

# **SUMMER INTERNSHIP PROJECT**

**“Study of Recruitment and Selection at Jaika Motors Pvt. Ltd.”**

**Submitted To:**

**DMSR**

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

**(An Autonomous Institution)**

**Affiliated To:**

**Rashtrashant Tukdoji Maharaj Nagpur University, Nagpur**

**Submitted By:**

**Ms. Vaishnavi Shalik Khade**

**Company Guide:**

**Mrs. Shalini Deogade**

**Faculty Guide:**

**Dr. Aniruddha Akarte**

**Department of Management Sciences and Research**

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

**NAAC Accredited “A” Grade Institution**



**Academic Year 2022-2023**

## **CERTIFICATE**


This is to certify that the investigation described in this report titled “**Study of Recruitment and Selection at Jaika Motors**” has been carried out by **Ms. Vaishnavi Shalik Khade**. During the summer internship project, the study was done in the organization **Jaika Motors Pvt. Ltd.**, in partial fulfillment of the requirement of the degree of Master of Business Administration of G. S. College of Commerce and Economics, Nagpur (An Autonomous Institute) Affiliated to R. T. M. Nagpur University, Nagpur.

This work is the own work of the candidate, complete in all respects and is of sufficient high standard to warrant its submission to the said degree. The assistance and resources used for .this work are duly acknowledged.

**Dr. Aniruddha Akarte**  
**(Faculty Guide)**

**Dr. Sonali Gadekar**  
**(MBA Co-ordinator)**

# Certificate

	<b>JAIKA MOTORS PVT. LTD.</b> Passenger Car Dealer	<b>TATA MOTORS</b> CIN No. : U50300MH1992PLC065232
	REGD. OFFICE : Jaika Building, Commercial Road, Civil Lines, Nagpur-440 001	
	Tel. : 0712-6731100	
	E-mail : salespcd@nagpur.jaika.com	

Date - November 17, 2022

EXPERIENCE CERTIFICATE

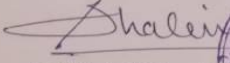
This is to certify that Ms. Vaishnavi Shalik Khade, the student of MBA from G. S. College of Commerce & Economics Nagpur, has completed her Internship Project in Human Resources specialization titled as:


**"Recruitment & Selection"**

Under guidance of Mrs. Shalini Deogade in our organization from 16<sup>th</sup> September 2022 to 31<sup>st</sup> October 2022 and has submitted the report successfully.

During her Training Period we found her hard working & efficient in work. We wish her all the Success in future endeavours.

FOR JAIKA MOTORS PVT. LTD.

  
MANAGER - HR



## **ACKNOWLEDGEMENT**

It is a matter of pride and privilege for me to perform a summer internship project in “**Jaika Motors Pvt .Ltd.**” and I am sincerely thankful to them for providing this opportunity to me.

I am thankful to **Mrs. Shalini Deogade** for guiding me through this project and continuously encouraging me. It would not have been possible to complete this project without her support.

I am also thankful to all the faculty member of Department of Management Sciences and Research, G. S. College of Commerce and Economics, Nagpur and particularly my mentor “**Dr. Aniruddha Akarte**” for helping me during the project.

I am thankful to the principle of G S College of Commerce and Economics, Nagpur “**Dr. N Y Khandait**” and the Dean of DMSR “**Mr.Anand Kale**”.

Finally, I am grateful to my family and friends for their unending support.

**Ms. Vaishnavi S. Khade**

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## Introduction

Human Resource Management was originally known as personnel or people management. In the past, its role was quite limited. Within any company or organization, HRM is a formal way of managing people. It is a fundamental part of any organization and its management.

The main responsibilities of the personnel department include hiring, evaluating, training, and compensation of employees. The human resources department deals with any issues facing the staff in their working capacity within an organization. HR is concerned with specific work practices and how they affect the organization's performance.

Today, Human Resources Management deals with:

- Anything related to managing people within a company or organization. This means decisions, strategies, principles, operations, practices, functions, activities, and the methods used to manage employees.
- The type of relationships people have in their places of employment and anything that affects those relationships in a positive or negative way.
- Ensuring that employees are satisfied with the conditions of their employment. This leads to better services and production of goods and helps the company's success.

