

# **SUMMER PROJECT REPORT**

## **“ANALYZING THE PROCESS OF RECRUITING AND SELECTION PROCESS”**

**Submitted to:**

**Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur**

**Submitted by:**

**Ms. Siddhi Tiwari**

**Company Guide:**

**Ms. Vinisha Dave**

**Faculty Guide:**

**Dr. Aniruddha Akarte**

**Department of Management Sciences and Research,  
G.S. College of Commerce & Economics, Nagpur  
NAAC Accredited “A” Grade Institution**



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## CERTIFICATE

This is to certify that the investigation described in this report titled **“Summer Project Report Title”** has been carried out by **Ms. Siddhi Tiwari** during the summer internship project. The study was done in the organisation, **DOMINANT INDUSTRIES**, in partial fulfillment of the requirement for the degree of Master of Business Administration of **R. T. M. Nagpur University, Nagpur.**

This work is the own work of the candidate, complete in all respects and is of sufficiently high standard to warrant its submission to the said degree.

The assistance and resources used for this work are duly acknowledged.

**Dr. Sonali Gadekar**  
**(Director)**

# CERTIFICATE



**DOMINANT  
INDUSTRIES**

**TO WHOMSOEVER IT MAY CONCERN**

This to certify that **Ms. Siddhi Keshari Tiwari** a student of MBA sem-II, Department of Management Science & Research, G. S College of Commerce & Economics, Nagpur has successfully completed her summer internship program in HR from 8th November 2021 to 27th December 2021 under our guidance. During the period of her internship she was found punctual, hardworking and inquisitive.

We wish her every success in life

Yours sincerely,  
For Dominant Industries



**Vinisha Dave**  
Head- Human Resources



+9195112 03401  
+9177740 20253



[www.dominantindustries.in](http://www.dominantindustries.in)  
[les@dominantindustries.in](mailto:les@dominantindustries.in)



B-  
24, Pavna Industrial Complex, Bho  
sari, Pune - 411026

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**Ms. Siddhi Tiwari**

**(Name and Signature of the Student)**

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# **INTRODUCTION**

## **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 is 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 organization 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 organisation 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 organisation/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 organisation will not be possible if unsuitable persons are selected and employment in a business.

## RECRUITMENT



### Meaning

Recruitment means to estimate the available vacancies and to make suitable arrangements for their selection and appointment. Recruitment is 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 source 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 to apply for jobs in the organization."

## **Need for recruitment**

The need for recruitment may be due to the following reasons / situation:

- a) Vacancies due to promotions, transfer, retirement, termination, permanent disability, death and labour turnover.
  
- b) Creation of new vacancies due to the growth, expansion and diversification of business activities of an enterprise. In addition, new vacancies are possible due to job specification.

## **Purpose and importance of Recruitment:**

1. Determine the present and future requirements of the organization of conjunction with its personnel-planning and job analysis activities.
2. Increase the pool of job candidates at minimum cost. 3. Help increase the success rate of the selection process by reducing the number of visibly under qualified or overqualified job applicants.
4. Help reduce the probability that job applicants, once recruited and selected, will leave the organization only after a short period of time.
5. Meet the organization's legal and social obligations regarding the composition of its work force. Appropriate candidates.
6. Begin identifying and preparing potential job applicants who will be
7. Increase organizational and individual effectiveness in the short term and long term.
8. Evaluate the effectiveness of various recruiting techniques and sources for all types of job applicants.
9. Recruitment is a positive function in which publicity is given to the job available in the organization and interested candidates are encouraged to submit applications for the purpose of selection.



## **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.

1. Planning.
2. Strategy development.
3. Searching.
4. Screening.
5. Evaluation and control.

### **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 Programme 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 be informed about job openings. The type of people depends on the tasks and responsibilities involved and the qualifications and experience 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 labour 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 less skilled employees and invest on training and education programmes, or they can hire skilled labour 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 wide 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 and
- 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 its 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 receipt in response to advertisements is screened and only eligible applicants are called for an interview. A selection committee comprising the Vicechancellor, 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.

## **SOURCES OF RECRUITMENT**

<b>INTERNAL SOURCES</b>	<b>EXTERNAL SOURCES</b>
1) Promotion	1) Campus Recruitment
2) Transfer	2) Press Advertisement
3) Internal Notification	3) Management Consultancy Services
4) Retirement	4) Deputation of personnel on transfer from one enterprise to another
5) Internal Employee	5) Walk-ins, write-ins, talk-ins

The sources of recruitment can be broadly categorized into internal and external sources

### **1) INTERNAL RECRUITMENT:**

Internal recruitment seeks applicants for positions from within the company. The various internal sources include:

#### **Promotions and Transfers:**

Promotion is an effective means using job posting and personnel records. Job posting requires notifying vacant positions by posting notices, circulating publications or announcing at staff meetings and inviting employees to apply. Personnel records help discover employees who are doing jobs below their educational qualifications or skill levels. Promotions has many advantages like it is good public relations, builds morale, encourages competent individuals who are ambitious, improves the probability of good selection since information on the individual's performance is readily available, is cheaper than going outside to recruit, those chosen internally are familiar with the organization thus reducing the orientation time and energy and also acts as a training device for developing middle-level and top-level manager.

