

* APPENDIX *

[A, B, C]

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

: A P P E N D I X :
= = = = =

A - AN INTERVIEW - SCHEDULE FOR WORKERS AND STAFF.

I. TITLE OF DISSERATION - " A study of Recruitment & selection procedure in Rocket Engineering Corporation Private Limited, Udyam nagar, KOLHAPUR."

II. NAME OF THE RESEARCHER - 'SHRI CHAVARE D.T.'

III. NAME OF THE RESERCH GUIDE - PRINCIPAL - (DR.) P.S. RAO.
Chhatrapati Shahu Central
Institute Of Business
Education And Research
KOLHAPUR.

A - PERSONAL DATA

=====

1. Name :
2. Token Number :
3. Age :
4. Education : Illiterate/Below S.S.C./S.S.C./I.T.I./Graduate/
Diploma/ post Graduate.
5. Marital Status : Married / Unmarried/Divorced/Widowers.
6. Designation :
7. Department :
8. Type of work :
9. Total Experience :
10. Distance between factory & native place :
11. Mode of conveyance :

B: RECRUITMENT & SELECTION

=====

1. By what source of recruitment you have been recruited ?-
 - A - Advertisement
 - B - Recommendation
 - C - I.T.I.
 - D - Employment Exchange
 - E - Consultants (private spefcial).
2. In what type of paper you have seen the advertisement ?
 - A - Local Paper
 - B - District - Level paper
 - C - National - level paper
3. How you have applied for job ?
 - A - In prescribed from
 - B - Any other
4. Did you receive a formal interview call ?
 - A - Yes
 - B - No
5. Have you been recruited through interview procedure ?
 - A - Yes
 - B - No
6. If yes, by which method ?
 - A - Discussion Method
 - B - Individual Interview Method
 - C - Special consultant
7. Have you given Tests ?
 - A - Yes
 - B - No

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

8. If yes, what type of test is given by you ?
- A - Performance Test
 - B - Physical Test
 - C - Aptitude Test
 - D - Personality Test
 - E - Practical Test
 - F - Job Test
 - G - Medical Test
9. Have you got job information in final - selection -interview ?
- A - Yes B - No
10. As per selection process have you got proper placement ?
- A - Yes B - No
11. Are you satisfied with the recruitment & selection procedure in existance ?
- A - Yes B - No
12. If no what suggestions would you like to make ?

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

C: G E N E R A L
=====

1. Whether your superior behaves with you co-ordially ?
A - Yes B - No
2. Does he attend to your day to day difficulties or problems on your work and help you or guide you properly ?
A - Yes B - No
3. Does management give credit for the work done ?
A - Yes B - No
4. What are your openions towards :-
 - a - Lunch - Room
 - b - Rest - Room
 - c - Uniform & washing allowance
 - d - Canteen
 - e - Sitting arrangements
 - f - Sports
 - g - Sanitations
 - h - Drinking waterA - Satisfactory B - Unsatisfactory
5. What do you think about management attitude towards workers ?



* A P P E N D I X *

=====

B] AN INTERVIEW SCHEDULE FOR MANAGEMENT -

I. TITLE OF DISSERTATION : "A study of Recruitment & selection procedure in Rocket Engineering corporation Private Limited, Udayam Nagar Kolhapur".

II. NAME OF THE RESEARCHER : ' SHRI CHAVARE D.T. '

III. NAME OF THE RESEARCH GUIDE : PRINCIPAL (DR.) P.S. RAO.
Chhatrapati Shahu Central
Institute of Business
Education and Research
Kolhapur.

1. Name of the company/corporation _____

2. Date of Registration of company/corporation
...../...../.....

3. Date of commencement of work :/...../.....

4. Status of company - A - Public Limited.
B - Private Limited.

5. Product of company :.....
.....

6. How much initial capital invested ?
Rs...../-

7. What is the present position ?
A - Fixed Capital Rs...../-
B - Working Capital Rs...../-

8. State the number of workers working :
A - Highly Skilled
B - Skilled - A
C - Skilled - B
D - Semi-Skilled - A
E - Semi-Skilled - B
F - Unskilled
G - Administrative or supervisory

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

9. What are the methods of recruitment you follow for recruiting the employees and managerial staff ?

-- OR --

What are the sources of recruitment you follow for recruiting the employees and managerial staff ?