When we talk about human resources in a business situation it means the workforce, i.e., the employees of a company and what skills and energy they bring. This includes any ideas, creativity, knowledge, and talents that employees bring with them and use to help the organization be successful. In other words, the resources a person has or the knowledge and experience developed over the years.

HRM focuses on bringing in (recruiting) new employees with new talents for the company and managing employees. Another function is to guide and help said employees by providing direction when necessary. In a large organization, with a lot of people, it is important to have a department that specifically focuses on staff issues. These issues are things like hiring, performance management, organizational development, training, occupational health and safety, motivation incentives, communication, workplace culture, and environment.

Human Resource Management (HRM) is an operation in companies designed to maximize employee performance in order to meet the employer's strategic goals and objectives. More precisely, HRM focuses on management of people within companies, emphasizing on policies and systems.

In short, HRM is the process of recruiting, selecting employees, providing proper orientation and induction, imparting proper training and developing skills.

## Introduction of Recruitment

Recruitment refers to the process of identifying, attracting, interviewing, selecting, hiring and on boarding employees. In other words, it involves everything from the identification of a staffing need to filling it.

Depending on the size of an organization, recruitment is the responsibility of a range of workers. Larger organizations may have entire teams of recruiters, while others only a single recruiter. In small outfits, the hiring manager may be responsible for recruiting. In addition, many organizations outsource recruiting to outside firms. Companies almost always recruit candidates for new positions via advertisements, job boards, social media sites, and others. Many companies utilize recruiting software to more effectively and efficiently source top candidates. Regardless, recruitment typically works in conjunction with, or as a part of Human Resources.

Recruitment is **the process of actively seeking out, finding and hiring candidates for a specific position or job**. The recruitment definition includes the entire hiring process, from inception to the individual recruit's integration into the company.

Recruitment is **a process of identifying, screening, short listing and hiring potential resource for filling up the vacant positions in an organization**. It is a core function of Human Resource Management. Recruitment is the process of choosing the right person for the right position and at the right time.





## Process of Recruitment

Recruitment is a core function of the Human Resource department. It is a process that involves everything from identifying, attracting, screening, shortlisting, interviewing, selecting, hiring, and on boarding employees.

The recruitment teams can be large or small depending on the size of an organization. However, in smaller organizations, recruitment is typically the responsibility of a recruiting manager.

Many organizations outsource their recruiting needs, while some companies rely exclusively on advertisements, job boards, and social media channels to recruit talent for new positions. Many companies of today, use recruitment software to make their recruitment process more effective and efficient.



### **Step 1: Preparing**

Once the job opening is approved internally, the recruiter contacts the hiring manager. This step is about gathering details about the open position. During the discussion, the recruiter has to gather information, like the required skills, roles, responsibilities, etc., and use this information to write a clear and inclusive Job description. Based on the job description, they can write the job posting.

## **Step 2: Sourcing**

Once the job description is ready, the next step is to start the sourcing. It refers to identifying and contacting qualified candidates rather than waiting for the candidate to apply for the position. The primary goal is to pull qualified candidates. A recruiter uses a variety of **job portals** to pull the resumes, but it is not essential that for every position, sourcing is required. In some cases, if there are a large number of applications, there may not be any need to source more candidates.

## **Step 3: Screening**

The Screening of a candidate can take place in many ways. Generally, the first step is Resume screening. If the resume meets the criteria required for the job opening, then the next step is the phone screening, in which, the recruiter can cover topics, like the candidate's availability, current role, and responsibilities, current salary, salary expectations, Notice period, etc., and if he seems to be the right candidate, an organization can process further with his profile.

## **Step 4: Selecting**

This process is about sending the assignments, **psychometric tests** and scheduling interviews, participating in the interview process, and also keeping the hiring manager in the loop for the whole process. It is about maintaining a good relationship with the candidate and keeping the candidate updated about the interview feedback.

## **Step 5: Hiring**

This step includes the final discussion with the candidate about salary, joining date, etc. Once the joining date is confirmed, the offer letter is released. In some cases, this step also includes background checks.