### Employee referrals

Employees can develop good prospects for their families and friends by acquainting them with the advantages of a job with the company, furnishing them with introduction and encouraging them to apply. This is a very effective means as many qualified people can be reached at a very low cost to the company. The other advantages are that the employees would bring only those referrals that they feel would be able to fit in the organization based on their own experience. In this way, the organization can also fulfill social obligations and create goodwill.

### Former Employees:

These include retired employees who are willing to work on a part-time basis, individuals who left work and are willing to come back for higher compensations, Even retrenched employees are taken up once again. The advantage here is that the people are already known to the organization and there is no need to find out their past performance and character.

### Dependents of deceased employees:

Usually, banks follow this policy. If an employee dies, his/her spouse or son or daughter is recruited in their place. This is usually an effective way to fulfill social obligation and create goodwill.

### Recalls:

When management faces a problem, which can be solved only by a manager who has proceeded on long leave, it may be decided to recall that person after the problem is solved, his leave maybe extended.

### Retirements:

At times, management may not find suitable candidates in place of the one who had retired, after meritorious service. Under the circumstances, management may decide to call retired managers with new extension.

## **2) EXTERNAL RECRUITMENT:**

External recruitment seeks applicants for positions from sources outside the company. They have outnumbered the internal methods. The various external sources include

Professional or Trade Associations:

Many associations provide placement service to its members. It consists of compiling job seeker's lists and providing access to members during regional or national conventions. Also, the publications of these associations carry classified advertisements from employers interested in recruiting their members. These are particularly useful for attracting highly educated, experienced or skilled personnel.

Advertisements:

It is a popular method of seeking recruits, as many recruiters prefer advertisements because of their wide reach. Want ads describe the job benefits, identify the employer and tell those interested how to apply. Newspaper is the most common medium but for highly specialized recruits, advertisements may be placed in professional or business journals.

Advertisements must contain proper information like the job content, working conditions, location of job, compensation including fringe benefits, job specifications, growth aspects, etc.

Campus Recruitments:

Colleges, universities, research laboratories, sports fields and institutes are fertile ground for recruiters, particularly the institutes. Campus Recruitment is going global with companies like HLL, Citibank, HCL-HP, ANZ Grindlays, L&T, Motorola and Reliance looking for global markets. Some companies recruit a given number of candidates from these institutes every year. Campus recruitment is so much sought after that each college; university department or institute will have a placement officer to handle recruitment functions.

However, it is often an expensive process, even if recruiting process produces job offers and acceptances eventually.

Walk-ins, Write-ins and Talk-ins:

The most common and least expensive approach for candidates is direct applications, in which job seekers submit unsolicited application letters or resumes. Direct applications can also provide a pool of potential employees to meet future needs. From employees' viewpoint, walk-ins are preferable as they are free from the hassles associated with other methods of recruitment. While direct applications are particularly effective in filling entry level and unskilled vacancies, some organizations compile pools of potential employees from direct applications for skilled positions. Write-ins are those who send written enquiries. These job seekers are asked to complete application forms for further processing. Talk-ins involve the job aspirants meeting the recruiter (on an appropriate date) for detailed talks. No application is required to be submitted to the recruiter.

#### Consultants:

They are in this profession for recruiting and selecting managerial and executive personnel. They are useful as they have nationwide contacts and lend professionalism to the hiring process. They also keep prospective employer and employee anonymous. However, the cost can be a deterrent factor.

#### Head Hunters:

They are useful in specialized and skilled candidate working in a particular company. An agent is sent to represent the recruiting company and offer is made to the candidate. This is a useful source when both the companies involved are in the same field, and the employee is reluctant to take the offer since he fears, that his company is testing his loyalty.

#### Radio, Television and Internet:

Radio and television are used to reach certain types of job applicants such as skilled workers. Radio and television are used but sparingly, and that too, by government departments only. However, there is nothing inherently desperate about using radio and television. It depends upon what is said and how it is delivered. Internet is becoming a popular option for recruitment today. There are specialized sites like naukri.com.

# **SELECTION:**

Selection process is a decision making process. This step consists of a number of activities. A candidate who fails 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 organisational 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 organisation will get quality performance of employees. Moreover, organisation will face less absenteeism and employee turnover problems. By selecting right candidate for the required job, organisation 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.

The difference between recruitment and selection:

Recruitment is identifying n encouraging prospective employees to apply for a job and Selection is selecting the right candidate from the pool of applicants.

