PROJECT REPORT

"An Analytical Study of Recruitment and Selection Procedures at DYN Pabulum Agrovet & Nutrition Pvt. Ltd. Nagpur"

Submitted To

DMSR- G. S. College of Commerce & Economics, Nagpur

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In partial fulfilment for the award of the degree of

Master of Business Administration

Submitted by
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Under the Guidance of

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NAAC Re-Accredited "A" Grade

Autonomous Institution

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<u>CERTIFICATE</u>

This is to certify that **Saurabh Chougule** has submitted the project synopsis report titled "**AN ANALYTICAL STUDY OF RECRUITMENT AND SELECTION PROCEDURES AT DYN PABULUM AGROVET & NUTRITION PVT. LTD. NAGPUR''**, towards partial fulfillment of **MASTER OF BUSINESS ADMINISTRATION** degree examination. This has not been submitted for any other examination and does not form part of any other course undergone by the candidate. It is further certified that he/she has ingeniously completed his/her project as prescribed by **DMSR - G. S. COLLEGE OF COMMERCE & ECONOMICS, NAGPUR (NAAC Reaccredited " A" Grade Autonomous Institution) affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.**

Dr. Sonali Gadekar   **Dr. Sonali Gadekar**

   (Project Guide)   **(Co-Ordinator)**

Place: Nagpur
Date: 30/07/2022

<u>DECLARATION</u>

I here-by declare that the project with title "**AN ANLYTICAL STUDY OF RECRUITMENT & SELECTION PROCEDURES AT DYN PABULUM AGROVET & NUTRITION PVT. LTD. NAGPUR"** has been completed by me in partial fulfillment of MASTER OF BUSINESS ADMINISTRATION degree examination as prescribed by **DMSR - G. S. COLLEGE OF COMMERCE & ECONOMICS, NAGPUR (NAAC Reaccredited "A" Grade Autonomous Institution) affiliated to Rashtrasant Tukadoji Maharaj Nagpur University**, **Nagpur** and this has not been submitted for any other examination and does not form the part of any other course undertaken by me.

Place: Nagpur

Date: 30/07/2022   **Saurabh Chougule**

<u>ACKNOWLEDGEMENT</u>

With immense pride and sense of gratitude, I take this golden opportunity to express my sincere regards to **Dr. N.Y. Khandait**, **Principal, G.S. College of Commerce & Economics, Nagpur**. I am extremely thankful to my Project Guide **"Dr. Sonali Gadekar** for her guideline throughout the project. I tender my sincere regards to Co-Ordinator**, Dr. Sonali Gadekar** for giving me guidance, suggestions and invaluable encouragement which helped me in the completion of the project. I'm also thank full to **Prof. Anand kale** sir for his continues guidance.

I will fail in my duty if I do not thank the Non-Teaching staff of the college for their Co-operation.

I would like to thank all those who helped me in making this project complete and successful.

Place: Nagpur   **Saurabh Chougule**

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CHAPTER NO.1

INTRODUCTION

1.1 INTRODUCTION

Recruitment and Selection Procedures

Recruitment and Selection

Recruitment is the process of attracting individuals on a timely basis in sufficient numbers and with appropriate qualification, to apply for jobs within an organization. The process of searching prospective employees with multidimensional skills and experience that suits organization strategies in fundamental to the growth of the organization, this demands more comprehensive strategic perspective recruitment. Organizations require the services of large number of personnel. These personnel occupies the various positions created to the process of organization. Each position of the organization has certain specific contributions to achieve the organizational objectives. The recruitment process of the organizational has to be strong enough to attract and select the potential candidates with right job specification. The recruitment process begins with human resource planning and concludes with the selection of required number of candidates, both HR staff and operating managers have responsibilities in the process.

"Right person for the right job is the basic principle in recruitment and selection. Every organization should give attention to the selection of its manpower, especially its managers. The operative manpower is equally important and essential for the orderly working of an enterprise.

Every business organization/unit needs manpower for carrying different business activities smoothly and efficiently and for this recruitment and selection of suitable candidates is essential Human resource management in an organization will not be possible if unsuitable persons are selected and employment in a business unit.

RECRUITMENT

Meaning: Recruitment means to estimate the available vacancies and to make suitable arrangements for their selection and appointment. Recruitment understood as the process of searching for and obtaining applicants for the jobs. From among whom the right people can be selected.

A formal definition states. "It is the process of finding and attracting capable applicants for the employment. The process begins when new recruits are sought and ends when their applicants are submitted. The result is a pool of applicants from which new employees are selected". In this, the available vacancies are given wide publicity and suitable candidates are encouraged to submit applications so as to have a pool of eligible candidates for scientific selection.

In recruitment, information is collected from interested candidates. For this different sources Such as newspaper advertisement, employment exchanges. Internal promotion, etc. are used.

In the recruitment, a pool of eligible and interested candidates is created for selection of most suitable candidates. Recruitment represents the first contact that a company makes with potential employees.

Definition:-

According to EDWIN FLIPPO, Recruitment is the process of searching for prospective employees and stimulating them the organization.

SELECTION

Selection process is a decision making process. This step consists of a number of activities. A candidate who fail to qualify for a particular step is not eligible for appearing for the subsequent step Employee selection is the process of putting right men on the right job. It is a procedure of matching organizational requirements with the skills and qualifications of people Effective selection can be done only where there is effective matching By selecting best candidate for the required job, the organization will get quality performance of employees Moreover, organization will face less absenteeism and employee turnover problems By selecting right candidate for the required job, organization will also save time and money. Proper screening of candidates takes place during selection procedure. All the potential candidates who apply for the given job are tested.
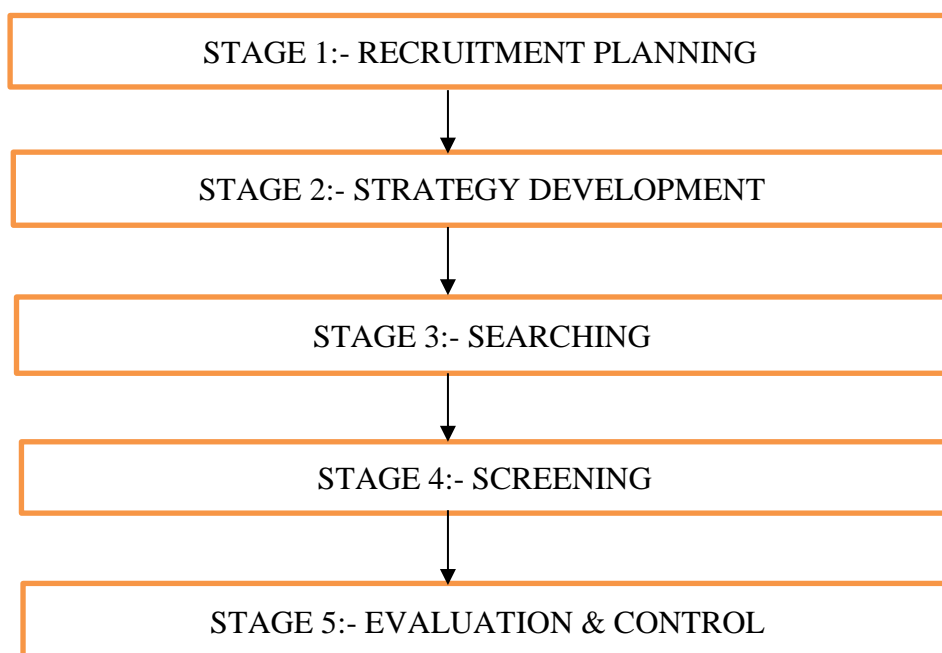
RECRUITMENT PROCESS:

Recruitment refers to the process of identifying and attracting job seekers so as to build a pool of qualified job applicants. The process comprises five interrelated stages, viz.

SELECTION PROCESS:

Selection is a long process, commencing from the preliminary interview of the applicants and ending with the contract of employment.

RECRUITMENT PROCESS	SELECTION PROCESS
1. Planning.	1. Preliminary test
2. Strategy development.	2. Selection test
	3. Employment interview
3. Searching.	4. Reference and background
	5. Analysis
4. Screening.	6. Selection decision
	7. Physical examination &
5. Evaluation and control.	8. Job offer
	9. Employment contract

Flowchart:-

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┌─────────────────────────────────────────────┐
│      STAGE 1:- RECRUITMENT PLANNING          │
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┌─────────────────────────────────────────────┐
│      STAGE 2:- STRATEGY DEVELOPMENT          │
└─────────────────────────────────────────────┘
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┌─────────────────────────────────────────────┐
│      STAGE 3:- SEARCHING                     │
└─────────────────────────────────────────────┘
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┌─────────────────────────────────────────────┐
│      STAGE 4:- SCREENING                     │
└─────────────────────────────────────────────┘
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│      STAGE 5:- EVALUATION & CONTROL          │
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STAGE 1: RECRUITMENT PLANNING:

The first stage in the recruitment process is planning. Planning involves the translation of likely job vacancies and information about the nature of these jobs into set of objectives or targets that specify the (1) Numbers and (2) Types of applicants to be contacted.

Numbers of contact: Organization, nearly always. Plan to attract more applicants than they will hire. Some of those contacted will be uninterested. Unqualified or both. Each time a recruitment.

Programmed is contemplated, one task is to estimate the number of applicants necessary to fill all vacancies with the qualified people.

Types of contacts it is basically concerned with the types of people to he informed about job openings. The type of people depends on the tasks and responsibilities involved and the qualifications and expenence expected. These details are available through job description and job specification.

STAGE 2: STRATEGY DEVELOPMENT:

When it is estimated that what types of recruitment and how many are required then one has concentrate in (1). Make or Buy employees. (2) Technological sophistication of recruitment and selection devices (3) Geographical distribution of labor markets comprising job seekers (4). Sources of recruitment. (5). Sequencing the activities in the recruitment process.

Make or Buy:

Organization must decide whether to hire le skilled employees and invest on training and education programmers, or they can hire skilled labor and professional. Essentially, this is the make" or buy decision. Organizations which hire skilled and professionals shall have to pay more for these employees.

Technological Sophistication:

The second decision in strategy development relates to the methods used in recruitment and selection. This decision is mainly influenced by the available technology. The advent of computers has made it possible for employers to scan national and international applicant qualification. Although impersonal, computers have given employers and job seekers a wider scope of options in the initial screening stage.