## **Step 6: On boarding**

Once the candidate has accepted the offer letter, the process is not over yet. This is where the pre-boarding period starts. This is the time between the joining date and when the offer letter was accepted. And it's very important to be in touch with your candidate during this period to keep them engaged. If not done so, it can result in them joining another company. It also includes sharing the new hire's email and other details with the team. Once the candidate starts the first day, it's time to begin the on boarding process.

## Introduction of Selection

Selection is the process of picking or choosing the right candidate, who is most suitable for a vacant job position in an organization. In other words, selection can also be explained as the process of interviewing the candidates and evaluating their qualities, which are required for a specific job and then choosing the suitable candidate for the position.

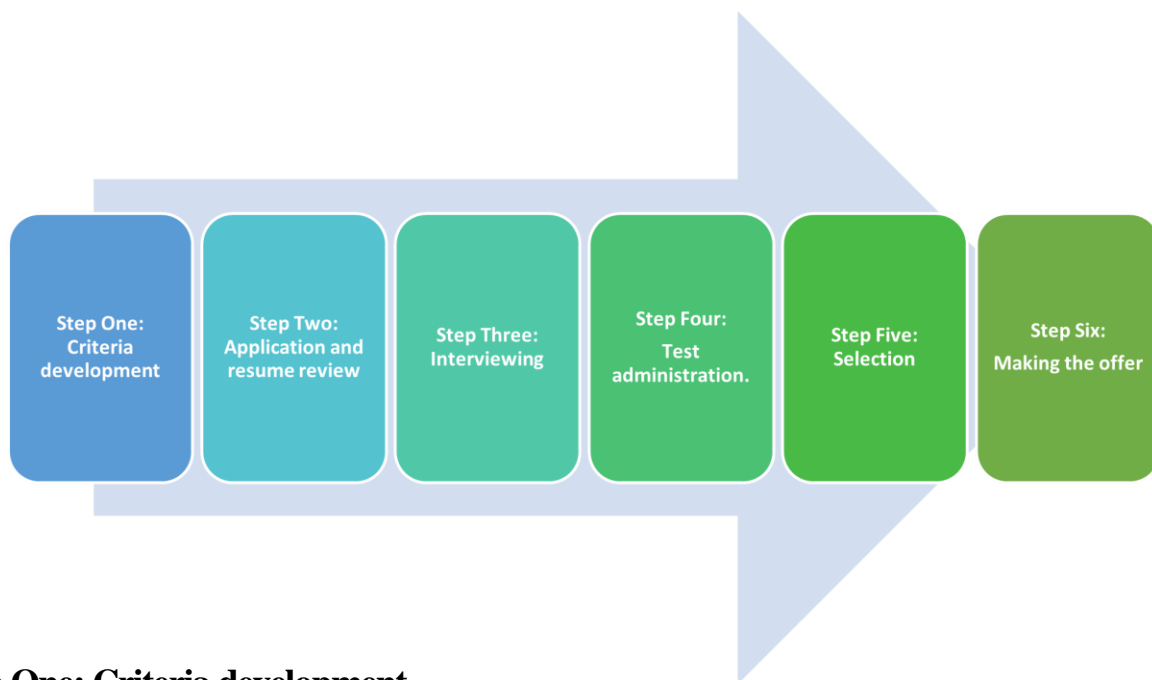
The purpose of selection is to choose the most suitable candidate, who can meet the requirements of the jobs in an organization, who will be a successful applicant. For meeting the goals of the organization, it is important to evaluate various attributes of each candidate such as their qualifications, skills, experiences, overall attitude, etc. In this process, the most suitable candidate is picked after the elimination of the candidates, who are not suitable for the vacant job.

The organization has to follow a proper selection process or procedure, as a huge amount of money is spent for hiring a right candidate for a position. If a selection is wrong, then the cost incurred in induction and training the wrong candidate will be a huge loss to the employer in terms of money, effort, and also time. Hence, selection is very important and the process should be perfect for the betterment of the organization.

- It is cost-effective and reduces a lot of time and effort.
- It helps avoid any biasing while recruiting the right candidate.
- It helps eliminate the candidates who are lacking in knowledge, ability, and proficiency.
- It provides a guideline to evaluate the candidates further through strict verification and reference-checking.
- It helps in comparing the different candidates in terms of their capabilities, knowledge, skills, experience, work attitude, etc.