## **SELECTION PROCESS:**

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

1. Preliminary test
2. Selection test
3. Employment interview



4. Reference and background
5. Analys
6. Selection decision
7. Physical examination
8. Job offer
9. Employment contract

### **Step-1**

#### **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 is, eliminate of 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's ability, aptitude and personality.

The following are the type of tests taken:

1. Ability test
2. Aptitude test
3. Intelligence test
4. Interest test
5. Personality test
6. Projective test

7. General knowledge test
8. Perception test
9. Graphology test
10. Polygraph test
11. Medical 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, managerial and professional employees.

Types of interview: -

Interviews can be of different types. There are interviews employed by the companies

Following are the various types of interview:

1. Informal interview
2. Formal interview
3. Non directive interview
4. Depth interview
5. Stress interview
6. Group interview
7. Panel interview
8. Sequential interview
9. Structured interview
10. Unstructured interview
11. Mixed interview
12. Telephonic 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 on 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 labour market is very tight, organisations sometimes hire applicants before checking references.

**Step-5****SELECTION DECISION:**

After obtaining information through the preceding steps, selection decision- the most critical 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 pass the tests, interviews and reference checks.

The view of the line manager will be generally considered in the final selection because it is 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 to 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 appointment. Such a letter generally contains a date by which the appointee must report on duty. The appointee must be given reasonable time for reporting. This is particularly necessary when he or she is already in employment, in which case the appointee is required to obtain a relieving 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.

## **STEP 8:**

### **CONTRACT OF EMPLOYMENT:**

There is also a need for preparing a contract of employment. The basic information that should be included in a 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. Duties, including a phrase such as "The employee will perform such duties and will be responsible to such a person, as the company may from time to time direct".
3. Date when continuous employment starts and the basis 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 shifts arrangements.
6. Holiday arrangements:
  7. Paid holidays per year.
  8. Public holidays.
9. Special terms relating to rights to patents 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 organisation, 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-more sensitive one reassuring those candidates who have not selected, not because of any serious deficiencies their personality, but because their profile did not match the requirement of the organisation.

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 organisation 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 base for actual selection. Selection is next to recruitment. It is out of candidates 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 different sources Selection is a lengthy process. It involves scrutiny of applications, giving tests arranging interviews and medical examination.
7. In recruitment services of expert is not required Whereas selection, services of expert is required .
8. Recruitment is not costly. Expenditure is required mainly for advertising the posts. Selection is a costly activity, as expenditure is needed for testing candidates and conduct of interviews.

## **WHY I HAVE CHOSEN THIS TOPIC?**

I opted for this particular topic named "Recruitment & Selection" because recruitment and selection procedures have taken a dramatic change in the industry. Human resource is responsible for giving birth to human embalmers. The core function of an organization is Recruitment and Selection because the organization doesn't want to be a bad recruiter by selecting manpower that might have the potential to spoil the long earned goodwill or corporate image and also incur heavy recruitment costs on them.

Recruitment refers to the process of attracting, screening, and selecting qualified people for a job at an organization or firm. For some components of the recruitment process. mid- and large-size organizations often retain professional recruiters or outsource some of the process to recruitment agencies. It is the process to discover sources of manpower to meet the requirement of staffing schedule and to employ effective measures for attracting that manpower in adequate numbers to facilitate effective selection of an efficient working force. The main objective of the recruitment process is to expedite the selection process.

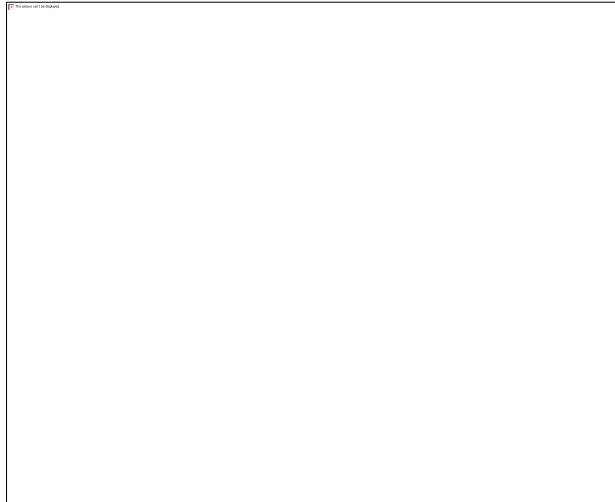
Selection on the other hand, is the process of picking individuals who have relevant. qualifications to fill jobs in an organization. The purpose of selection is to pick up the most suitable candidate who would meet the requirements of the job in an organization best, to find out which job applicant will be successful, if hired. To meet this goal, the company obtains and assesses information about the applicants in terms of age, qualifications, skills, experience, etc. the needs of the job are matched with the profile of candidates,

However, Recruitment is an important part of an organization's human resource planning and their competitive strength. Competent human resources at the right positions in the organization are a vital resource and can be a core competency or a strategic advantage for it. The objective of the recruitment process is to obtain the number and quality of employees that can be selected in order to help the organization to achieve its goals and objectives. With the same objective, recruitment helps to create a pool of prospective employees for the organization so that the management can select the right candidate for the right job from this pool.