STAGE 3: SEARCHING

Once a recruitment plan and strategy are worked out. The search process can begin. Search involves two steps

A) Source activation

B) Selling

STEP 4: SCREENING:

Screening of applicants can be regarded as an integral part of the recruiting process, though many view it as the first step in the selection process. Even the definition on recruitment, we quoted in the beginning of this chapter, excludes screening from scope. However, we have included screening in recruitment for valid reasons. The selection process will begin after the applications have been scrutinized and short-listed. Hiring of professors in a university is atypical situation Application received in response to advertisements is screened and only eligible applicants are called for an interview. A selection committee comprising the Vice-chancellor Registrar and subject experts conducts interview here, the recruitment process extends up to screening the applications. The selection process commences only later.

Purpose of screening

The purpose of screening is to remove from the recruitment process, at an early stage, those applicants who are visibly unqualified for the job. Effective screening can save a great deal of time and money.

In screening, clear job specifications are invaluable. It is both good practice and a legal necessity that applicant's qualification is judged on the basis of their knowledge, skills, abilities and interest required to do the job.

STAGE 5: EVALUATION AND CONTROL:

Evaluation and control is necessary as considerable costs are incurred in the recruitment process. The costs generally incurred are:

1. Salaries for recruiters.

2. Management and professional time spent on preparing job description. Job specifications, advertisements, agency liaison and so forth. 3. The cost of advertisements or other recruitment methods, that is, agency fees.

4. Recruitment overheads and administrative expenses.

5. Costs of overtime and outsourcing while the vacancies remain unfilled.

6. Cost of recruiting unsuitable candidates for the selection process.

Step-1:

PRELIMINARY INTERVIEW

The applicants received from job seekers would be subject to scrutiny so as to eliminate unqualified applicants. This is usually followed by a preliminary interview the purpose of which is more or less the same as scrutiny of application that eliminate unqualified applicants. Scrutiny enables the HR specialists to eliminate unqualified jobseekers based on the information supplied in their application forms. Preliminary interview, on the other hand helps reject misfits for reason, which did not appear in the application forms.

Step-2:

SELECTION

TEST

Job seekers who pass the screening and the preliminary interview are called for tests Different types of tests may be administered, depending on the job and the company.

Generally, tests are used to determine the applicant ability, aptitude and

personality the following are the type of tests taken.

1. Ability test	7. General knowledge test
2. Aptitude test	8. Perception test
3. Intelligence test	9. Graphology test
4. Interest test	10. Polygraph test
5. Personality test	11. Medical test
6. Projective test	

Step-3:

INTERVIEW

The next step in the selection process is an interview. Interview is formal, in depth conversation conducted to evaluate the applicant's acceptability. It is considered to be excellent selection device. It is face-to-face exchange of view. Ideas and opinion between the candidates and interviewers. Basically, interview is nothing but an oral examination of candidates Interview can be adapted to unskilled, skilled, and managerial and profession employees.

Types of interview:
Interviews can be of different types there interviews employed by the companies

Following are the various types of interview

1. Informal interview
2. Formal interview
3. Non directive Interview Depth interview
4. Stress interview
5. Group interview
6. Panel interview
7. Sequential interview
8. Structured interview
9. Unstructured interview
10. Mixed interview

Step-4:
REFERENCE CHECK

Many employers request names. Addresses, and telephone numbers of references for the purpose of verifying information and perhaps, gaining additional background information an applicant. Although listed on the application form, references are not usually checked until an applicant has successfully reached the fourth stage of a sequential selection process. When the labor market is very tight, organizations sometimes hire applicants before checking references.

Step-5:

SELECTION DECISION:

Afire obtaining infornuuon through the preceding steps, selection decision the mostenitical of all the steps must be made. The other stages in the selection process have been used to narrow the number of the candidates. The final decision has to be made the pool of individuals who pas the tests, interviews and reference checks.

The view of the line manager will be generally considered in the final selection because its he/she who is responsible for the performance of the new employee The HR manager plays a crucial role in the final selection.

STEP 6:

PHYSICAL EXAMINATION

After the selection decision and before the job offer is made, the candidate is required to undergo a physical fitness test. A job offer is, often, contingent upon the candidate being declared fit after the physical examination. The results of the medical fitness test are recorded in a statement and are preserved in the personnel records. There are several objectives behind a physical test.

Obviously, one reason for a physical test is to detect if the individual carries any infectious disease. Secondly, the test assists in determining whether an applicant is physically fit to perform the work. Thirdly, the physical examination information can be used determine if there are certain physical capabilities. Which differentiate successful and less successful employees. Finally, such an examination will protect the employer from workers compensation claims that are not valid because the injuries or illness were present when the employee was hired.

STEP 7:

JOB OFFER

The next step in the selection process is job offer to those applicants who have crossed all the previous hurdles. Job offer is made through a letter of appointed. Such a letter generally contains a date which the appointee must report on duty. The appointee must be given reasonable time for reporting Those is particularly necessary when he or she already in employment, in which case the appointee is required to obtain a reeving certificate from the previous employer.

The company may also want the individual to delay the date of reporting on duty if the new employee's first job upon joining the company is to go on company until perhaps a week before such training begins.

STEPS 8:

CONTRACT OF EMPLOYMENT

There is also a need for preparing a contract of employment. The bauc information that should be included in written contract of employment will. Vary according to the level of the job, but the following checklist sets out the typical headings.

1 Job title

2 Dates, including a parse such as the employee will perform such duties and will

be responsible in such a person as the company may from time to time direct.

3 Date when continuous employment starts and the base for calculating Service.

4. Rate of pay, allowance, overtime and shift rates, method of payments. 5. Hours of work including lunch break and overtime and shift arrangements.

6. Holiday arrangements:

7. Paid holidays per

8. Public holidays, year.

9. Special terms relating to rights to pattern and designs, confidential information and restraints on trade after termination of employment. The drawback with the contracts is that it

is almost to enforce them. A determined employee is bound to leave the organization, contract or no contract

STEP 9

CONCLUDING THE SELECTION PROCESS:

Contrary to popular perception, the selection process will not end with executing the employment contract. There is another step-amore sensitive one reassuring those candidates who have not selected not because of any serious deficiencies in their personality, but because their profile did not match the Requirement of the organization they must be told that those who were selected were done purely on relative merit.

STEP 10

EVALUATION OF SELECTION PROGRAMME

The broad test of the effectiveness of the selection process is the quality of the personnel hired. An organization must have competent and committed personnel.

Difference between Recruitment and Selection:

1. Recruitment is the process of searching for prospective candidates and motivating them to apply for job in the organization. Whereas, selection is a process of choosing most suitable candidates out of those who are interested and also qualified for job.

2. In the recruitment process, vacancies available are finalized, publicity is given to them and applications are collected from interested candidates. In the selection process, available applications are scrutinized Tests, interview and medical examination are conducted in order to select most suitable candidate.

3. In recruitment the purpose is to attract maximum numbers of suitable and interested candidates through applications. In selection process the purpose is that the best candidate out of those qualified and interested in the appointment.

4. Recruitment is prior to selection. It creates proper hues for actual selection is next to recruitment it out of candidate's available interest.

5. Recruitment is the positive function in which interested candidates are encouraged to submit application Selection is a negative function in which unsuitable candidates are eliminated and the best one is selected.

6. Recruitment is the short process. In recruitment publicity is given to vacancies and applications are collected from differed sources Selection is a lengthy process involves scrutiny of applications, giving tests, arranging interviews and medical examination.

1.1 INTRODUCTION TO COMPANY

COMPANY PROFILE

DYN PABULUM AGROVET AND NUTRITION PVT. LTD. was established in Mumbai, Maharashtra. With an experience of over a decade, the company excels in manufacturing high quality balanced diet food in the farm of TMR (Total Mixed Ration) that will have best suitable contents such as Proteins, Nutrition's, Fiber, Fat and Minerals etc., Established way back in 2012 with an clear vision mission to ensure optimum sustainable benefits to all our esteemed clients.

The company owner has a vast experience in feed industries. We are renowned manufacturer of Cattle Feed, Poultry Feed, Fish feed, Supplement and medicines, who believe in quality delivery at right time and place. We are one of the leading suppliers of animal nutrition products. With our global expertise in supply chain and risk management, we are able to offer distinctive value to meet your needs through high quality feed production and efficient distribution. Our market- leading brands and products support the care, growth, and efficiency of various species.

DYN pabulum Agrovet And Nutrition Private Limited is a Private incorporated on 03 September 2019. It is classified as Non-govt Company and is registered at Registrar of Companies, Mumbai. Its authorized share capital is Rs. 100,000 and its paid up capital is Rs. 100,000. It is inolved in Growing of crops; market gardening; horticulture. Dyn pabulum Agrovet And Nutrition Private Limited's Annual General Meeting (AGM) was last held on N/A and as per records from Ministry of Corporate Affairs (MCA), its balance sheet was last filed on N/A.
Directors of Dynpabulum Agrovet And Nutrition Private Limited are Dnyaneshwar Deoraoji Ghaywat and Anagha Dnyaneshwar Ghaywat.

Dynpabulum Agrovet And Nutrition Private Limited's Corporate Identification Number is (CIN) U01110MH2019PTC330137 and its registration number is 330137.Its Email address is kunalghaywat@gmail.com and its registered address is PLOT NO 24, RAJENDRA NAGAR HINGNA ROAD NAGPUR MH 440022 IN , - , .

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Current status of Dynpabulum Agrovet And Nutrition Private Limited is - Active.

Brief history*:*

DYN PABULUM is one of the leading suppliers of Animal Nutrition Products. With our global expertise in supply chain and risk management, we are able to offer distinctive value to meet your needs through high quality feed production and efficient distribution.

Market forces in the global food eco-system are shifting daily. Our purpose is to help you succeed, so you can do your job more affordably, more efficiently and more sustainably. That means collaborating with you, finding answers to your challenges earning your trust. We want to help you meet these complex challenges as Market forces in the global *eco*-system are food shifting daily. Our purpose is to help you succeed, so you can do your job more, more efficient and more sustainable. That means collaborating with you, finding answers to your challenges earning your trust. We want to help you meet these complex challenges as you grow your business to the next level. You grow your business to the next level.