- A - Advertisement
- B - Recommendation of present employees
- C - Direct
- D - Application files
- E - Industrial Training Institutes
- F - Employment Exchange
- G - Personal consultant
- H - Trade Unions
- I - Preference to relatives
- J - Any other

10. How do you determine manpower requirements ?

- A - Job - analysis
- B - Strength & workload
- C - Any other

11. Do you plan for manpower through any scientific method ?

- A - Yes
- B - NO

12. What is your recruitment policy of staff & workers ?

13. Do you follow any special methods for recruitment & selection of managerial staff ?

- A - Yes
- B - No

14. Do you follow scientific selection procedure ?

- A - Yes
- B - No

15. From what external sources you take your -

- A - Workers
- B - Clerks
- C - Supervisors
- D - Officers.

16. Do you take any oral or written examination at the time of interview ?

- A - Yes
- B - No

17. How final selection is made ?

.....
.....

18. Do you held any test while selecting workers & Staff ?

- A - Yes
- B - No

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

19. If Yes, which tests do you held ?
A - Performance Test
B - Physical Test
C - Practical Test
D - Job Test
20. Do you think about tests are successful to serve the purpose ?
A - Yes B - No
21. Do you pay T.A. & D.A. to candidates called for interview ?
A - Yes B - No
22. Do you give initial training to your employees on their appointment?
A - Yes B - No
23. What methods of Training you follow for training your employees ?
A - Apprentiseship
B - On job
C - Class - room - method
D - Induction
E - Vestibule
24. Do you sent your employees for side training ?
A - Yes B - No
25. If yes, what type of employees do sent for outside - training ?
A - Clercial B - Supervisery
C - Managerial D - Engineering
E - Workers
26. Do you give promotion ?
A - Yes B - No
27. If yes what are the criteria for promotion ?
A - Seniority B - Merit
C - Seniority cum merit
28. Do you make transfer ?
A - Yes B - No
29. If yes do you make consent of workers before transfer ?
A - Yes B - No
30. How many shifts are in your organisation ?
A - One B - Two C - Three
31. What are their working - hours ?

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

32. Are any incentives given to workers ?
A - Yes B - No
33. If yes, what type of incentives are given to the employees ?
A - Monetarial B - Non-Monetarial
34. Is any payment secured for overtime to workers ?
A - Yes B - No
35. If yes, how much amount is to be paid and how it is calculated ?
36. What is the apprenticeship period?
A - One Year B - Two years C - Three Years
37. How do you notify the vacancies ?
38. Is there management - development programme ?
A - Yes B - No
39. If yes what is the management development programme ?

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

A-1

*** PREVALING FORMS ***

PERSONNEL REQUISITION FORM

ROCKET ENGINEERING CORPORATION PVT.LTD.,

UDAYAM NAGAR KOLHAPUR

PERSONNEL REQUISITION

(NEW RECRUITMENT / REPLACEMENT)

*** DETAILS OF THE POST :-**

1. Department
2. Section
3. No. of Vacancies
4. Nature of vacancies
5. If temporary, Duration
6. Cadre
7. Nature of Work
8. Grade
9. Any other justification for the new recruitment

*** IN CASE OF REPLACEMENT :**

1. Qualification
2. Age - Group
3. Nature of Experience
4. No. of years experience
5. Any other skills.

D A T E :-

**SIGNATURE
SECTION HEAD**

**SIGNATURE
DEPT. HEAD**

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

FOR PERSONNEL DEPARTMENT USE
=====

- 1. Date of receipt of request
- 2. In new recruitment
 - a. What is the total budget of provision.
 - b. Recruitment till date

DATE :

SANCTIONED / NOT SANCTIONED

[SIGNATURE OF SANCTIONING AUTHORITY]

Name of the candidate recruited :-

Date of joining :-

Ticket No. :-

[Use overleaf if more number of candidates are there ..]