Thus, I would like to conclude that from my project I have definitely understood that employee recruitment & selection is the basics of an organization.

# COMPANY PROFILE

## DOMINANT INDUSTRIES



Established in year 2000, Dominant Industries is a Manufacturer, Wholesaler and Trader of high quality fastenings like nuts, bolts, Washers, Circlips, Pins, keys, Threaded rods etc., Face Mask, Air Sterilizer( only during covid-19 lockdown) , and more. These products are manufactured from high quality material that is procured from well-known vendors. The offered products can be customized as per the specification provided by our customers. Under the skillful direction and direction of our Proprietor, Mr. Bharat Dave (Proprietor), we are able to achieve the maximum fulfillment of our clients. His abundant knowledge and experience also helps us to position ourselves as a reputed name in this field.

We are the leading Fasteners Manufacturers, Fasteners Suppliers & Fasteners Exporters based in Pune (India) known as Dominant. Our mission is to provide the fasteners of your choice to the highest quality standards and on the fastest delivery possible, all at a price that will keep your costs down to an absolute minimum.

Our product ranges includes Mild Steel, Stainless Steel and Brass Nuts, Bolts, Washers, Circlips, Pins, Keys, Studs, Threaded rods, etc. Our Product act as a dependable mechanical joining system, providing high load-distributing anchorages for various designs of metal assembly as well as many other substrates that require secure and reliable assembly.

Dominant Industries in Pune is known to satisfactorily cater to the demands of its customer base. It stands located at B-24, Pavana Industrial Premises, Midc, Bhosari, Bhosari Midc-411026. It has earned



stamps like Jd Verified, Jd Pay substantiating the credentials of the business. The business strives to make for a positive experience through its offerings.

Customer centricity is at the core of Dominant Industries in Pune and it is this belief that has led the business to build long-term relationships. Ensuring a positive customer experience, making available goods and/or services that are of top-notch quality is given prime importance. It is one of the players in Stud Bolt, Flange Nut, Metal Nut, Cutting Tool, Threaded Rods to name a few.

India's leading B2B market place, Jd Mart ensures engaging in business activities is a seamless process for small and medium enterprises as well as large businesses. In a wake to enable these businesses to reach their audience, this portal lets them showcase their offerings in terms of the products and/or services through a digital catalogue. This business has a wide range of product offerings and the product/catalogue list includes Threaded Rods, Special Nuts, Stud Bolts, Projection Welding Stud (Threaded), CD Weld Studs etc. Kindly scroll up for the address and contact details of Dominant Industries in Pune.

Our product ranges includes Mild Steel, Stainless Steel and Brass Nuts, Bolts, Washers, Circlips, Pins, Keys, Studs, Threaded rods, etc. Our Product act as a dependable mechanical joining system, providing high load-distributing anchorages for various designs of metal assembly as well as many other substrates that require secure and reliable assembly.

## **INDUSTRIAL FASTENERS**

Industrial fasteners are hardware that are used to hold materials together. This category is incredibly broad; over 500,000 types of hardware fall under the fastener umbrella. Across industrial and commercial settings, fasteners are used in literally thousands of applications. They do everything from holding cars together, to connecting building structures, to securing orthopedic implants.

Some of the many settings in which we find and use fasteners include furniture, building construction, household appliances, military and defense, automotive manufacturing, HVAC, surgery, aerospace, and security.

Industrial Fasteners consist of a wide category of tools used to connect parts permanently or temporarily. Some of the fasteners we are familiar with are bolts, nuts, screws, flanges, rivets,

and hinges. In industries such as automotive, aerospace, oil and gas refineries, and chemical processing plants, standards for fasteners are of utmost importance. Safety and quality should be observed at all times.

## **HISTORY OF FASTENERS**

The tale of the fastener is, as they say, a tale as old as time. We don't know when humans first invented fasteners, but we are fairly confident that the screw fastener was invented by the ancient Egyptians.

After that, the Greeks helped move the mechanics of fasteners along rapidly. In approximately 400 BC, a Greek named Archytas of Tarentum invented the first screw threads used in the western world. Close to 200 years later, the Greek mathematician Archimedes invented the screw principle. Along with it, he designed the first wooden water screws, which he used to remove dirty bilge water from ships and irrigate farms. Another important early use of the screw was mechanical pressing; with it, Greeks and Romans pressed grapes and olives for grape juice and olive oil, respectively. Most of our knowledge on this comes from artifacts. For example, when excavating Pompeii, the great city that was wiped out by a volcano in 79 AD, archaeologists found that people of that time screwed together the joints of many medical instruments. The first work to mention the screw did not come until the 1st century AD. This work was *Mechanica*, written by Heron of Alexandria.