Consumers want assurances of how their animal protein was produced, and regulations are changing the way you operate. Your local environment requires tailored solutions drawn from deep expertise. Our team comes to work every day dedicated to advancing how we deliver nutrition across all major species. From ingredient evaluation all the way through complete feed formulations to productivity solutions, we can help you differentiate your business and improve profitability.

Our market-leading brands and products support the care, growth, and efficiency of various species. The company strives to be the best choice in animal nutrition solutions. Our offering includes feed ingredients, nutrition supplement and premixes, feed formulations, management solutions, risk management services, compound feed, feed additives and customized solution.

SWOT Analysis

Strengths:	Weakness:
• Strong investment capacity and financial position • Skilled Employees 20% market share in feed industry. • 5 well equipped production unit	• Lack of R& D investment • Focus on product
Opportunities:	**Threat:**
• Acquisition • Emerging markets and expansion abroad • Product and service expansion	• Lower cost of competitors product • Maturing product • Product substitution • Fluctuation in Milk Prices

Products & Services offered

PRODUCT NAME	FEATURE	BENEFITS
PARNA REGULAR	• Total digestible nutrients (T.D.N) is more than 65%	• Contains source that releases nitrogen slowly in rumen
PARNA GROW:	• Total digestible nutrients (T.D.N) is more than 65%	• To Increase Immunity and maintain good health.
PARNACAL GOLD	• Overcomes calcium and phosphorous Deficiency	• Improves bone and muscular growth.
MILK UP POWDER	• Fulfill the Calcium, Phosphorus and Vitamin deficiencies	• Provides balance energy

CHAPTER NO 2

OBJECTIVES OF THE RESEARCH

OBJECTIVES OF THE RESEARCH

- To understand the recruitment procedure at a functional aspect of HR department.

- To understand the various types of Interviews involved in Recruitment Process.

- To identify the likely area of improvement in recruitment.

- To find out better ways to Recruit and Select suitable people.

CHAPTER NO. 3

HYPOTHESIS

HYPOTHESIS

Hypothesis is a preposition condition or principle which is assumed without belief in order to draw out its logical consequences and by method to test its validity with facts which are known and determined hypothesis basically is a statement of belief which is to be tested.

Null Hypothesis (H0):-

Effective retention policies has a positive relationship with employee motivation.

Alternate Hypothesis (H1):-

Suitable Recruitment and Selection Process at the company helps to decrease the attrition rate.

Options	Yes	No	Total
Responses	18	2	20
Percentage	90 %	10 %	100%

Null Hypothesis (H0):-

Employees have good work life balance the organization will be more effective & successful.

Alternate Hypothesis (H1):-

Employees have good work life balance the organization will not be more effective & successful.

Options	Yes	No	Total
Responses	18	2	20
Percentage	90%	10%	100%

90% Employees have good work life balance the organization will be more effective & successful.

CHAPTER NO. 04

LITERATURE REVIEW

Literature Review

Human Resource Management (HRM)

Human resource management is a unique term for the old version or Personnel management or we can say that to deal with the staff or manpower this new term has been evaluated.

According to Murad "Human resource management is regarded as the method in which the activities of the staff are monitored or to provide them with the best efficient way of working in a friendly and good environment and to coordinate between themselves and with the higher management". The HR department any organization is the core of its existence and hence it is proved by other researchers as well that without the HR department the multinational companies won't be in existence. In addition to wages and salaries, organizations often spend a large amount of finances on their human resources, selection and training and other major departments to enhance the productivity of the company or organization.

Taylor Human resource functions refer to those tasks and duties performed to provide for and coordinate human resources. Human resource functions encompass a variety of different methods that are or have influence on all the areas of the company or organization. There are six major functions of human resource management: (1) Human resource planning, recruitment, and selection; (2) Human resource development (3) Compensation and benefits: (4) Safety and health: (5) Employee and labor relations; (6) Human resource research. This research mainly focuses on the first and second functions i.e. recruitment, selection sources or procedures.

Training and development of employees is the process or requirements of the organization after the selection of new employee's.

In Kneeland [5] HR recruitment is defined as any practice or activity carried out by an organization with the primary purpose of identifying and attracting potential employees. Recruiting and selecting new personnel are both complex processes.

Work by Alan Price (2007):

Price (2007), in his work Human Resource Management in a Business Context, formally defines recruitment and selection as the process of retrieving and attracting able applications for the purpose of employment. He states that the process of recruitment is not a simple

selection process, while it needs management decision making and broad planning in order to appoint the most appropriate manpower. There existing competition among business enterprises for recruiting the most potential workers in on the pathway towards creating innovations, with management decision making and employers attempting to hire only the best applicants who would be the best fit for the corporate culture and ethics specific to the company (Price 2007).

Work by Hiltrop (1996):

Hiltrop (1996) was successful in demonstrating the relationship between the HRM practices, HRM-organizational strategies as well as organizational performance. He conducted his research on HR manager and company officials of 319 companies in Europe regarding HR practices and policies of their respective companies and discovered that employment security, training and development programs, recruitment and selection, teamwork, employee participation, and lastly, personnel planning are the most essential practices (Hiltrop 1999). As a matter of fact, the primary role of HR is to develop, control, manage, incite, and achieve the commitment of the employees. The findings of Hiltrop's (1996) work also showed that selectively hiring has a positive impact on organizational performance, and in turn provides a substantial practical insight for executives and officials involved. Furthermore, staffing and selection remains to be an area of substantial interest. With recruitment and selection techniques for efficient hiring decisions, high performing companies are most likely to spend more time in giving training particularly on communication and team-work skills (Hiltrop 1999). Moreover the finding that there is a positive connection existing between firm performances and training is coherent with the human capital standpoint. Hence, Hiltrop (1996) suggests the managers need to develop HR practices that are more focused on training in order to achieve competitive benefits.

Work by Korsten (2003) and Jones et al. (2006):

According to Korsten (2003) and Jones et al. (2006), Human Resource Management theories emphasize on techniques of recruitment and selection and outline the benefits of interviews, assessment and psychometric examinations as employee selection process. They further stated that recruitment process may be internal or external or may also be conducted online. Typically, this process is based on the levels of recruitment policies, job postings and details, advertising, job application and interviewing process, assessment, decision making, formal selection and training (Korsten 2003).

Recruitment

The strategic needs of the organization are specifically designed and the implement tations of it are to be taken by the departments by itself and there is a major role of the HR section to provide the basic needs of the in self-departments. As soon as the needs of the organization are met the executives and managers take responsibility to fulfill them. The next step in the staffing function is recruitment. This activity makes it possible for a company to acquire the people necessary to ensure the continued operation of the organization.

In Roberts recruitment is the process which involves the attraction of a span of people who are the potential candidates that or will be chosen for the organization in the specific departments. This involves communicating with actual or potential job seekers, inviting them to have a go at the opportunity and try to convince them to work for the organization in any means of the held. The target to achieve the best quality result is to have the best quality in the best way and numbers. Recruitment is the process of discovering potential candidates for actual or anticipated organizational vacancies. Or, from another perspective, it is a linking activity bringing together those with jobs to fill and those seeking jobs.

According to Falcone [4], an organization can choose from a number of different sources to recruit personnel depending on the type of job vacancy. There are different types of recruitment to follow and fulfill management requirements. Once we get the requirement or job description from the technical person's, we should not rely on one type or one source rather search and implement the best type. Internal Sources, Existing Employee's. External Sources. Advertising, E-Recruitment.

According to Plumbley 191. HR is perceived as a part of the administration that results in the formulation and introduction of spontaneous and ad hoc human resource practices. This is against the basic rule of independence of the policy makers from the executive.

There is little HR planning and forecasting. Recruitment criteria become hazy in the absence of a proper job analysis: and no reliable information about job description and employee specification is available.

Selection

Selection is a later stage of recruitment. It involves choosing not only new members of the organization but also ensuring that the selection process can manage to attract competent and qualified applicants suited to the job. The focus in the selection process is on: (1) Selection methods and skills in terms of contribution to the reliability of decisions made; (2) The criteria defined and applied (explicitly and implicitly) by decision-makers. And how these reflect their comprehension of "necessary competence"; (3) how the selection processes encompass the assumptions and commitments, the generalities, truths and confusions—of decision-makers about the imperatives of organization culture and how they seek to maintain and change this. Selection activities typically follow a standard pattern, beginning with an initial screening interview and concluding with the final employment decision. The selection process may consist of following steps:

(1) Initial screening interview;

(2) Completing the application form;

(3) Comprehensive interview;

(4) Background investigation;

(5) Medical/Physical examination;

(6) Final job offer.

Each of these steps represents a decision point requiring some affirmative feedback for the process to continue. Each step in the process seeks to expand the organization's knowledge about the applicant's background, abilities, motivation, and it increases the information from which decision makers make their predictions and final choice. However, some steps may be omitted if they do not yield data that aids in predicting success, or if the cost of the step is not warranted.

CHAPTER NO. 05

RESEARCH METHODOLOGY

METHODOLOGY OF THE STUDY

RESEARCH METHODOLOGY

Research can be defined as the search for knowledge, or systematic investigation for the purpose of discovering, interpreting and concluding the subject. The research work is carried out in order to find out solutions to the questions.

Research Is A Process Of Step By Step Collection And Analysis Information To Increase Our Understanding A Topic Or Issue. Research Is A Systematic Investigation Into And Study Of Material And Sources In Order To Establish Facts And Reach To A Conclusion. Research Has Been Carried By Out The Study Of Demographic Profile Of Customers In Nagpur City.

Research Design:

The research type undertaken in this project work is the Exploratory Research design. It is a type of research conducted for deriving systematic solutions. It should draw definitive conclusions.

This research often relies on secondary research such as reviewing available literature and data, or qualitative approaches such as informal discussion.

SIGNIFICANCE OF THE STUDY

- Recruitment and selection process is important for an organization to achieve its goals.

- When the right people are selected, the employee will produce productive results and stay with the organization longer hence having a low employee turnover.

- If selection is not carefully done, the employee may make mistake which leads to a financial loss.

- It also wastes the time of human resource managers to go through the recruitment and selection process again.

NEED FOR THE STUDY

- Determine the present and future requirement of the organization personnel-planning and job analysis activities.

- Analysis of manpower budget analysis for the recruitment in the recruitment process.