EMPLOYMENT APPLICATION FORM

ROCKET ENGINEERING CORPORATION PVT.LTD.,
 =====
 UDAYAM NAGAR KOLHAPUR
 =====

Position Applied For :-

 This form is to be completed in the applicants own
 handwriting. Please attached a passport size photograph.

* P E R S O N A L - D A T A *

Mr./Mrs./Miss. | Do you belong to:-
 (Underline Surname) | S.C./S.T./Neither

Present Address..... Permanent Address.....

Ph.No..... Ph.No.....

Birth Place Birth Dt..... Age... Hight..... Weight...

Marital Status -- Dt.Of Marriage.... Age of child...
 Single/Married/Divorced/Widowed/Separated

 Name Age Occupation Office Address

Father
 Husband/Wife
 Brothers

Depandents

 Education/Vocational Training

 Certificate/ Medium of From To Name &
 Diploma/ Class Major Sub. Instruction Year Year Location
 Degree Of Inst.

 Shorthand(Speed....w.p.m.)
 Typewriting (Speed...w.p.m.)

 Lang.Known --- Speak Read Write Extracurricular Activities,
 Hobbies

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

O T H E R D A T A

- * Who referred you to R.E.C.
- * Have you previously applied for work with R.E.C.? When? With what results?
- * When can you start work ?
- * Do you have any permanent physical disability? Give details.
- * Have you had a major illness / operation in the last 3 years ? Give details .
- * How long have you been domiciled in this state ?

E M P L O Y M E N T R E C O R D

Start with your present position and work back to your first position. Use extra sheet if required.

Employers Name & Address	Date Joined	Date Left	Salary last drawn Basic D.A. Allow.	Reasons Total For leaving
--------------------------	-------------	-----------	-------------------------------------	---------------------------

- | |
|---|
| 1 |
| 2 |
| 3 |

Are you a member of P.F. Scheme -- Yes/No
 E.S.I. Scheme -- Yes/No
 Employees Family Pension Scheme -- Yes/No
 You may give here any other information about yourself that you would like us to note.

R E F E R E N C E S

Are you related or known to any present or previous employee of this company? If so give details below.

NAME	DEPT.	DESIGNATION	RELATIONSHIP
------	-------	-------------	--------------

- | |
|---|
| 1 |
| 2 |

I hereby certify that all information given above is true. I understand that, if appointed any incorrect information given by me will make me liable to immediate dismissal. If appointed, I agree to abide by the Rules & Regulations of company.

DATE

Sign.

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

A-3

* CALL - LETTER *

=====
ROCKET ENGINEERING CORPORATION PVT.LTD.,
=====
UDYAM NAGAR KOLHAPUR.
=====

REF.NO.

DATE :

To,
.....
.....
.....

Sir,

We refer your application & are please to advise you to call on us for an interview / written test as per particulars below along with your testimoniales & certificates in originals.

POST :
=====

DATE:
=====

TIME :
=====

Please note that we donot pay travelling or any other allowance for attending interview and / or written test.

FOR ROCKET ENGINEERING CORPORATION

PVT. LTD.,

[PERSONNEL OFFICER]

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

A-4

ASSESSMENT FORM (AT THE TIME OF INTERVIEW)
ROCKET ENGINEERING CORPORATION PVT. LTD.,
UDYAMNAGAR KOLHAPUR.

=====

ASSESSMENT OF CANDIDATE INTERVIEWED

=====

NAME : MR.

Post applied for :

1. Ability to express :

2. Works knowledge :

3. Organising ability :

4. Intelligence :

5. Overall assessment for

suitability for the post :

6. Remarks :

DATE : [SIGNATURE]

NAME : []

N.B. :-

While merit rating use the following alphabetic & aviode
description expect for ites No. 6.

A. Excellent

B. Good

C. Fair

D. Poor

E. Very Poor.

Please, interview

[PERSONNEL OFFICER.]

