

# **SUMMER INTERNSHIP PROJECT**

**“A STUDY ON THE PROCESS OF RECRUITING AND SELECTION  
PROCESS OF ICEICO TECHNOLOGIES PVT.LTD”**

**Submitted To:**

DMSR

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

(An Autonomous Institution)

**Affiliated to:**

Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.

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**NAAC Accredited “A” Grade Institution**



(Academic year 2022-23)

# CERTIFICATE



This is to certify that the investigation describes in this report titled “**The process of recruiting & selection process**” has been carried out by **Miss Payal Dhongadi** during the summer internship Project. This study was done in the organization of “**ICEICO Technologies Pvt. Ltd.**”, in partial fulfillment of the requirement for the degree of Master of Business Administration of G.S. College of Commerce & Economics (An Autonomous Institute) affiliated to R.T.M.N.U., Nagpur. This work is the own work of the candidate, complete in all respect and is to sufficiently high standard to warrant it’s submission to the said degree. The assistance and resources used for the work are duly acknowledged.

Prof.Leena Kapse  
(Faculty Guide)

Dr.Sonali Gadeka  
(MBA Co-ordinator)



## ICEICO Technologies Pvt. Ltd

CIN -U74999MH2017PTC303106

### Internship Certificate

Date: 02/11/2022

### TO WHOM IT MAY CONCERN

This is certifying that **Ms. Payal Arunrao Dhongdi** has successfully completed his **45 Days** Internship Program in **Management Trainee** starting from **Dt.: 16/09/2022** to **Dt.: 02/11/2022** at **ICEICO Technologies Pvt. Ltd.**

During this period we found him/her **sincere, hardworking, punctual, innovative** and passionate towards his work.

I wish all the best for his/her future.

Yours,

HR Manager

**ICEICO Technologies Pvt. Ltd.**

Nagpur



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## **ACKNOWLEDGEMENT**

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**Payal A. Dhongadi**

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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.

### **Process:**

Recruitment refers to the process of identifying and attracting job seekers so as to build a pool of qualified job applicants. The Recruitment 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 le 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 paymore 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 widerscope 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	Campus Recruitment
2) Transfer	Press Advertisement
3) Internal Notification	Management Consultancy Services
4) Retirement	Deputation of personnel on transfer from one enterprise to another
5) Internal Employee	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 may be 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 manager with new extension.

### **1) 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 ornationalconventions. Also, the publications of these associations carry classified advertisements fromemployers interested in recruiting their members. These are particularly useful for attractinghighly educated, experienced or skilled personnel.

#### **Advertisements:**

It is a popular method of seeking recruits, as many recruiters prefer advertisementsbecause 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 highlyspecialized recruits, advertisements may be placed in professional or business journals.

Advertisements must contain proper information like the job content, workingconditions, location of job, compensation including fringe benefits, job specifications, growthaspects, etc.

#### **Campus Recruitments:**

Colleges, universities, research laboratories, sports fields and institutes arefertile 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 involves the job aspirants meeting the recruiter (on an appropriated 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.

## 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 views, 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. These interviews are 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 pas 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- a 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.

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**

## **ICEICO Technologies Pvt. Ltd.**



ICEICO Technologies Private Limited is a Private incorporated on 19 December 2017. 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 involved in Business activities N.E.C.

ICEICO Technologies Private Limited's Annual General Meeting (AGM) was last held on 30 November 2021 and as per records from Ministry of Corporate Affairs (MCA), its balance sheet was last filed on 31 March 2021.

Directors of ICEICO Technologies Private Limited are Sagar Vijay Sitewar and Rajat salve.

ICEICO Technologies Private Limited's Corporate Identification Number is (CIN) U74999MH2017PTC303106 and its registration number is 303106. Its Email address is [sagar69sitewar@gmail.com](mailto:sagar69sitewar@gmail.com) and its registered address is Plot No. 91, Azamshah Layout Nagpur MH 440009 IN .

Current status of ICEICO Technologies Private Limited is - Active.

### **Company Overview**

ICEICO Technologies Pvt. Ltd. is a project-based organization that helps small and medium-sized businesses by providing them IT solutions and business consultancy. They deliver high-quality software that is tailored to your business needs. They have expertise in Web development, Android Application development, .NET development, Animation Creation and Business Consultancy. They are a customer-centric organization and they believe in enabling strong customer relations and enable your business to expand and engage with a larger set of audience.