## Process of Selection



### **Step One: Criteria development.**

The first aspect of selection is planning the interview process, which includes criteria development. Criteria development means determining which characteristics are sought for the position and how those characteristics will be assessed during the selection process. As previously mentioned, the criteria should be related directly to the job analysis and the job specifications.

### **Step Two: Application and resume review.**

Once the criteria have been developed, applications can be reviewed. Increasingly, HR managers use automated software to screen applications and resumes. These are based on keywords searches that narrow down the number of candidates' resumes for review.

### **Step Three: Interviewing.**

After the HR manager and hiring manager have determined which applications meet the minimum criteria, they must select those people to be interviewed. Most people do not have time to interview twenty or thirty candidates, so the list of candidates is reduced to a ‘short-list’ – typically to 3 to 5 candidates for a final round of screening.

#### **Step Four: Test administration.**

After the interview stage, a company may administer a test or series of tests before a hiring decision is made. These could include drug tests, physical fitness tests, personality tests, and/or cognitive tests. Increasingly, at this stage, companies also perform social media checks to confirm that the information in their resume is the same as posted online, or to see how applicants present themselves to the public.

#### **Step Five: Selection.**

At this point in the process, hiring manager(s) should have the information they need to select the best suitable candidate for the position. All of the information gathered throughout the process is reviewed and a decision is made. Once the ideal candidate is selected, some organizations also perform reference checks and credit report checks to confirm final suitability.

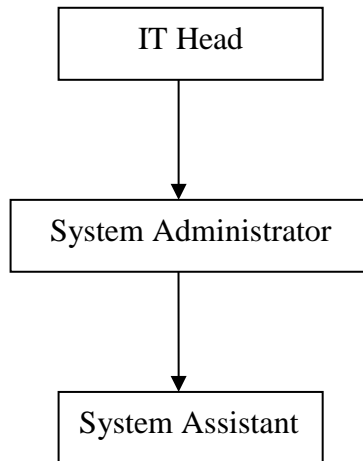
#### **Step Six: Making the offer**

The last step in the selection process is to offer a position to the chosen candidate. The development of an offer via e-mail or letter is a formal part of the process and requires careful articulation of all elements and conditions of the offer. Compensation and benefits will be defined in an offer, as will any unique legal considerations.

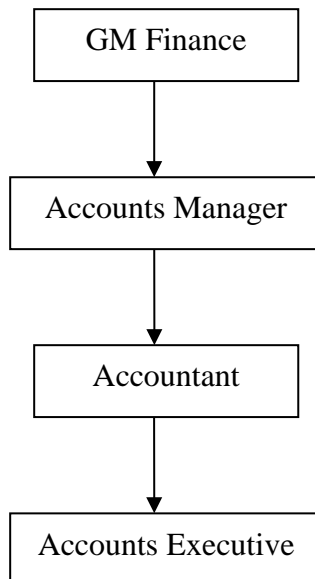
**ADMINISTRATOR / HR/PERSONNEL**



SYSTEM DEPARTMENT



ACCOUNT DEPARTMENT



## **COMPANY PROFILE:**

Jaika Motors Private Limited is a Private incorporated on 05 February 1992. It is classified as Non-govt Company and is registered at Registrar of Companies, Mumbai. Its authorized share capital is Rs. 200,000,000 and its paid up capital is Rs. 188,000,000. It is involved in Sale of motor vehicle parts and accessories [Includes wholesale and retail sale of all kinds of parts, components, and accessories for motor vehicles, when not combined with sale of such vehicles themselves.]

Directors of Jaika Motors Private Limited are Prafulla Kashinath Kale, Gautam Satish Kale, Kartik Prafulla Kale, Rohit Satish Kale, Usha Satish Kale, Deepali Prafulla Kale, Rashmi Rohit Kale,

Jaika Motors Private Limited's Corporate Identification Number is (CIN) U50300MH1992PTC065232 and its registration number is 65232. Its Email address is cs@audinagpur.in and its registered address is JAIKA BUILDING, COMMERCIAL ROAD,

### **Products of Company**

- Cars
- SEDANS
- Electric car
- Sports utility
- SUV
- Tata Punch
- Tiago CNG
- JET Edition

## History of the Company

Established in 1954, the Jaika Group began its journey on 2nd November, 1954, with the founding of Jaika Motors in association with Tata Motors. Today, the Group has not only completed 63 years of mutual trust with Tata Motors, expanding the relationship to a number of fields, it has diversified and grown into a conglomerate of 12 companies with a combined annual turnover of over Rs 1825 crores.