Fast forward several hundred years, Europeans didn't really use metal fasteners until Johann Gutenberg used them as a component of his famous printing press. After that, artisans gradually began using them more and more. Examples of 15th century metal screw applications include armor assembly and clock making. Later, Leonardo da Vinci imagined the future of fastener production when he sketched a number of screw-cutting machine designs. In 1560, a Frenchman named Jacques Besson built his own version of the screw cutting, or screw threading, machine. His machine screw cutter met success, and soon after, ingeniously, he designed screw cutting plates that users could attach to old lathes.

In the 1700s, engineers and manufacturers began gaining access to technology and ideas that allowed them to begin to mechanize their machines. For example, in 1750 Antoine Thiout integrated a screw drive into the lathe, which changed them from manual to semi-automatic machines.

One of the most important contributions to the industrial fastener industry was the introduction of standards organizations. For example, in the 1870s, several people formed the US Standard Thread. Next, a group of engineers formed the Society of Automotive Engineers (SAE), which continues to issue fastener standards to this day. Early standards organizations took it upon themselves to create uniform design recommendations and quality standards, which made it much easier for consumers to get matched with the equipment they needed.

During the 20th century, manufacturers made many new industrial fastener designs, such as the self-drilling screw design in the '60s and started using many more materials than ever before. For example, in the last 20 years or so, fastener manufacturers have begun using nickel-based alloy fasteners, which can withstand much higher temperatures than steel. Fastener manufacturers today have access to better equipment, better technology, like CNC machines, and more resources than their predecessors could have imagined. Fastener supply is incredibly diverse. We expect great things from the industrial fastener industry in the future.

## **WHOLESALEERS**

A wholesaler is a company or individual that purchases great quantities of products from manufacturers, farmers, other producers, and vendors. Wholesalers store them in warehouses and sell them on to retailers (shops and stores) and businesses.

Wholesalers are the merchant middlemen who sell mainly to retailers, other merchants, commercial, industrial, or institutional users. They buy principally for resale or business use.

The wholesaler's business model is based on being the intermediary – the go-between. They operate between a product's manufacturer and other businesses that want to sell that product.

According to Collins.Dictionary.com, a wholesaler is:

“A wholesaler is a person whose business is buying large quantities of goods and selling them in smaller amounts, for example to shops.”

Wholesalers focus on B2B rather than B2C. B2B stands for business-to-business, i.e., one company selling to another company. B2C stands for business-to-consumer. Retailers, for example, focus on B2C.

# The Widget Wholesaler



As this image illustrates, the widget wholesaler (fictitious) buys in huge quantities – in bulk – from the widget producer. It sells – in smaller batches – to hundreds of widget shops across the country. Consumers walk into the shops and buy single widgets.

## TRADERS

A trader is an individual who engages in the buying and selling of financial assets in any financial market, either for themselves or on behalf of another person or institution. The main difference between a trader and an investor is the duration for which the person holds the asset. Investors tend to have a longer-term time horizon, while traders tend to hold assets for shorter periods of time to capitalize on short-term trends.

Traders are individuals who engage in the short-term buying and selling of an equity for themselves or an institution.

Among the drawbacks of trading are the capital gains taxes applicable to trades and the costs of paying multiple commission rates to brokers.

Traders can be contrasted with investors, who seek long-term capital gains rather than short-term profits.

## What Dominant Industry known for?

Dominant Industry are divided into three parts:

1. Manufacturing spare parts of vehicles
2. Import and export of nuts, bolts, screw, washers, studs ,pin keys etc.
- 3.Face masks, Air sterilizers ( only during covid-19 lockdown) .

### FEATURED PRODUCTS

#### 1.Screws (Machine screw & self-tapping screw)

Screws are an extremely broad category of externally threaded fasteners. In general, they feature a spiral shaped thread shaft and a head. Since they feature a head, they do not need any other hardware to stay in place.



#### 2.M.S. (Plain or Galv.) | Zinc | Stainless steel | Brass

##### Nuts & Bolts

A nut is a small metal object with a hole in the middle that has a corrugated hole. These curved holes are known as threads. Nuts are used as a fastening device. It is important to note that evens though nuts are used as a fastening device, they cannot be used without bolts. To understand this, we have to understand the shape of walnuts. The outer part of its body can be shaped either way, but it is mostly hexagonal cap or circular in shape.



Bolts are metal objects consisting of a cylindrical trunk with grooves such as grooves that are similar to the grooves present inside a nut. In addition to this threaded stem, there is also a forward current, which helps hold the fasten together. As stated in the paragraph above, a bolt goes into a hole in a circular thread of a nut, where the bolt grooves fit perfectly with the nut grooves. Then, at rotational speed, the bolt nut is able to move the bolt up and over.