### **MISSION OF THE COMPANY**

Our mission is to create 21000 employments in India and around 5 lakh employable professionals by 2022. Company has a core vision to help young professional to get trained with the latest industrial technologies and make them employable in the competitive market by giving them opportunities to work and learn in various ...

# **TERMINOLOGIES**

## **1) Onboarding**

Onboarding is the process and the tools in which an employee gains the necessary and required knowledge, skills, qualification and behaviours.

## **2) Talent Acquisition**

Certain vacancies sometimes require specific type of talent. The ability to hire the specific talent for a specific job is called talent acquisition.

## **3) Recruitment Timeline**

The process, step, and time required for completing the recruitment of one candidate is called recruitment timeline.

## **4) Candidate Management**

Candidate management refers to a systematic approach to attracting candidates, shortlisting interviews with the most capable applicants.

## **OBJECTIVE OF SIP**

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 employee 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 SIP**

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 ICEICO as a Group.
2. To analyses the recruitment policy of the organization.
3. To Understand and analyze various HR factors including recruitment procedure at ICEICO.
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.

## **NEED OF SIP**

- To know the requirement process in the organisation .
- To know the document required for the selection of employees
- To understand the work culture of it sector.
- How the interview process in the organisation

# **CONTRIBUTION DURING SIP**

## **1. HUMAN RESOURCE PROCESS AT ICEICO TECHNOLOGY COMPANY**

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?

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:-

- **Working Hours:-** 5 hrs. per day (Flexible)
- **Working Day:-** 6 days
- **Platform for Discussion:-** In the office
- Managing documents and files also done by me.

- **1<sup>st</sup> & 2<sup>nd</sup> Week**

- **Introduction & FILE MANAGEMENT**

Introduction about HR Management & thier company if we take new joining of a candidate in our organization filing 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.

- **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

- **3<sup>rd</sup> & 4<sup>th</sup> Week**

### **INTERVIEW PROCEDURE:**

In a ICEICO Company interview procedure or process are completed in two rounds which are

- **TECHNICAL ROUND:-** In ICEICO Company 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 ICEICO Company interview is conducted face to face.

- **HR ROUND:-** In ICEICO Company 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<sup>th</sup> & 6<sup>th</sup> Week**

- **ON BOARDING ACTIVITY**

In job ICEICO Company 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

- **SELECTION PROCEDURE**

Last part selection procedure in this two things are covers which are:

- Technical round
- Required knowledge
- HR Round
- Searching.
- Evaluation
- Required Education & Document

## **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

## **RESEARCH METHODOLOGY**

Research methodology simply refers to the practical “how” of any given piece of research. More specifically, it’s about how a researcher systematically designs a study to ensure valid and reliable results that address the research aims and objectives. Research methodology is the specific procedures or techniques used to identify, select, process, and analyze information about a topic. In a research paper, the methodology section allows the reader to critically evaluate a study’s overall validity and reliability. In other words, the methodology chapter should justify the design choices, by showing that the chosen methods and techniques are the best fit for the research aims and objectives, and will provide valid and reliable results.

the recruitment process is initiated on receiving a requisition in the prescribed format duly approved by the executive the requisition shall contain particulars of designation role and responsibilities reporting relationship qualification and experience required.

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:**

No primary data has been collected for this study.

### **➤ Secondary Data:**

Secondary data has been collected from existing employees and HR manger to identify the recruitment and selection procedure of a company.

## **FINDINGS**

1. In my study I found that HR manager firstly identify the requirement of manpower for the organisation.
2. Secondly I found that the manger decide pay roll which need to be offered to selected employees as per their knowledge and skills.
3. I also found that the, recruitment and selection policy is a document that summarizes the guiding principles requiding how an organization will conduct the overall recruitment and selection process.

## **SUGGESTION**

1. I would like to suggest to increase the training duration of employee.
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 employees are short they are wasting so much of time. As they are not able to understand the operating of machine properly.

## **CONCLUSION**

- Policies adopted by ICEICO Company 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.

## **BIBLIOGRAPHY**

1. <https://www.iceico.in>
2. <https://iceico-technologies-pvt-ltd.business>