- To identify general practices that organizations use to recruit and select employees.

- To determine which recruitment and selection practices are most effective.

- To determine how the recruitment and selection practices affect organizational outcomes.

- To attract people with multi-dimensional skills and experiences that suit the present and future organizational strategies so as to obtain a pool of suitable candidates for vacant posts.

- To ensure that all recruitment activities contribute to company goals.

- To conduct recruitment activities in an efficient and cost effective manner.

SCOPE OF THE STUDY

The benefits of the study for the researcher is that it helped to gain knowledge and experience and also provided the opportunity to study and understand the prevalent recruitment and selection procedures.

The key points of my research study are:

- To study the fact about the DYN Pabulum Agrovet and Nutrition Pvt. Ltd. as

  a Group.

- To analyses the recruitment policy of the organization.

- To Understand and analyze various HR factors including recruitment procedure at DYN Pabulum Agrovet and Nutrition Pvt. Ltd.

- Whether the employees are satisfied with the recruitment process?

- To suggest any measures/recommendations for the improvement of the recruitment procedures.

DATA COLLECTION METHOD

a) Primary Data

Primary data is data that is collected by a researcher from first-hand sources, using methods like surveys, interviews, or experiments. It is collected with the research project in mind, directly from primary sources. The term is used in contrast with the term secondary data. Primary data are those data that are collected by research. Such data are already exists. I have collected such kind of data by asking questions and queries to the Clients, Bureaucrats and Customers. Of the company. Such data are recorded in the books.

b) Secondary Data

Secondary data refers to data that is collected by someone other than the user. Common sources of secondary data for social science include censuses, information collected by government departments, organizational records and data that was originally collected for other research purposes.

The project report is largely comprises the secondary type of data collection. Such type of data are already exists that are collected previously by others. The sources of secondary data are newspaper, magazine, websites, books, etc.

Data Collection Procedure

a) Primary Data

- From the company
- Primary data was collected using interview technique the survey data

b) Secondary Data

- Data was collected from web sites, going through the records of the organization, etc.
- To furnish the report properly information was mainly taken from Intranet.
- Official records of DYN Pabulum Agrovet and Nutrition Pvt.Ltd.

Sample size-20

CHAPTER NO.6

DATA ANALYSIS & INTERPRETATION

DATA ANALYSIS AND INTERPRETETION

1. The hiring process helps in identifying the competence both visible (like knowledge, skill) and hidden aspect (like behavior, social role, self-image, and trait)?
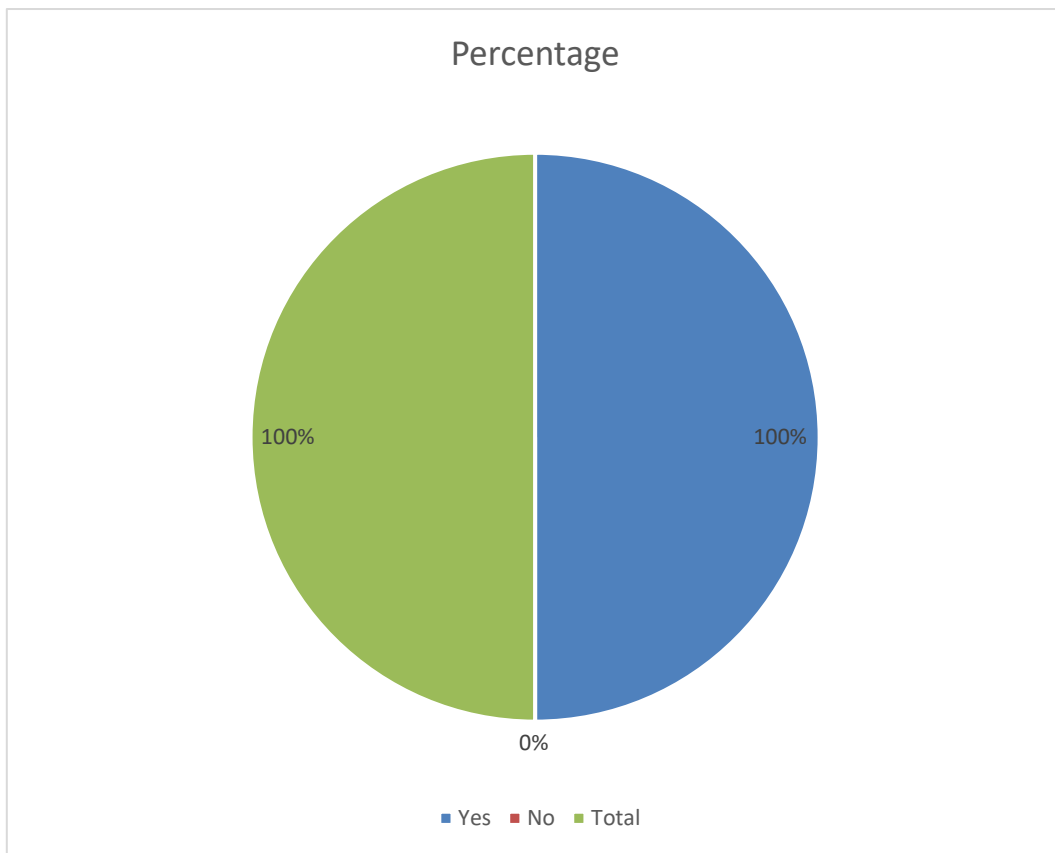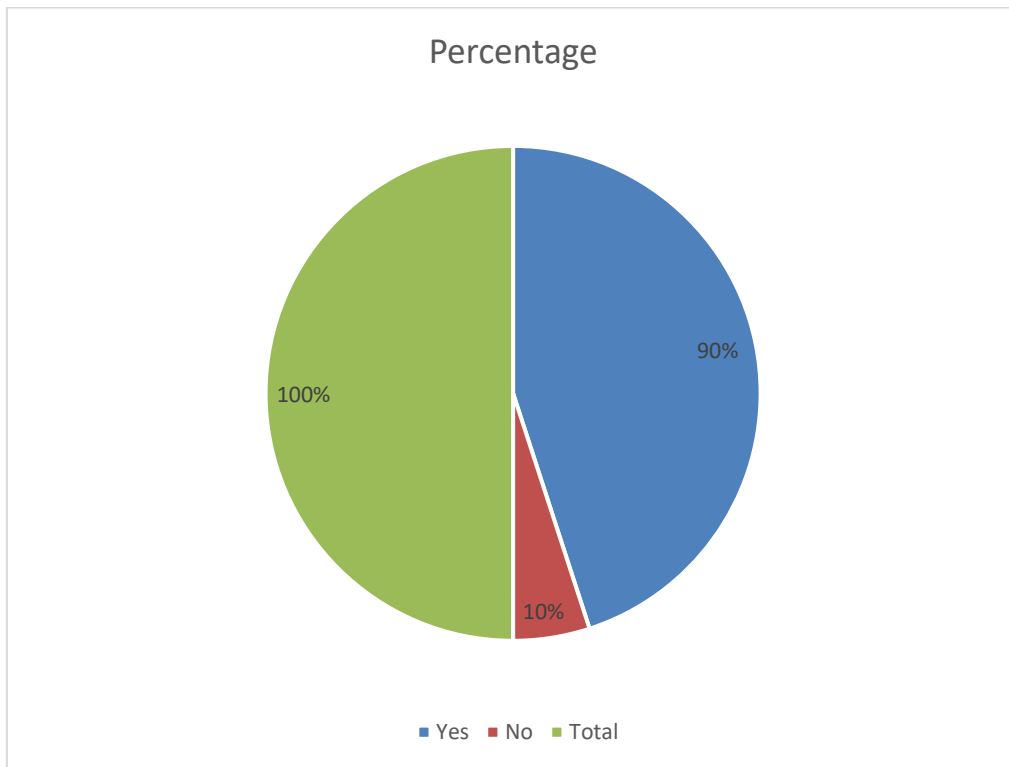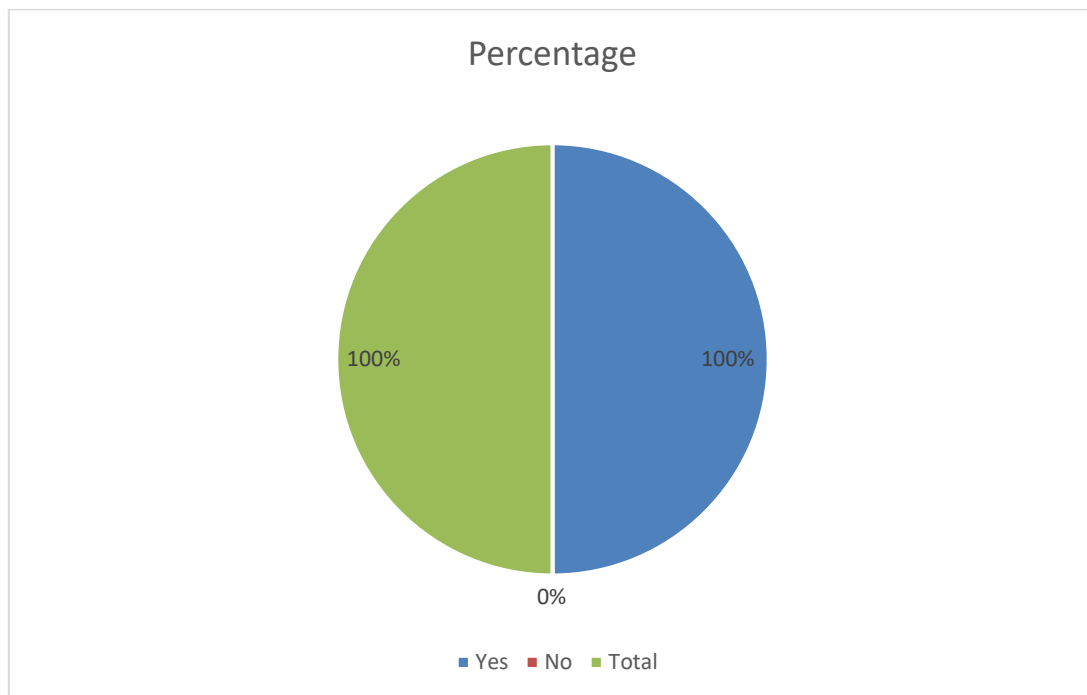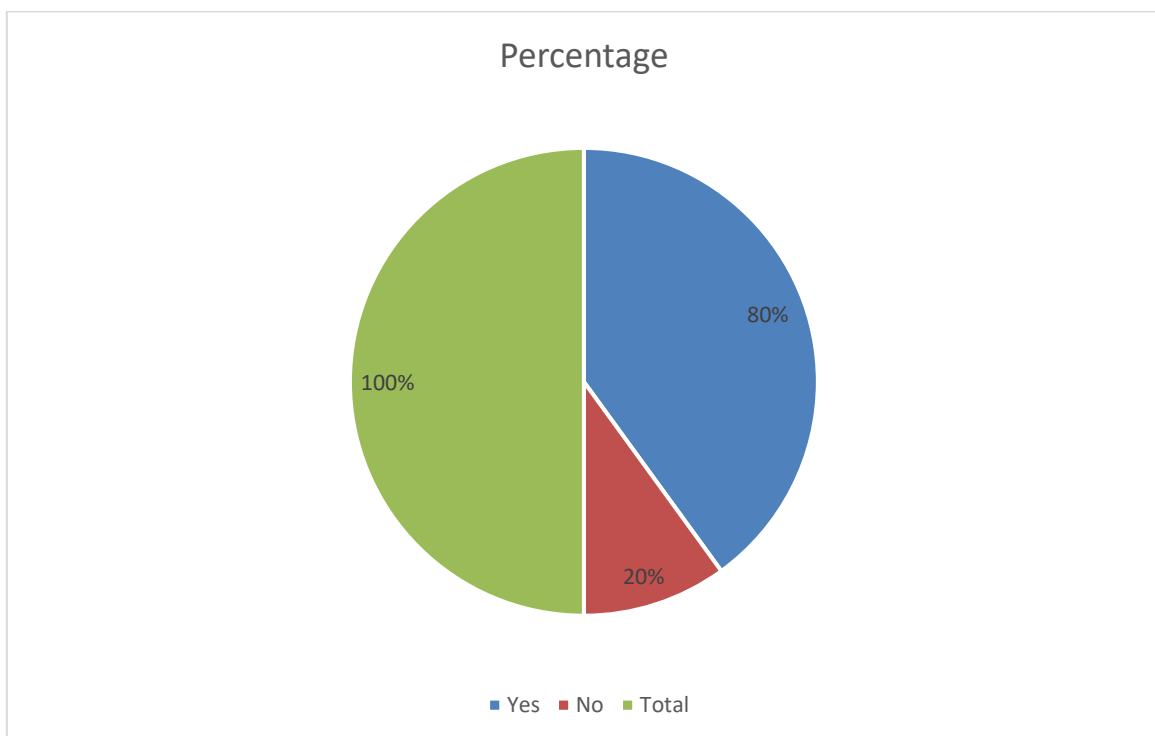
Options	Yes	No	Total
Responses	18	2	20
Percentage	90%	10%	100%
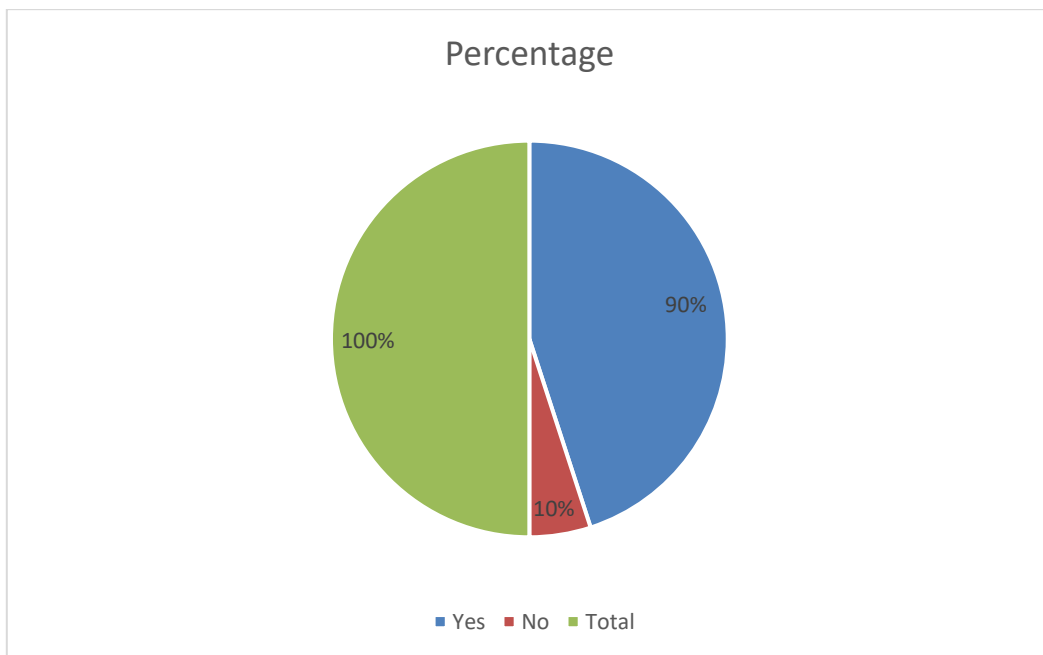
90% of respondent thinks that hiring process helps in identifying the competence both visible (like Knowledge, Skill) and Hidden aspects (like behavioral, social role, Self-Image, Trait).

