"A CRITICAL STUDY OF RECRUITMENT, SELECTION, WAGE AND SALARY ADMINISTRATION IN KMT"

QUESTIONNAIRE FOR WORKERS

	Part – I	: Pers	onal Data	
1)	Name	:		
2)	Age	:		
3)	Sex	:		
4)	Educational Qualification	:	i) Primary	ii) Secondary
			iii) Higher	iv) Technical
5)	Marital Status	:	Married / U	nmarried
6)	Designation	:		
7)	Department : i) A	dminist	ration ii) Tr	affic iii) Workshop
8)	Place of Residence	:		
9)	Mode of Conveyance for			
	Coming on duty	:		
10)	No. of family member dep	ends up	on your Inco	ome:
11)	Type of Work	:	i) Operative	ii) Supervision
			iii) Clerical	iv) Technical
	II Recruiti	ment a	nd Selection	n
1)	How did you get employm	ent in t	his organizat	ion?
	i) Through employment E	exchang	e ii) No	otice Board
	iii) Advertisement		iv) F	riends & Relatives
	v) Any Other			
2)	How had you apply for the	e job?		
-	i) Prescribed Application	_	plication For	m iii) Any othe
3)	Did you received formal in	nterviev	Call?	Yes / No
-	▼			

4)	Which method o	f selection was used	for your selection?	
	i) Written test	ii)	Application Blank	
	iii) Interview	iv)	Above all	
5)	Do you think tha	t you get job as per y	our qualification & efficiency?	
		Yes / No		
6)	Do you think present system of recruitment & selection is			
	satisfactory?	Yes / No		
7)	Did you undergo	any training before j	placement? Yes / No	
8)	As per selection process have you got proper placement?			
		Yes / No		
9)	What is your opi	nion about the select	ion procedure followed here.	
		Good / Bad / Fair	r	
10)	What are your su	What are your suggestion to make requirement & selection policy		
	more effective.			
		III Transfei	•	
1)	After joining the organization have you been transferred?			
			Yes / No	
2)	If Yes, How man	y time?		
3)	Was it your requ	est?	Yes / No	
4)	If Yes for what r	eason?		
5)	If not did not like	e it ?	Yes / No	
		IV Promotio	n	
1)	Have you got any promotion since your appointment? Yes / No			
2)	If yes, How many time?			
3)	What is your present Designation?			
4)	On which basis y	ou were promoted?		
	i) Merit	ii) Performance		
	iii) Seniority	iv) Influence	v) Any other	

5)	What were the test /interview you were required to undergo before						
	promotion.						
6)	Do you find any difficulti	es in the promotion policy? Yes / No					
7)	What are your suggest	tions to make promotion policy more					
	effective?						
	¥7 ¥¥7						
1)		age and Salary					
1)	How the work is rated?						
	i) By piece	ii) By time					
2)	What is the basic pay & D	DA .					
	handed over at the end of	month?					
	*	Basic Pay					
	*	D.A					
	*	Special Allowance					
	*	Other					
Total	Amount received at the end	d of the Month					
3)	Are there any deduction from your salary? Yes / No						
4)	If yes tick mark against the following?						
	i) P.F. ii) Fine						
	iii) IT iv) For recovery						
	v) Loan from society	vi) Medical Care, Cost					
	vii) Insurance	viii) Other It Any					
	ix) Damages / loss						
5)	What is the home take Wage / Salary ?						
6)	Whether the present salary	y sufficient to meet your family need?					
		Yes / No					
7)	If not How do you meet family expenses?						
	Have you other sources of income						
	i) House Property ii) Other Sources						
	iii) Side Business	iv) Land					

7)	Is there any other family member employed? Yes / No			Yes / No	
8)	Do you get Wage / Salary Regularly ?				
9)	If No. What is reason?				
10)	What is your op	inion regarding	present salary?		
	i) Adequate	ii) I	nadequate		
11)	What is your op	inion regarding	working hours in	your organization?	
	Ge	ood / Bad / Fair			
		VI Ince	entives		
1)	Has the KMT in	troduce incentiv	es scheme?	Yes / No	
2)	If yes, Does it a	pply to you?		Yes / No	
3)	If yes is it mone	If yes is it monetary / Non monetary / Both			
	Put tick mark ag	gainst the follow	ing.		
	Monetary incent	tives	Non mo	onetary incentives	
	Premium		Job Sec	curing	
	Bonus		Particip	ate in management	
	Prizes		Trainin	g	
	Profit Sharing		Welfare	•	
			Reward	ls	
4)	Do you participa	ate in manageme	ent?	Yes / No	
5)	If Yes, in which	form?			
	i) Joint manage	ment council	ii) Shop counc	il / plant council	
	iii) Employee re	presentative on ?	Board		
	iv) Works com	mittee	v) Suggestion	Scheme	
	vi) Co-partnersl	hip			
		VII Be	enefits		
1)	Do you retireme	nt Benefits?	7	Yes / No	
2)	If Yes, what are	they?			
	i) Pension	ii) Employe	ee provident fund	i	
	iii) Gratuity	iv) Any oth	ner v) Provident fund	