In the process, Jaika group has also established tie-ups with a number of world class companies such as Hyundai, Audi, Fiat/Jeep, Bharat Petroleum, Prabhudas Liladher, Shimnit Utsch India and Crossword Bookstores to name some, and deals in a variety of products ranging from all types of vehicles, petroleum derivatives and insurance broking to a host of financial solutions.

The fact that such a mega success story was scripted in Central India, a region that was overlooked by consumer majors until recently, is living testimony of Jaika Group's initiative, courage, vision and determination to be among the best. Yet, for us at Jaika Group, there are many more frontiers beckoning...



Jaika Group-

- **Jaika Motors Ltd.**
- **Jaika Automobiles Pvt. Ltd.**
- **Jaika Automobiles & Finance Pvt. Ltd.**
- **Jaika Finance Ltd.**



- **Ketan Motors Ltd.**
- **Jaika Insurance Brokerage Pvt. Ltd.**
- **Jaika Security Services**
- **Jaika Home Solutions (A unit of Jaika Finance Ltd.)**

## **Automobile Dealers Network in India**

In terms of Car dealer networks and authorized service stations, Maruti leads the pack with Dealer networks and workshops across the country. The other leading automobile manufacturers are also trying to cope up and are opening their service stations and dealer workshops in all the metros and major cities of the country. Dealers offer varying kind of discount of finances who in turn pass it on to the customers in the form of reduced interest rates.

### **Major Manufacturers in Automobile Industry**

- Maruti Udyog Ltd.
- General Motors India
- Bajaj Auto
- Hero Motors
- Hindustan Motors
- Hyundai Motor India Ltd.
- Royal Enfield Motors
- TVS Motors
- DC Designs

## **Objective of study**

- To learn how actual work is done in any organization
- To understand the process of recruitment
- To know the sources of recruitment at various level and various jobs
- To identify the probable area of improvement to make recruitment procedure more effective
- To understand the policies of HR

### **Scope of 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 procedures.

The Key Points of My Research Study are:

- To understand and analyze various HR factors including recruitment procedure at consultant
- To suggest any measures / recommendations for the improvement of the recruitment procedures
- Verify that time and attendance information agrees to appropriately approved and authorized supporting documentation; including determination if supporting

## **Need of Study**

- Good Industrial Relations
- Create Organizational commitment
- Knows about the time management, discipline and effective communication skill
- To increase the knowledge skill ability (KSA)
- To gain experience in the respective field

## Contribution during SIP

Key learning's from the project

In this project I understood in depth about, what kind of recruitment process is followed at Jaika Motors, even after being the part of the service sector, which is believed to be one of the most unorganized sector, the organizations process seems to be quite organized and properly aligned.

But, when it comes to the satisfaction level of the employees with respect to the recruitment process there is a huge room for improvement. As per my study the recruitment process needs to be more transparent and structured.

Larger portion of the employees seem to be satisfied with the recruitment process but a fair percentage want it to be more precise, transparent and realistic.

## WEEK: 1

- On a very 1st week in Jaika Motors Pvt. Ltd. I had interaction session with the HR manager and other people
  - They familiarized me with the working environment in Jaika Motors Pvt. Ltd.
  - The HR manager explained the Roles and Key responsibilities of HR and brief idea about what work we are doing the duration of internship program.  
(Roles and responsibilities such as framing policies, paying return,+ etc)
- **Ensuring disciplinary procedure and process is being followed in the department-**

Employee discipline should be positive and contribute to a safe and pleasant work environment for everyone.