2. E-recruitment (like portals, social websites) have become must to survive in the competitive market?

Options	Yes	No	Total
Responses	17	3	20
Percentage	85%	15%	100%
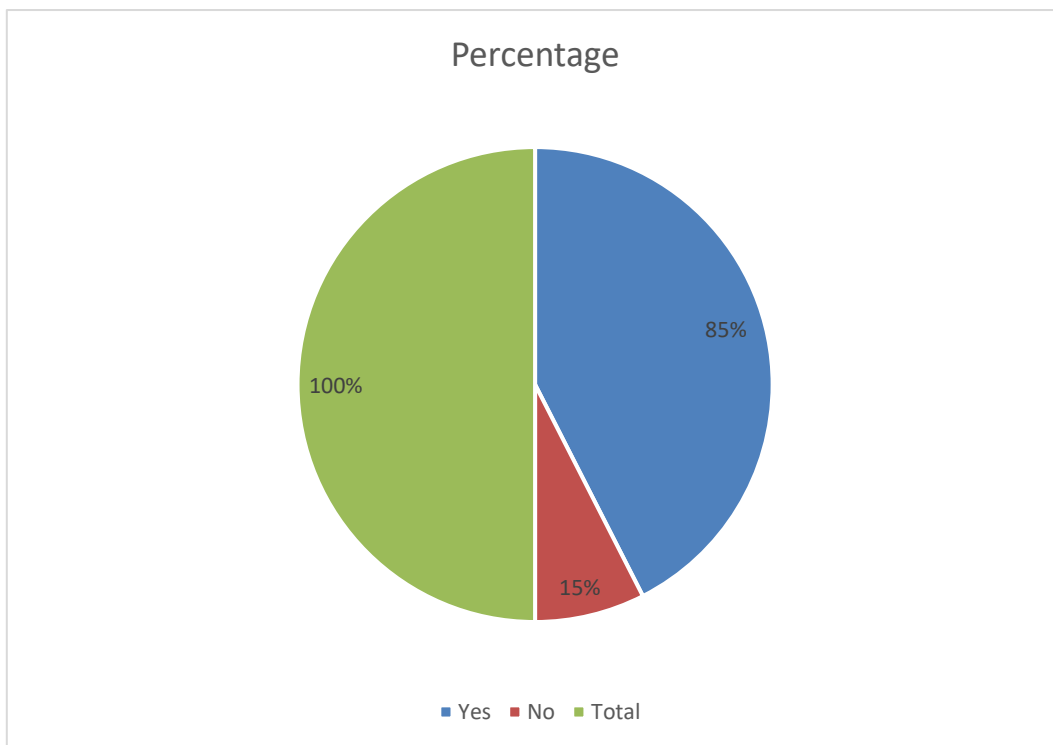
Percentage

85% respondents thinks that e-recruitment have become must to survive in the competitive market

3. Is there any provision recruitment of summer trainees?

Options	Yes	No	Total
Responses	20	0	20
Percentage	100%	0%	100%

Percentage

Yes there are 100% provisions of recruitment of the summer trainees.

4. Is there any contract (Bond) signed by employees while joining the organization?

Options	Yes	No	Total
Responses	18	2	20
Percentage	90%	10%	100%

90% employees are made to sign bond by employees before joining the organization.

5. Employer branding plays key role in more successful recruitment and retention of top talent?

Options	Yes	No	Total
Responses	20	0	20
Percentage	100%	0%	100%

Percentage

100% respondents think that employer branding plays key role in more successful recruitment and retention of top talent.

6. Do you give special treatment to employees in order to give them comfortable work environment?

Options	Yes	No	Total
Responses	16	4	20
Percentage	80%	20%	100%

80% of respondents think that employees are given special treatment in order to give them comfortable work environment.