### 3.M.S. (Plain or Galv.) | Zinc | Stainless steel | Brass

#### Washers



A washer is a thin plate (typically disk-shaped, but sometimes square) with a hole (typically in the middle) that is normally used to distribute the load of a threaded fastener, such as a bolt or nut. Other uses are as a spacer, spring (Belleville washer, wave washer), wear pad, preload indicating device, locking device, and to reduce vibration (rubber washer).

Washers are usually metal or plastic. High-quality bolted joints require hardened steel washers to prevent the loss of pre-load due to brinelling after the torque is applied. Washers are also important for preventing galvanic corrosion, particularly by insulating steel screws from aluminium surfaces. They may also be used in rotating applications, as a bearing. A thrust washer is used when a rolling element bearing is not needed either from a cost-performance perspective or due to space restraints. Coatings can be used to reduce wear and friction, either by hardening the surface or by providing a solid lubricant (i.e. a self-lubricating surface).

### 4.M.S. (Plain or Galv.) | Zinc | Stainless steel | Brass

#### Pins & keys



Keys and pins are used to prevent relative rotary motion between machine parts intended to act together as one piece. If we drill completely through a hub and across the shaft, and insert a tightly fitted pin, any rotary motion of the one will be transmitted to the other, provided the pin does not fail by shearing off at the joint between the shaft and the hub. The shearing area is the sum of the cross-sections of the pin at the joint.

## 5. M.S. (Plain or Galv.) | Zinc | Stainless steel | Brass Stud bolts and threaded rods



Full threaded stud bolts are non headed bolts, these are in form of a rod and have threads from end to end. These stud bolts are generally provided with double nuts and often with 4 nuts depending upon the application and requirements of the project or customer. Additionally washers can also be provided along with these stud bolts. These stud bolts are manufactured by us in carbon steel and stainless steel.

Popular carbon steel grades include A 193 and A 320. Grades include 8.8, 10.9, B7, B7M, L7, L7M, B8, B8M Class 1 and Class 2. The requirements for these are mentioned in the American standard A 193 and A 320.

## 6.M.S. (Plain or Galv.) | Zinc | Stainless steel Welding studs (Plain & threaded)

Stud welding is a technique similar to flash welding where a fastener or specially formed nut is welded onto another metal part, typically a base metal or substrate. The fastener can take different forms, but typically fall under threaded, unthreaded, or tapped. The bolts may be automatically fed into the stud welder.



## 7.Face Masks and sterilizers ( during lockdown)



During the COVID-19 pandemic, face masks, such as surgical masks and cloth masks, were employed as a public and personal health control measure against the spread of SARS-CoV-2. In community and healthcare settings, their use is intended as source control to limit transmission of the virus for personal protection to prevent infection.[1] Properly worn masks both limit the respiratory droplets and aerosols spread by infected individuals and help protect healthy individuals from infection.[2]

Sterilization refers to any process that removes, kills, or deactivates all forms of life (particularly microorganisms such as fungi, bacteria, spores, and unicellular eukaryotic organisms) and other biological agents such as prions present in or on a specific surface, object, or fluid.[1] Sterilization can be achieved through various means, including heat, chemicals, irradiation, high pressure, and filtration. Sterilization is distinct from disinfection, sanitization, and pasteurization,

in that those methods reduce rather than eliminate all forms of life and biological agents present. After sterilization, an object is referred to as being sterile or aseptic.

## **VISION**

To become one of the preferential selections of our clients, we are working in a keen way right from our establishment in this industry. To exceed our customers expectations in quality, delivery, and cost through continuous improvement and customer interaction.

## **MISSION**

We are the leading Fasteners Manufacturers, Fasteners Suppliers & Fasteners Exporters based in Pune (India) known as Dominant. Our mission is to provide the fasteners of your choice to the highest quality standards and on the fastest delivery possible, all at a price that will keep your costs down to an absolute minimum.



## **RECRUITING FOR**

- Accounting Manager
- Manager Head
- Production Manager
- HR Manager
- Operations Manager
- Labours

## **RECRUITING PROCESS FOR MANAGERS**

- Job posted on LinkedIn and Naukri. Com
- Referrals
- Walk ins

## **RECRUITING PROCESS FOR LABOURS**

- Walk ins
- Referrals

# KEY STRENGTHS

## Quality Assurance

All the products, manufactured by us, are as per British standard, Indian standard, DIN STD, etc. Our entire range of products goes through stringent quality control mechanism where they are checked and calibrated with Ring & Plug Gauges, Micrometer, Vernier Calipers & Slip Gauges, etc. They are also checked and approved by various agencies for quality and performance.

## Infrastructure

We have a strong infrastructural base, which has the largest fastener manufacturing facility in central India. Our manufacturing unit is well equipped with all the modern machineries required in the art of manufacturing. Our in bound technical process assists us in manufacturing products that can match various quality standards.