Proper, neat and clean uniform

Reporting timing of staff

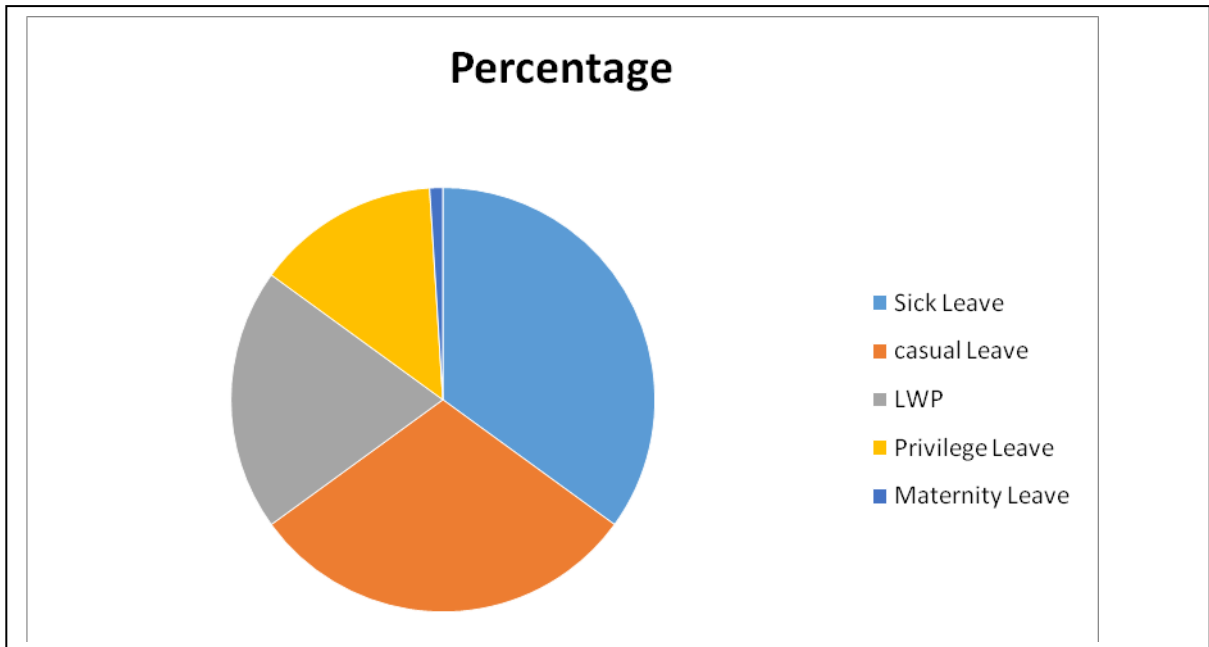
Way of talk to other staff and customers

All this activity helps to correct behavior, improve employee performance and maintain order and maintain Respect and trust among superiors and subordinates.

**WEEK – 2**

- Learned to maintain leave record
- Create a leave letter for the employees
- Scrutiny of leave application (according to name, duration of leave, type of leave)
- Percentage of employee taking leave out of 30

Type of leave	No. Of Employees	Percentage %
Sick Leave	10	35
Casual Leave	9	30
LWP	6	20
Privilege Leave	5	14
Maternity Leave	0	1





### WEEK – 3

- Find out how many employee are required in department
- Fill the manpower requisition form for sales department to recruit the employee
- Create a job description

<b>JAIKA MOTORS PVT. LTD.</b>	
<b>MANPOWER REQUISITION FORM</b>	
<b>Position Title Requisition for.</b>	
Company / Location	
Department / Sub-dept.	
Designation	
Salary Range	
No. of persons required	
Approx. Monthly Salary / CTC	
Gender	
Age Group	
Education Background	
Experience required (No. of years)	
The requirement has arisen as a result of	Fresh Requirement / Replacement
Position Status	Full Time / Contractual (no. of months) / Thru Contactor
Can this position be filled from within the dept. /	
Whether Sanctioned	
Position to be filled within date	
<b>POSITION PURPOSE</b>	
Why does the position exist? Provide a two - to- three sentence summary of the overall primary purpose of the position, including the position to which it reports.	
<b>KEY RESULT AREAS FOR THIS POSITION</b>	
a)	
b)	
c)	
<b>SIGNATURE OF THE DEPT. HEAD</b>	
<b>FOR HR USE ONLY</b>	
Employment Santion No	
Dated	
Action to be Taken	
Preffered source of recruitment	Newspapers/Consultants/Jobwebsites/Internal staff/Campus
Cost estimate, etc.	