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

A.5

APPOINTMENT LETTER
=====

ROCKET ENGINEERING CORPORATION PVT. LTD.,
=====

UDYAMNAGAR, KOLHAPUR.
=====

REF. NO.
DATE :.....

Shri / Smt. is appointed
as on probation / as temporary for 3/6
months in Dept. with effect from
..... on a basic salary / wage / stipend of Rs....
per day / month in the Grade of Rs./-

E.S.I. NO.
E.P.F. NO.
E.P.S. NO.

[PERSONNEL OFFICER]

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

A-6

JOINING REPORT

ROCKET ENGINEERING CORPORATION PVT. LTD.,
UDAYMNAGAR, KOLHAPUR

To,
The Personnel Department,
(through Departmental Head)

Sub.:- Joining Report

With reference to your appointment letter no.....

Dated,I am joining duties with effect from

I am giving following particulars about me for your information & record.

1] Present Local Address :-

2] Previous Employment :-

Employer :-

From :-

To :-

3] Provident Fund No. :-

4] E.S.I.No. :-

I am furnishing details of my income sepeately in the prescribed form to Account Department.

I undertake to inform you any change in my local residence.

Date :-

Signature
Full Name :-

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

A.7

MEDICAL REPORT

=====

FROM PERSONNEL OFFICER.
ROCKET ENGINEERING CORPORATION PVT. LTD.,
UDAYMNAGAR, KOLHAPUR

To, Medical Officer Date :

1. Shri. :
2. Post. :
3. Address :
4. Birth date :
5. Age :
6. Specimen Signature of candidate :
7. Employees State Insurance No. :

CHEST MEASUREMENT NORMAL

Expanded : Hight
Weight : Kg.
Respiratory System :
Digestive System :
Generative System :
Circulatory System :
Hearing :
Vision : Without Glasses :
Rt. Eye LtEy :
with Glasses Rt. Eye : Lt. Eye
Indentification Mark :
General Physical Appearance & Special :
remark if any
He is fit / Unifit :
[MEDICAL OFFICER]

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

A-8

MERIT RATING FORM (AT THE TIME OF CONFIRMATION)

ROCKET ENGINEERING CORPORATION PVT. LTD.,

UDYAM NAGAR KOLHAPUR

Confidential

(For Labour Staff)

Token No.

Merit - Rating form

Name : Rating for the period :

Present Grade : Job :

Present Salary :

Educational Qualifications :

Date of Joining :

Service inside Years Months

Service outside Years Months

ENTRIES BELOW TO BE MADE BY RATER.

SR.NO.	ATTRIBUTE	MAX.POINT	POINT	SCORED	REMARKS
1.	Quality		25		
2.	Quantity		25		
3.	Job knowledge / Skill		10		
4.	Discipline		10		
5.	Honesty & Sincerity		10		
6.	Co-operation		10		
7.	Attendance & Punctuality		10		

TOTAL :-

Remark or Recommendation :-

[SIGNATURE OF RATER]

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

A.9

* SUGGESTED FORM *

=====
INTERVIEW / WRITTEN TEST / MEDICAL CALL
=====

REF NO. :

DATE :-

To,

.....
.....
.....

SUBJECT : INTERVIEW/WRITTEN TEST/MEDICAL
EXAMINATION.

Dear Sir, / Madam,

We thank you for forwarding us the application form for
employment with us & would appreciated your calling to us for a
written test / interview / medical test on the
at..... at our factory at

By way of information, please not that our establishment is
located at

Please further take note that we do not pay any compensation
for attnding this interview/written test/medical examination.

Please, bring with you the orginal certificates & copy of each
of them for handling over to for our record.

A line of replay intimating whether it is possible for you to
attend the interview on the above date will very much be
appreciated.

