SUGGESTIONS RELATING TO - SELECTION :

1. Management should adopt modern technique of selection, such

*** A STUDY OF RECRUITMENT & SELECTION PROCEDURE IN R.E.C.KOLHAPUR ***

as administrating psychological test, optitude-test, language-proficiency-test etc.

2. In selection particularly of workers educational qualifications should be adhered.

3. When applications are received, those should be stored purely on merit basis. Chart should be made as shown in the 'Appendix' so as to enable the interviewers to know the candidate just at a glance.

4. Written- Test for selection of clerk under apprentice - promotion - programme or employment promotion programme should be continued for selection of suitable candidates.

5. Manual dexterity-test should be conducted for selection workers wherever possible.

Written-Test should be conducted for selection of supervisors to know intelligence, aptitude, interests, & capacity.

6. Reference checking should be done in all the cases even if it is time consuming,

7. The whole selection procedure through some steps, like application, interview etc. are followed but it is of very informal nature, no precise formal method is used & thus due to lack of set norms. Every thing depends up on the skill, experience of person who takes interview. This may some times leads to entirely wrong selection or may not be in a position to best out of give.

8. Few skilled person should be recruited as trainers,

*** A STUDY OF RECRUITMENT & SELECTION PROCEDURE IN R.E.C.KOLHAPUR ***

otherwise, few workers must be trained as trainers, so as to impart training.

9. Retraining must be given to old workers along with practical knowledge on work, lectures may be arranged for retraining.

Orientation programme may be chalked out and executed by labour department.

10. Retraining is an important aspect. for both the workers and staff. In order to keep the workers, executives and other staff members up-to-date with the latest change in the environment, retraining becomes essential. So organisation must consider this programme in coming days.

11. Clearcut policy for promotion must be framed in respect of promoting from within or outside. The criteria used for promotion so as to reduce discontentment and unrests.

12. While giving promotion on merit basis, promotion should be announced in advance.

13. Facility of retraining for promotion must be made available to those who expect growth and training.

C: GENERAL SUGGESTIONS :-

1. Candidates who were employed as 'Apprentices' should be considered for semi-skilled jobs provided their plant training or apprentice shop. Performance has been satisfactorily, because the company's general practice is that it terminates the services of apprentices after the completion of their training period and recruits the new apprentices.

2. The syllabus of apprentice should be changed after regular

* A STUDY OF RECRUITMENT & SELECTION PROCEDURE IN R.E.C.KOLHAPUR *

intervals by proper authority. New techniques of teaching should be followed.

3. It was also found that company keeps the employees on temporary posts for longer period than necessary. It would be better if the company reduces the period given them confirmation order, by evaluating their performance during the probation period. This will help to improve the morals as well as loyalty among the employees and lend the recruitment policy, the much needed element of justice.

4. There should be co-operation and cordial relations between the personnel-department and the top management.

5. Efforts should be made for opening a canteen for employees.