3)	Do you get other benefits?				
	i) Loan	ii) Housing	g Society		
	iii) Canteen	iv) Educati	on		
	v) Sport	vi) Library			
	vii) Medical	viii) Other			
	V	III Leave ar	ıd Accident		
1)	Do you get leave?	•			
2)	If yes what type of	f leave do you	get.		
	i) Privilege Leave	Privilege Leave ii) Causal Leave			
	iv) Sick leave	iv) Sick leave v) Any other			
3)	Where you involved in any accident during your course of				
	employment.			Yes / No	
4)	If yes types of Accident you involved?				
	i) Minor ii) Major				
5)	Did you get compensation under the act? Yes / No			Yes / No	
6)	If yes, State the nature of compensation				
	i) Leave	ii) C	ash		
	iii) Special leave	iv) I	Reimburseme	nt of medical exp.	
	v) Other				
		IX Bo	nus		
1)	Do you get Bonus	every year?		Yes / No	
2)	If yes, at what rate:				
3)	How do you utilize your bonus?				
	i) Purchase vehicle	;	ii) Daily ex	penses	
	iii) Purchase Durable goods iv) Saving				
	v) Education need	1	vi) Occasio	on like marriage/Guest	
4)	Are you satisfied on present Bonus system? Yes / No		Yes / No		

QUESTIONNAIRE FOR MANAGEMENT

1)	Name of Organization				
2)	Name of HR Manager				
3)	Date of Commencement				
4)	Type of Organization / Industries				
5)	Number of Workers and s	taff as on 3	1-3-204		
	i) Administrative				
	ii) Traffic				
	iii) Workshop				
	Recruitm	ent and S	Selection		
1)	How do you decide number	er of emplo	yee to be recruited newly?		
2)	From which source do you	ı recruit yo	ur employee.		
	Tick mark against the follow	owing.			
	Internal Sources		External Sources		
1)	Transfer	i)	Employment Exchange		
ii)	Promotion	ii)	Advertisement		
iii)	Recall From Layoff	iii)	Educational Institutes		
		iv)	Employee Recommendation		
3)	Is there any difficulties in	getting pro	per candidate for recruitment?		
4)	If yes how would you like	to overcon	ne them ?		

5)	Which is the best source of recruitment for KMT?			
6)	Do y	you take	e selection text ?	Yes / No
7)	If ye	s, what	are those ?	
	Tick mark against the following.			
	A)	For s	selection of Administration	Staff
		i)	Mental Test	
		ii)	Interest Test	
		iii)	Work Sample Test	
		iv)	Job Knowledge Test	
		v)	Any other	
	B)	For s	selection of Traffic departm	nent staff.
		i)	Trial on job.	
		ii)	Situation test	
		iii)	Any other	
	C)	For s	election of workshop work	ters.
		i)	Mechanical aptitude test	
		ii)	Skill test	
		iii)	Any other	
8)	Do y	ou take	e any test for the following.	
	i)	Selecting candidate for assignment to organization training		
		programme.		
	ii)	For a	appraising employee for pro	omotional potential.
9)	Do y	ou thin	k that present system is rig	ht to attract right people for

selection?

10)	What are the main steps of your selection procedure?					
	i)	ii)				
	iii)	iv)				
11)	Do y	ou use internal transfer as a source of recruitment.				
	If ye	s, why?				
12)	Gene	Generally which transfer are followed.				
	i)	Inter department				
	ii)	ii) Intra department				
	iii)	Both				
13)	Which criteria you use for promotion?					
	i)	By Seniority				
	ii)	By merit				
14)	Do you find promotion as a useful source of recruitment?					
	If ye	s, why?				
15)	How do you filled-up vacancies arise on account of promotion?					
	i)	Promote existing staff.				
	ii)	Chance to temporary worker				
	iii)	Any other				
16)	Do y	ou invite any psychological or personnel expert to develop your				
	test p	programmes ?				
17)	Do y	ou pay T.A., D.A. to candidate who called for interview?				

Wage and Salary Administration

- 1) Is minimum wage act applicable to your organization?
- 2) Are you made any deduction from total wage payable to workers?

 If yes, which are those?
 - i) Fine
 - ii) House Accommodation
 - iii) Insurance premium
 - iv) P.F. contribution
 - v) Payment of advances
 - vi) Loan installment
- 3) Are you take in to consideration the following point in determination of wage structure?
 - i) Job analysis
 - ii) Job description
 - iii) Job evaluation
 - iv) Wage survey
- 4) Which of the following factor most affecting while fixing the wage
 - i) Organization ability to pay
 - ii) Prevailing market rate
 - iii) Supply and demand of labour
 - iv) Living wage
 - v) Trade union bargaining power
 - vi) Government policy

Do you pay incentives to worker?If yes, tick mark against the following.

Monetary incentives Non-monetary incentives i) Premium i) Job securing Participating in management ii) **Bonous** ii) iii) **Prizes** iii) **Training** Welfare iv) Profit sharing iv) v) Co-partnership v) Rewards 6) State the procedure adopted for payment of incentives. Does incentives are linked with productivity of labours? 7) 8) Do you pay any special incentives to those workers who work in the late night shift? Yes / No 9) If no, don't you think that work in late night shift suffer in terms of quality? 10) Does your organization provide compensation to workers for accident and health? Yes / No 11) Express your opinion regarding labour union? Do you think that workers are satisfied on present wage policy? 12)