## Client Satisfaction

Our company takes our customers as the best judge because they are the one who are driving us ahead. Customers always show us the right picture of our product performance. We always try to give better than what our customer expects from us. We always ask our customers how we can serve them the best.

## Competitive Cost

Our company is an ISO 9001:2008 certified. We maintain Quality of our products as well as cost. we never compromise with products in relation to quality as quality products are our company's back bone. we provide very competitive rates to our reputed customers with 100% customer satisfaction.

## Clientele

Our company serves numerous clients in India including some reputed names as well. Our Fasteners are extensively recognized throughout the country. Our company's Nuts, bolts, screws, washers, pins, keys, stud bolts, threaded rods & Wire Components. are used in various infrastructure machineries and parts.

Today, Dominant is one of the leading manufacturer & supplier of nuts, bolts, washers and screws in INDIA. Our company unit is well - organized & well-equipped with latest machinery and modern Engineering situated at Rajkot & Pune. The company has a good number of customers, both in the domestic and international markets.

## **TERMINOLOGIES**

- MANPOWER
- MANUFACTURE
- HUMAN RESOURCE
- LABOUR

## **OBJECTIVE OF THE STUDY**

By doing the tasks given by HR manager,, my participation in this internship will allow me to explore different work environments and organizational cultures, learn to interact with diverse personalities, and assist me in determining if I am well-suited to career opportunities in this field:

Job analysis: Write or update job discription, perform job analysis interview.

Selection: Help design a selection system, Participate in job interviews.

Benefits: Educate employees about training, maintain information on labours benefit etc.

Problem solving: Take a part in problem solving and try to find out solutions.

Creativity: Doing things a new way and finding new things to do.

Personal development: Developing personal habits or a social skill to deal better with work situations.

## **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:

- 1.To study the fact about the DOMINANT as a Group.
2. To analyses the recruitment policy of the organization.
3. To Understand and analyze various HR factors including recruitment procedure at DOMINANT.
4. To suggest any measures/recommendations for the improvement of the recruitment procedures.
5. It extends to the whole Organization. It covers corporate office, sites and works appointments all over India.
6. It covers workers, Clerical Staff, Officers, Jr. Management, Middle Management and Senior Management cadres.

## **NEED OF THE STUDY**

- Provides information about the performance ranks, basis on which decision regarding salary fixation, confirmation, promotion, transfer and demotion are taken.
- Provide feedback information about the level of achievement and behaviour of subordinate this information helps to review the performance of the subordinate, rectifying performance deficiencies and to set new standards of work, if necessary.
- Provide information to diagnose deficiency in employee regarding skill, knowledge, determine training and developmental needs and to prescribe the means for employee growth provides information for correcting placement.

## **CONTRIBUTION DURING SIP**

### **1. HUMAN RESOURCE PROCESS AT DOMINANT INDUSTRIES**

Each organization works towards the realization of one vision. The same is achieved by formulation of certain strategies and execution of the same, which is done by the HR department. At the base of this strategy formulation lie various processes and the effectiveness of the former lies in the meticulous design of these processes. But what exactly are and entails these processes? Let's read further and explore.

The following are the various HR processes:

1. Human resource planning (Recruitment, Selecting, Hiring, Training, Induction, Orientation, Evaluation, Promotion and Layoff).
2. Employee remuneration and Benefits Administration
3. Performance Management.
4. Employee Relations.

The efficient designing of these processes apart from other things depends upon the degree of correspondence of each of these. This means that each process is subservient to other. You start from Human resource Planning and there is a continual value addition at each step. To exemplify, the PMS (performance Management System) of an organization like Infosys would differ from an organization like Walmart.

### **2. ACTUAL WORK DONE BY ME:-**

**Important Points to Remember during Internship:-**



- Own Classroom on Google Meet for labours training introduction
- **Working Hours:-** 5 hrs. per day (Flexible)
- **Working Day:-** 6 days
- **Platform for Discussion:-** Discord App, Google Meet and Zoom Meeting
- **Query /Problem Coordinator** role was performed by me.
- Managing documents and files also done by me.

1. Attending Interview of Managers and labours online on google meet.
2. Preparing offer letter for (Managers).
3. Employee Verification and Labours verification done by me.
4. Giving Training introduction to labours on google meet.
5. Meeting and training schedule was made by me.
6. Problems of Employees and labours regarding work and other issues solved by me etc.

### **3. LEARNING POINT AT DOMINANT INDUSTRY**

1. **NEW MACHINERY:** Gain a knowledge of machineries used in manufacturing of fasteners. Double head laser cutting machine, Double head cutting saw machine, Bench disk Sander, Circular blade Machine, Abrasive Water Jet Cutting Machine, Electric Portable Wood Sander blue, Automatic Reaming machine, etc.

**2.FILE MANAGEMENT:-** if we take new joining of a candidate in our organization filling management/procedure is an important part of it. Document are arrange according to the checklist into the file. If all the document are completed file are also completed.