7. Corporate social responsibility can lead to attraction of employees towards the company?

Options	Yes	No	Total
Responses	20	0	20
Percentage	100%	0%	100%

Percentage
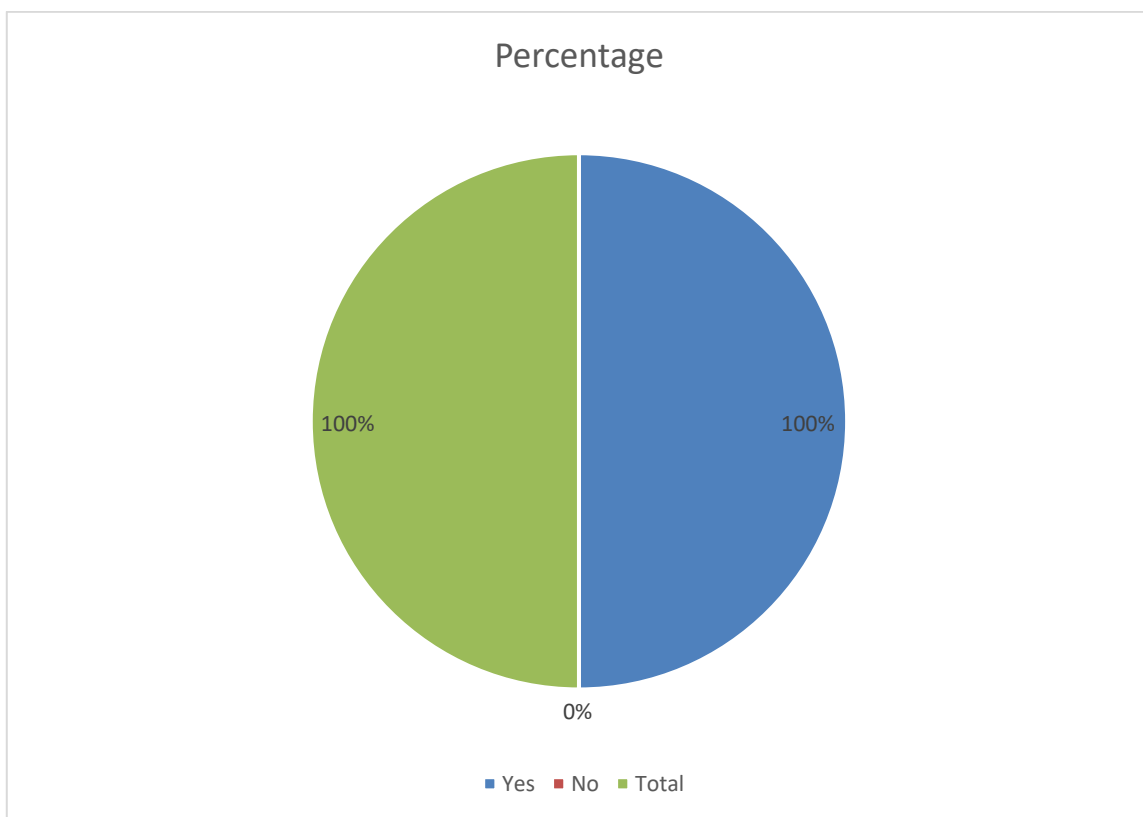
100% Corporate Social Responsibility can lead to attraction of employees towards the company.

8. Does the developmental activity helps the management in identifying, analyzing, forecasting and planning changes needed in company's HR area?
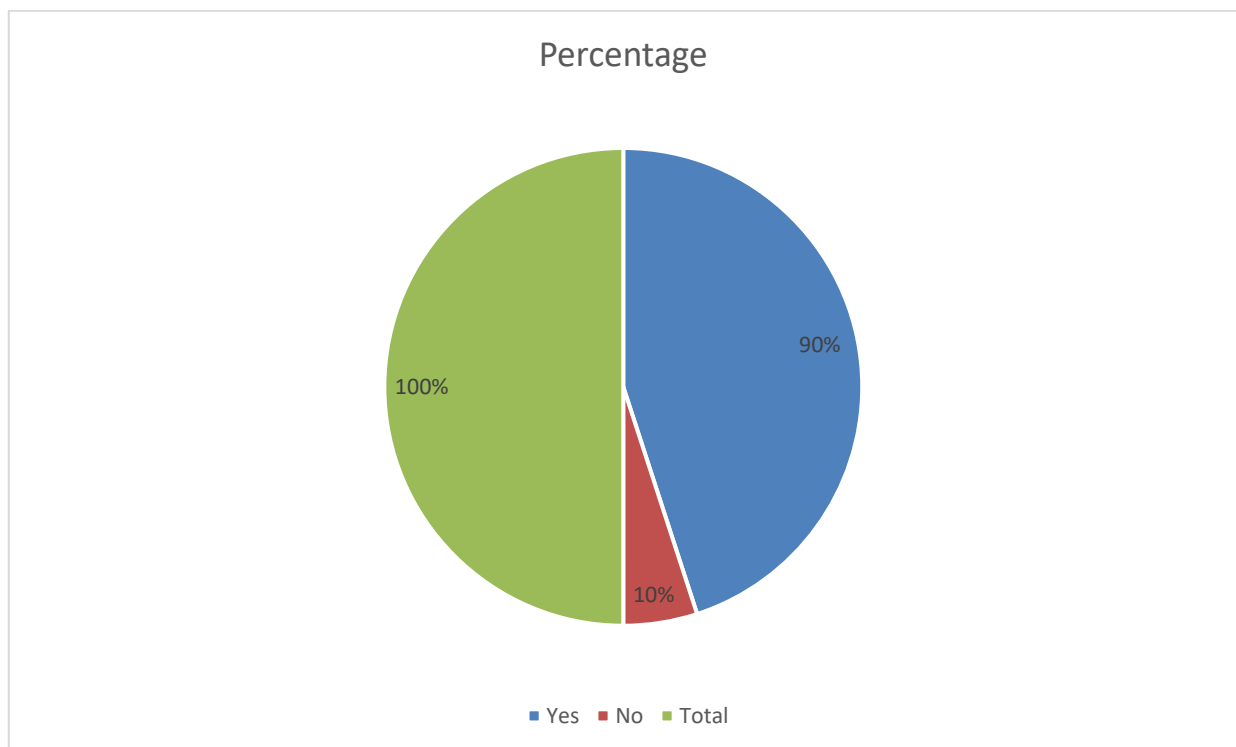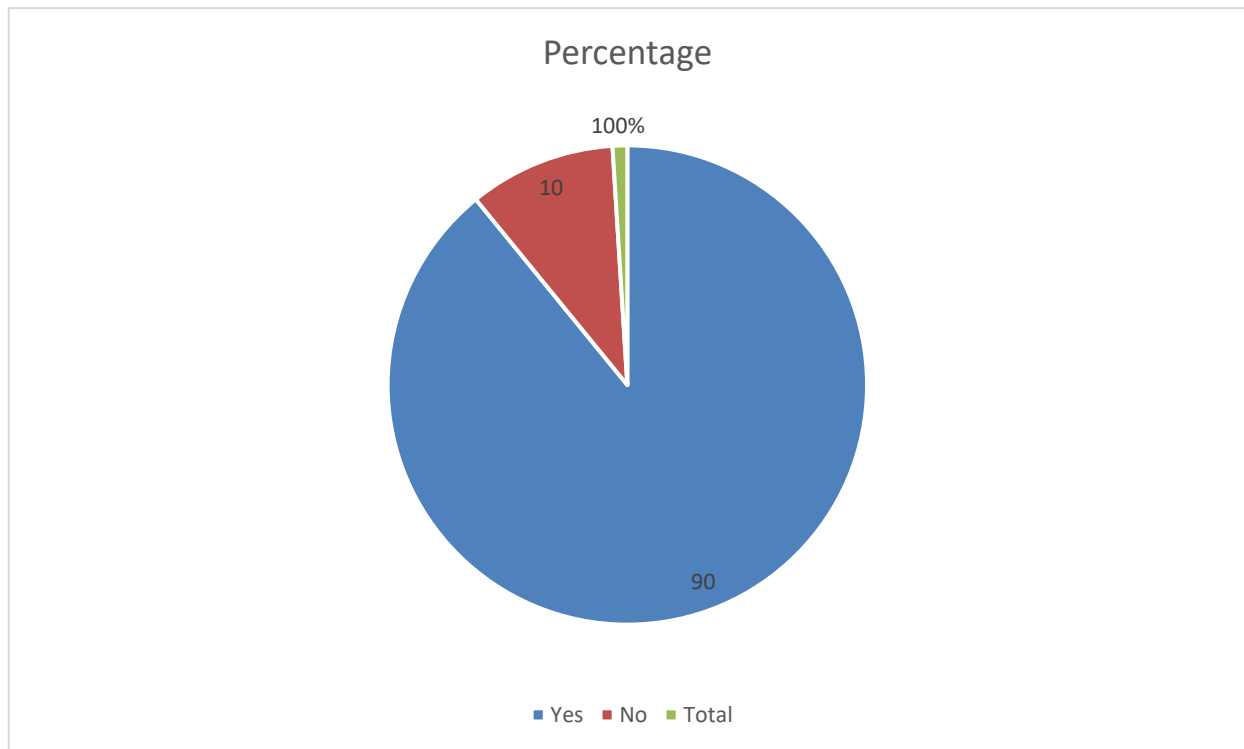
Options	Yes	No	Total
Responses	20	0	20
Percentage	100%	0%	100%

Percentage
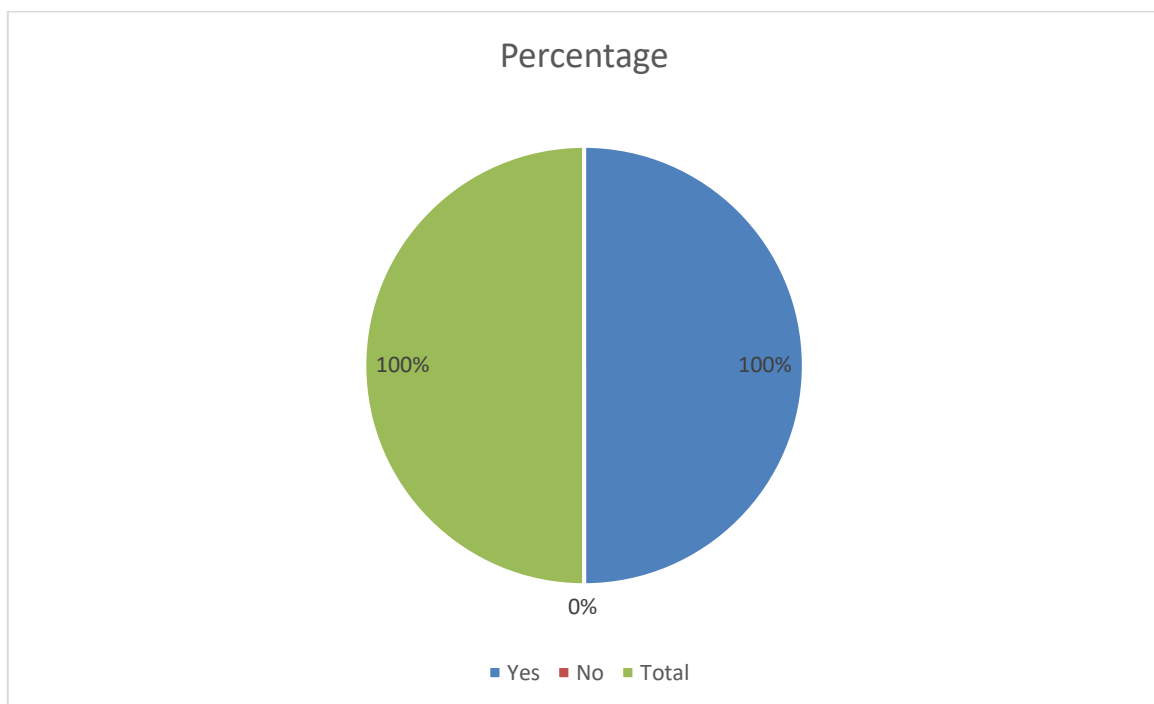
100% employees think that developmental activity helps the management in identifying, analyzing, forecasting and planning changes needed in company's HR area.