Thanking you,

Yours faithfully,
[PERSONNEL OFFICER]

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

A-10

INTERVIEW'S NOTES

=====

Name Of The Applicant :-

Post :-

Referred By :-

Sr. No.	Educational Factors	Unsuit-able	Doubt-ful	Satisf-actory	Good	Very good	Excel-lent
1	Apperance & Manners	---	---	---	--	--	---
2	Temperamental Acceptability	---	---	---	--	--	---
3	Expression	---	---	---	--	--	---
4	Maturity	---	---	---	--	--	---
5	Intelligence	---	---	---	--	--	---
6	Leadership	---	---	---	--	--	---
7	Education & Training	---	---	---	--	--	---
8	Job Knowledge	---	---	---	--	--	---
9	Potentiality	---	---	---	--	--	---

Remark

Signature Of Interviewer

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

A.11

REGRET - LETTER
=====

REF. NO.

DATE :

TO,

.....
.....
.....

Dear Sir, / Madam,

This refers to your application for employment with our organisation & subsequent interview. You had with us on

.....
We regret to inform you that after careful consideration, we have not found it possible to offer you employment in our organisation suitable to your qualifications & experience.

The vacancy has since been filled up. We never the less wish to express our appreciation & thank you for the interest displayed by you to work in our organisation.

Yours faithfully,
[PERSONNEL OFFICER]

A-12

LETTER TO PREVIOUS EMPLOYER OR REFEREE

=====

[STRICTLY CONFIDENTIAL]

=====

REF NO.

DATE :-

To,

Dear Sir / Madam,

Shri/Smt. has applied for a position in our organisation & we would like to make definite offer to him/ her.

In his/her application he/she has stated that he/she was worked in your organisation you can give reliable information about him/her.

We therefore request you to kindly fill the enclosed form about him/her & return the same at your earliest convenience. A self addressed envelop is sent with this letter for returning the form. We assure you that your replies will be kept absolutely secret from the applicant.

We shall be thankfull for your co-operation & would be glad to reciprocate such assistance when occassion arises.

Thanking you,

Yours faithfully,

[PERSONNEL OFFICER]

A.13

REPORT OF THE PREVIOUS EMPLOYER

=====

PARTICULARS OF SHRI/SMT.....

-
1. Last salary Drawn :
 2. Designation at the time of leaving :
 3. Date of joining & leaving :
 4. Attendance :
 5. General Conduct :
 6. Attitude at work :
 7. Attitude towards fellow employees :
 8. Performance :
 9. Reasons for leaving :

10. UNION ACTIVITIES :

- a. Is he a member of union ?
If so, of which union. :
- b. If he/she has been union
officials :
- c. If so, which office has he held? :
- d. If he has not in official :
Is he active in Union activities?

Yours faithfully

[PERSONNAL OFFICER]

A.14.

REFEREES REPORT (CONFIDENTIAL)
=====

PARTICULARS OF SHRI/SMT

Who is known to me for :

years / months

1. Personality :
2. Emotional Stability :
3. Enthusisum :
4. Initiative :
5. Character :
6. Co-operativeness :
7. Outstanding Traits :
- (strong)
8. Out standing Traits :
- (Weak)
9. Remark :

Name of Referee :

Position :

Address :

[SIGNATURE]

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

A.15

RECORD OF NEWS PAPER ADVERTISEMENT
=====

Name of News paper :
Beginning Date :
Ending Date :
Special instructions :
Estimated Cost :
Actual Cost :

[COPY OF ADVERTISEMENT]

Date : Time :-

Given to :-

By :

No. of applicants responding.

(Effectiveness of Advertisement) :-

- a. Excellent
- b. Very Good
- c. Good
- d. Bair
- e. Poor.

A.16

STANDARD FORM FOR PERSONNEL REQUISITION

FROM :-

REFERENCE NO.

DATE :-

To,

Personnel-Officer,

Position for which sanction required

The present strength of similar personnel in the department..... on leave/absent and is for a period of.....

The additional personnel required is on account of.....

SIGNATURE
[HEAD OF DEPARTMENT]

REMARK OF THE PERSONNEL OFFICER

The requirement of additional personnel as recommended is approved / not approved.

D A T E :

SIGNATURE
[PERSONNEL-OFFICER]