**2. RESUME SHORTLISTING:** Screening resumes usually involve a three step process based on role minimum and preferred qualification. Both types of qualifications should related to on the job performance and are ideally captures in the job description.

The qualities are include are as follows:

1. Work experience
2. Education
3. Skill and knowledge
4. Personality traits
5. Competencies

**4.INTERVIEW PROCEDURE:** In a DOMINANT INDUSTRY interview procedure or process are completed in two rounds which are

**TECHNICAL ROUND:-** In a DOMINANT INDUSTRY for interview first round is technical round in this. Essential its an interview to assess your technical ability usually related to the technical knowledge required for the role of organization you wish to work for. In DOMINANT INDUSTRY interview is conducted face to face.

**HR ROUND:** In DOMINANT INDUSTRY first round is done then HR round came into a picture. A candidate here to suppose that to given a brief introduction answer a few HR interview question and answer about their job role or career and in the end discuss salary perk, benefits, deductions, company rules and regulations conduction with the HR person.

**5.ON BOARDING ACTIVITY:** In job DOMINANT INDUSTRY boarding activity introduces for new hired employees for explaining the important components of the job like corporate culture, values, resources and people and given them some other training according to the post are like

- Pre-training
- Induction
- Joining report
- Medical test

**6.SELECTION PROCEDURE:** Last part selection procedure in this two things are covers which are:

- verification
- Review all

### **LIMITATIONS**

The study is subjected to the following limitations

- The study is based on the data provided by the company statements so, the limitations of the company's employees remaining are equally applicable.
- In some cases data is collected from the companies past records.
- Sample constraint.
- Time constraint.
- Respondents did not take the questionnaire method seriously
- Respondents were very much reluctant in answer the question.
- Due to the COVID-19 pandemic internship was conducted online i.e. Work From Home.
- Unable to observe candidates non-verbal skills properly due to virtual mode.
- Due to Virtual mode some queries was not solved properly.
- Some desired information could not be collected due to confidentiality of business.

## RESEARCH METHODOLOGY

Research is an organized and systematic way of finding answers to questions.

SYSTEMATIC because there is a definite set of procedures and steps which you will follow. There are certain things in the research process which are always done in order to get the most accurate results.

ORGANIZED because there is a structure or method in going about the research. It is a planned procedure, not a spontaneous one. It is focused and limited to a specific scope,

FINDING ANSWERS is the end of all research. Whether it is the answer to a hypothesis or even a simple question, research is successful when we find answers. Sometimes the answer is no, but it is still an answer.

QUESTIONS are central to research. If there is no question, then the answer is of no use.

Research is focused on relevant, useful, and important questions. Without a question, research has no focus, drive, or purpose.

RESEARCH is a careful investigation or inquiry especially through search for new facts in any branch of knowledge.

## **METHODOLOGY OF STUDY:**

The project is a systematic presentation consisting of the enunciated problem, formulated hypothesis, collected facts of data, analyzed facts and proposed conclusions in form of recommendations.

The data has been collected from both the sources primary and secondary sources.

## **DATA COLLECTION:**

### **Primary Data:**

Primary data was collected through survey method by distributing questionnaires to employees. The questionnaires were carefully designed by taking into account the parameters of my study.

### **Secondary Data:**

Data was collected from web sites, going through the records of the organisation, etc. It is the data which has been collected by individual or someone else for the purpose of other than those of our particular research study. Or in other words we can say that secondary data is the data used previously for the analysis and the results are undertaken for the next process

## **FINDINGS**

1. In my findings, I found that the labour which work in a DOMINANT INDUSTRY came from different cities like UP, Bihar, Ahemdabad, Maharashtra etc. these workers are not experienced and well educated and don't know how to operate machines trainings are given but the duration are short like ( 4-5 days) which is not sufficient.
2. In my finding, I found that there was a language barrier too as all are from different cities.
3. Working environment of DOMINANT INDUSTRY is very friendly and all the employees are helpful.
4. I also found that everyone is given a proper training.
5. It was also found that the, according to the different project different labours and needs of the company also changes.
6. I have also found that labours are paid according to the working hours.

## **CONCLUSION**

- Policies adopted by DOMINANT INDUSTRY are transparent, legal and scientific.
- Recruitment is fair.
- The recruitment should not be lengthy.
- To some extent a clear picture of the required candidate should be made in order to search for appropriate candidates. Most of the employees were satisfied but changes are required according to the changing scenario as recruitment process has a great impact on the working of the company as a fresh blood, new idea enters in the company.



## **SUGGESTION**

1. I would like to suggest to increase the training duration of labour.
2. For Managers Communication, personal and technical skills need to be tested.
3. Time management is very essential and it should not be ignored as a duration of training of labours are short they are wasting so much of time. As they are not able to understand the operating of machine properly.

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