9. In selection process, do you think innovative techniques (likes stress level test, psychometrics test) should be adopted?

Options	Yes	No	Total
Responses	18	2	20
Percentage	90%	10%	100%

90% employees think innovative techniques (likes stress level test, psychometrics test) should be adopted.

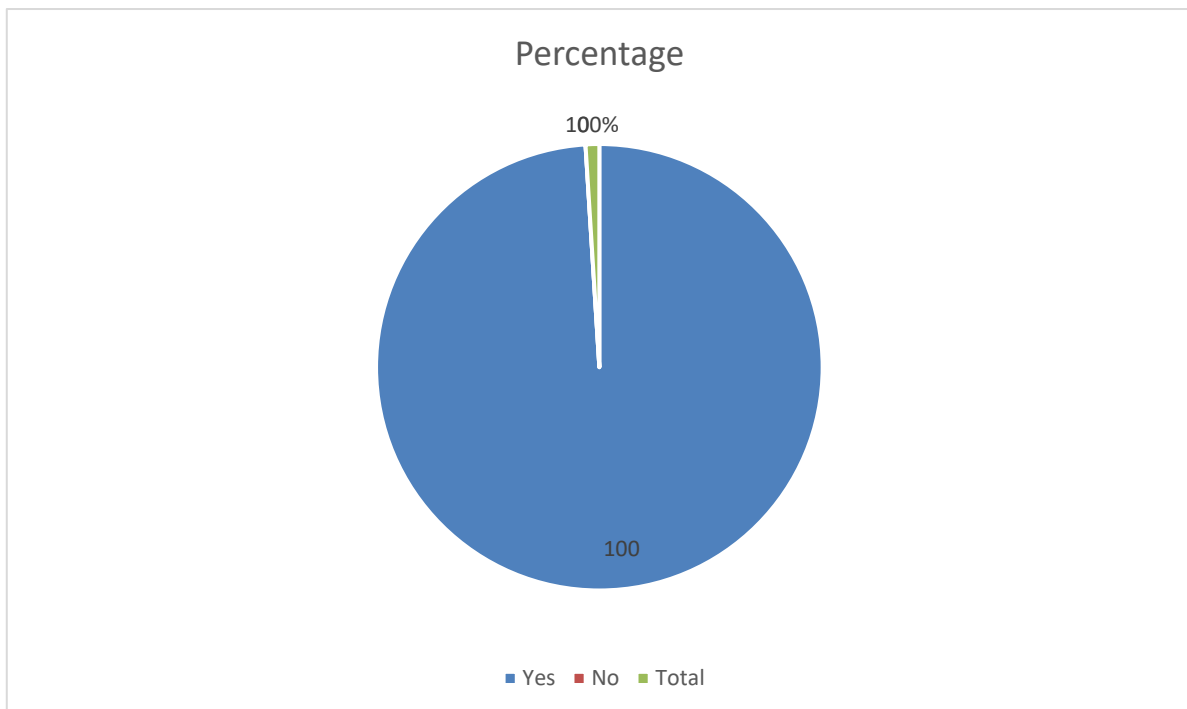10. Do you have any system to calculate cost per recruitment?

Options	Yes	No	Total
Responses	18	2	20
Percentage	90	10	100%

90% Yes there is a system to calculate cost per recruitment.

11. Is there any provision for evaluation and control of recruitment process?

| Options	Yes	No	Total
Responses	20	0	20
Percentage	100	0	100%

Percentage

100% Yes there are provision for evaluation and control of recruitment process.

12. You feel branding of the organization contribute to the effective recruitment and selection process because of,

A. Good working environment

B. Good compensation and bonus

C. Structure Quality of workforce

D. All the above

Options	A	B	C	D	Total
Responses	3	0	0	17	20
Percentage	15	0	0	85	100%
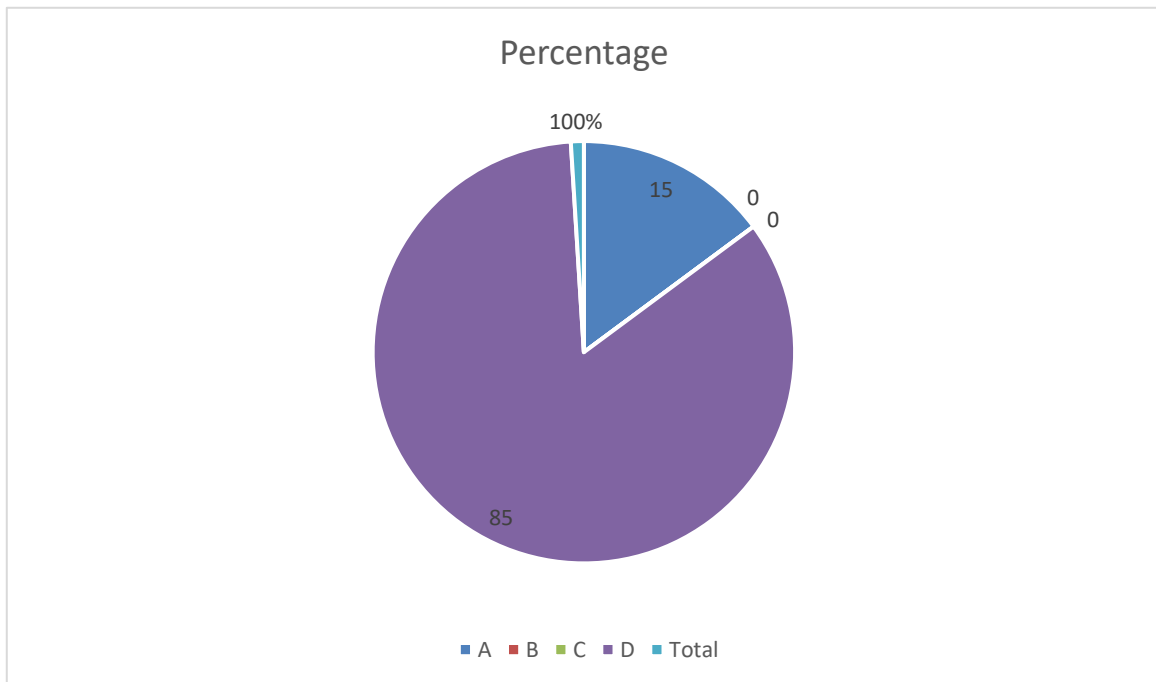
Percentage

Branding of the organization contribute to the effective recruitment and selection Process because of good working environment, good compensation and bonus structure and quality of workforce.

13. In case if the contract which was sign by the employee at time of the joining then, if company will take any legal action?
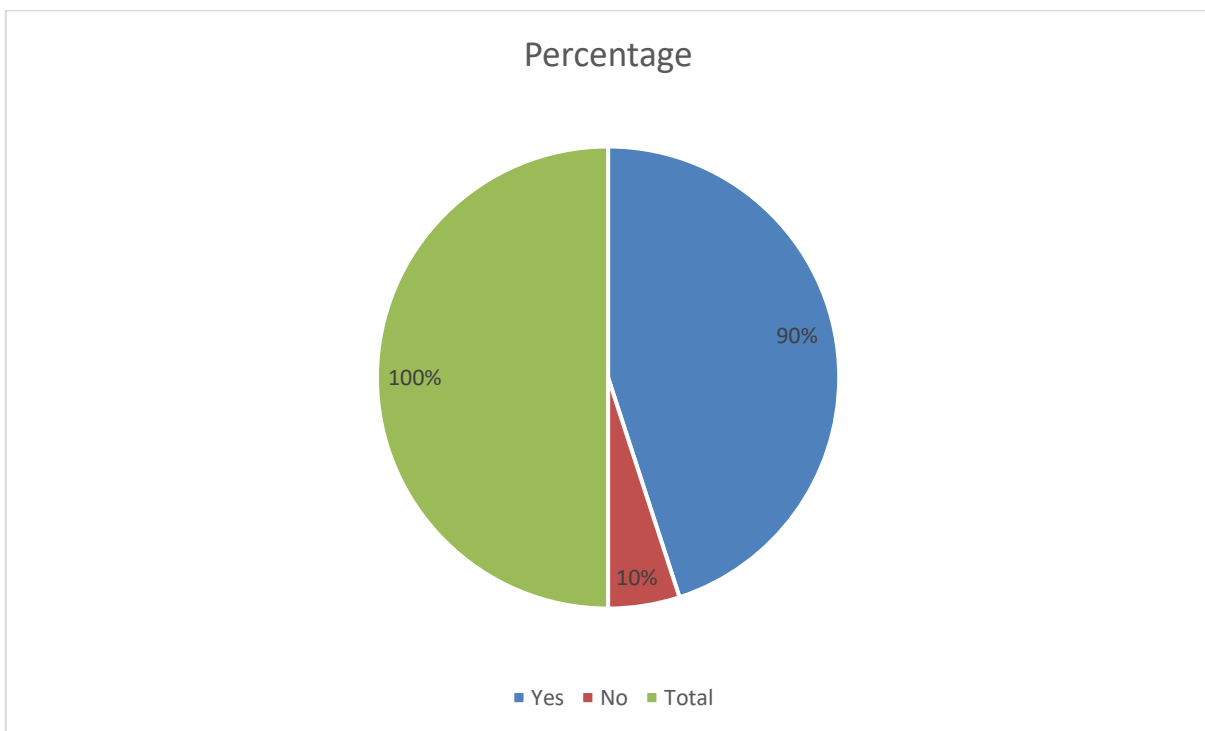
Options	Yes	No	Total
Responses	16	4	20
Percentage	80	20	100%