## Ad –Sales executive

- Circulate the ad through newspaper, email, referral and consultancy

### Sales Executive

#### Job Description



Jaika Motors Pvt Ltd  
Nagpur, Maharashtra, India  
(On-site)

Educational Qualification - Graduate

**Note: Undergraduates to be avoided for this profile**

1 month ago • 0 applicants

#### Requisite Experience:

Essential: Persons having an aptitude and orientation for a sales career

Preferred: A year of relevant direct sales experience in industries like Automobile, Consumer Durables, Financial Services etc., which demand rigorous time bound sales process involving various levers



Full-time



51-200 employees



See how you compare to 30 applicants.  
[Try Premium for free](#)

#### Job Description:

#### Planning & Prospecting

· Creating an activity/target plan for self on a monthly basis to track pipeline, st... show more

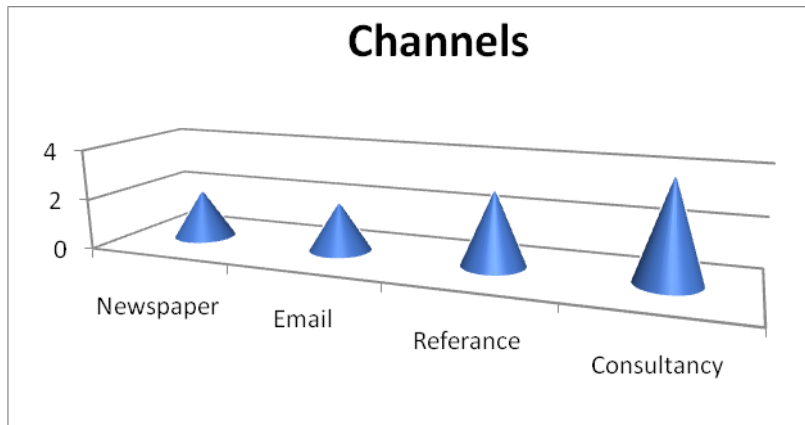


No longer accepting applications

## WEEK – 4

- Collection of the resume from different internal and external channels such as email, referrals, consultants, advertising and newspaper

Source	Number of resume
Newspaper	2
Email	2
Referral	3
Consultancy	4



- 5 resumes are selected out of 11
- Where male candidates are 3 and female candidates are 2
- Selected candidate call for interview
- Taking and processing the interview process
- On the basis of following form selecting criteria is judge and marked the candidate

**JAIKA MOTORS PVT. LTD.**

**INTERVIEW EVALUATION FORM**

Interviewer .....

Department .....

Location .....

Please complete and return immediately after interview

Name of the Candidate ..... Date of Interview .....

Weightage	0	1	2	3	4	Remark
	Not Acceptable	Below Average	Average	Good	Outstanding	
1. Appearance and attitude (courteous, appropriate dress)						
2. Personality (poise, bearing, rapport, total impact business manner)						
3. Communication (ability to adequately express himself)						
4. Education (appropriateness of degree and course work for job)						
5. Work experience						
6. Technical Competence						
7. Ambition in line with anticipated job progression						
8. Potential (ability and motivation to grow or advance capable of developing scientific curiosity)						
<b>Total Points</b>						
Score .....						
Other Comments .....						
Recommendation : ..... Offer ..... Reject .....						
for what area(s) is applicant best suited						

- Total 3 candidate are selected out of 5
- I learn to prepare a appointment letter for candidate
- Verification  
of document  
online  
verification  
Physical  
verification

## Week 5

Schedule a training session of new employees with sales manager and HR manager (for the sales process, product knowledge, responsibilities, companies policies, etc)

- Filling the service joining form from the new employees
- Take daily record of training session
- Take post test and feedback from the employees
- Observe and assess the new employees
- Appraised the employee on the basis of work done and performance of employee