Percentage
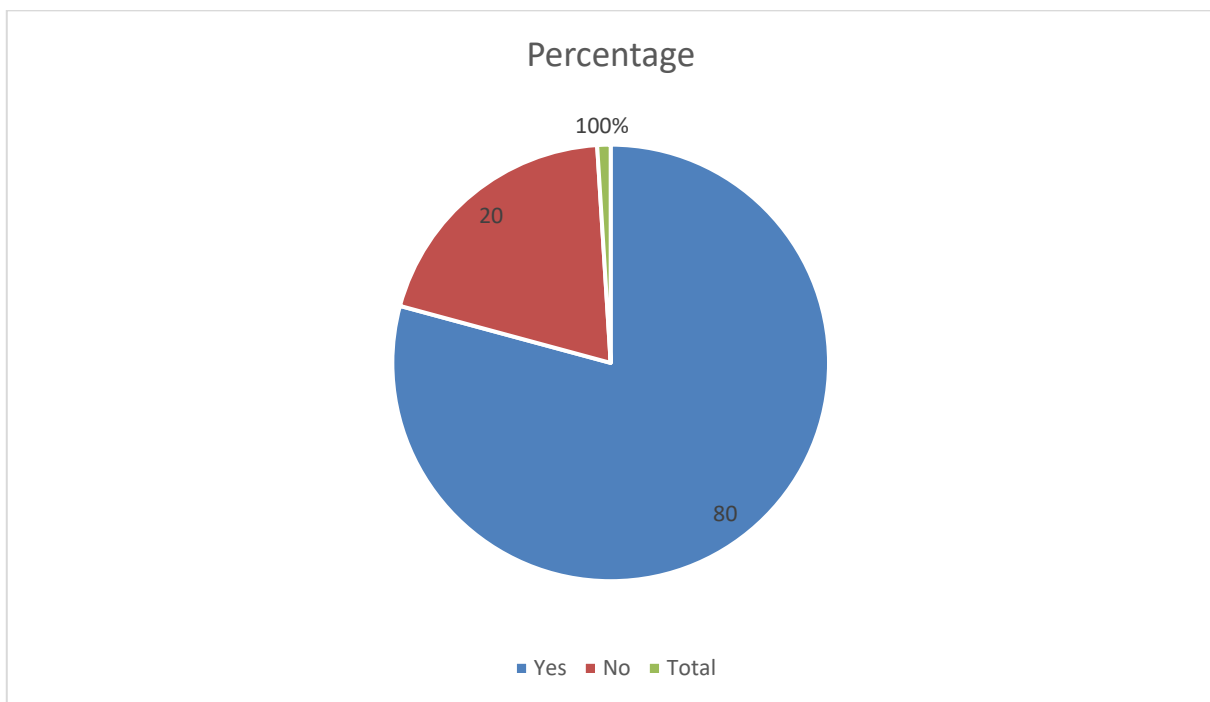
80% of employees think that in case if the contract which was sign by the employee at the time of the joining the company will take any legal action.

14. Employees and Candidates are satisfied with the recruitment and selection policies of the company.

Options	Yes	No	Total
Responses	18	2	20
Percentage	90%	10%	100%

90% Employees and Candidates are satisfied with the recruitment and selection policies of the company.

15. If the employees have good work life balance then, the organization will be more effective & successful.

Options	Yes	No	Total
Responses	18	2	20
Percentage	90%	10%	100%
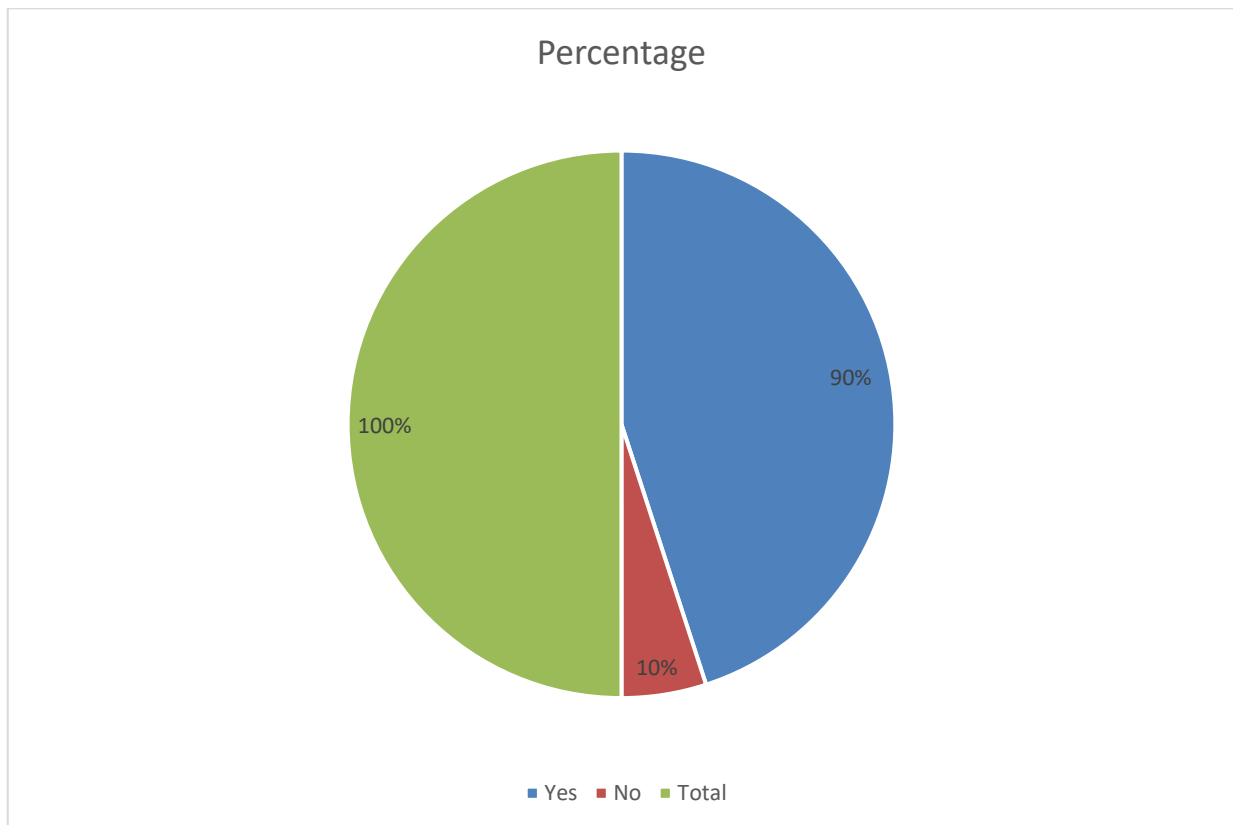
90% Employees have good work life balance the organization will be more effective & successful.

CHAPTER NO. 7
FINDINGS & SUGGESTION

FINDINGS

- Recruitment differs from company to company for each Product category.

- According to the survey, the company does utilize internet sites for the recruitment process and for finding the good talented candidate.
  (LinkedIn, Naukari)

- It is observed that the company is utilizing the job description in order to make screening process more efficient.

SUGGESTIONS

SUGGESTION From the above given data and findings, DYN Pabullum Agrovet and nutrition Pvt. Ltd. Nagpur branch following things for the more effectiveness of recruitment and selection process and HR policies:

- Recruitment shall be done by analyzing the job firstly which will make it easier and will be beneficial from the company's point of view.
- More emphasis should be given on internet and advertisement so that more and more candidates apply for the jobs and it will be easy to find the right employee among them.
- The recruitment and selection procedure should not be too lengthy and time consuming.
- Company should try to use the internal recruitment process first because it incurs less cost and acts as a motivational factor to the employees.
- Provide training to employees so that they get better knowledge, skills and attitude. Company should amend some parts of their HR policies for better effectiveness.

CHAPTER NO. 8

LIMITATION

LIMITATIONS OF THE STUDY

- The data was collected only on current working employees not employees who left the organization.

- The data was collected through questionnaire. The responds from the respondents may not be accurate. Employees are busy with their work schedule.

- The time period of the project is limited, hence the data cannot be generalized for the long term.

CHAPTER NO.9

CONCLUSION

CONCLUSION

1. From the study & analysis conducted on the particular topic of recruitment process it has been determine that recruitment process is one of the most important aspect of HR where the HR department is responsible to hire good and suitable talent as per the job requirement.

2. In order to find the right talent companies take help of internet sites like naukri.com & LinkedIn to short list candidates easily and efficiently.

3. After shortlisting the candidates the company conducts various types of interviews based on the requirement some of the types of interviews that are used by the company are 1. Online video interview 2. Group interview 3. Stress interview 4. Panel interview.

4. In order to find the good candidates the HR department should conduct personality test such as California Psychological Inventory (CPI) & Caliper Profile.

Bibliography

Bibliography

Company's Data

Website:

[www.dynpabulum.co](http://www.dynpabulum.com)

[m](http://www.dynpabulum.com)

Website:

www.indeed.com

http://www.dynpabulum.com

www.naukri.com

Annexure

Questionnaire

1) The hiring process helps in identifying the competence both visible (like knowledge, skill) and hidden aspect (like behavior, social role, self-image, and trait)?

2) E-recruitment (like portals, social websites) has become must to survive in the competitive market?

3) Is there any provision recruitment of summer trainees?

4) Is there any contract (bond) signed by employees while joining the organization?

5) Employer branding plays key role in more successful recruitment and retention of top talent?

6) Do you give special treatment to employees in order to give them comfortable work environment?

7) Corporate social responsibility can lead to attraction of employees towards the company?

8) Does the developmental activity helps the management in identifying, analyzing, forecasting and planning changes needed in company's HR area?

9) In selection process, do you think innovative techniques (likes stress level test, psychometrics test) should be adopted?

10) Do you have any system to calculate cost per recruitment?

11) Is there any provision for evaluation and control of recruitment process?

12) You feel branding of the organization contribute to the effective recruitment and selection process because of, Good working environment Good compensation and bonus structure Quality of workforce All the above.

13) In case if the contract which was sign by the employee at time of the joining then, if company will take any legal action?

14) Employees and Candidates are satisfied with the recruitment and selection policies of the company.

15) Employees have good work life balance the organization will be more effective & successful.