Sr.No	CA/TL Name	Bookings for the Month		Retail		Weightage-60%		Inhouse Insurance		Weightage-10%		Inhouse Finance		Weightage-10%		Extended Warranty		Weightage-5%		Accessories		Weightage-10%		Tefelon	
		Target	Achievement	Target	Achievement	Actual Score	Target	Achievement	Score	Target	Achievement	Score	Target	Achievement	Score	Target	Achievement	Score	Target	Achievement	Score	Target	Achievement	Target	Achievement
1	Manish Kulkarni	7	11	7	5	42.86	6	5	8.33	6	4	6.67	2	5	12.5	49000	40000	8.16	2	1					
2	Saba Abdul Hadi	7	2	7	4	34.29	6	4	6.67	6	3	5.00	2	1	2.5	49000	12000	2.45	2	0					
3	Nitesh Sontakke	7	4	7	6	51.43	6	6	10.00	6	4	6.67	2	1	2.5	49000	41000	8.37	2	0					
4	Aamir Sheikh	7	6	7	4	34.29	6	4	6.67	6	2	3.33	2	1	2.5	49000	15000	3.06	2	0					
5	Nikhil Thakre	7	10	7	10	85.71	6	8	13.33	6	4	6.67	2	6	15	49000	60000	12.24	2	2					
6	Mandar Buti	7	6	7	6	51.43	6	6	10.00	6	4	6.67	2	2	5	49000	9500	1.94	2	0					
7	Shital Kaole	7	15	7	11	94.29	6	11	18.33	6	10	16.67	2	6	15	49000	83000	16.94	2	3					
8	Abhjit Fulzele	7	7	7	6	51.43	6	5	8.33	6	4	6.67	2	4	10	49000	86925	17.74	2	1					
9	Vinod Tiwari	7	6	7	12	102.86	6	11	18.33	6	9	15.00	2	1	2.5	49000	32800	6.69	2	0					
10	Nikhil Damankar	7	3	7	7	60.00	6	7	11.67	6	5	8.33	2	0	0	49000	27000	5.51	2	0					
11	Manmohan Kudawale	7	5	7	7	60.00	6	7	11.67	6	6	10.00	2	1	2.5	49000	45000	9.18	2	3					
12	Swapnil Ingole	7	5	7	0	0.00	6	0	0.00	6	0	0.00	2	0	0	49000	0	0.00	2	0					
13	Sharad Mughal	7	10	7	12	102.86	6	8	13.33	6	7	11.67	2	2	5	49000	70000	14.29	2	3					
14	Parag Dhapodkar	7	5	7	0	0.00	6	0	0.00	6	0	0.00	2	0	0	49000	0	0.00	2	0					
15	Gaurav Katarpawar	7	6	7	8	68.57	6	7	11.67	6	6	10.00	2	3	7.5	49000	104370	21.30	2	0					
16	Sumit Nasre	7	5	7	5	42.86	6	5	8.33	6	3	5.00	2	2	5	49000	60000	12.24	2	1					

- There are few candidates who have achieved total work among 16 candidate
- The best performer Vinod Tiwari and Sharad Mughal who have achieved  
102.86 actual score in weighted in 60%.
- The least performer in the list of 16 candidate is Parag Dopadkar

## **Week 6**

- Retirement of employee
- Understanding and handle the paper work of retiring employee
- Prepare exit interview form
- Prepare the document file of employee in sequential order
- Check all the documents if it is signed by the authority

## Limitation

- Process consumes a lot of time
- Communication gap
- Not practical for temporary hires
- Leave a gap in your existing workforce
- Limit your pool of applicants
- The duration of study was limited, hence the in-depth knowledge was not possible to be acquired and apply

## **Research Methodology**

Methodology refers to the systematic method consisting of enunciating the problem, formulating a hypothesis, and collecting the facts or data, analyzing the facts and reaching certain conclusions either in the form of solutions towards the concerned problem or in certain generalizations for some theoretical formulation. It includes the process of gathering, recording and analyzing critical and relevant facts about any problem in any branch of human activity. It refers to critical searches into study and investigation of problem/ proposed course of action/hypothesis or a theory.

Sources of Data The data and information of this report are collected from –

1. Primary sources
2. Secondary sources
3. Personal interview



**Primary sources:**

The data were collected through personal interview and discussion. Two sets of questionnaires were prepared to carry out the study. The subject matters of the questionnaire were related to the objectives. It will then circulate among the key personnel of Jaika Motors Pvt. Ltd.

**Secondary sources:**

Annual Report, Brochure, Job Description, Policy, Slandered Operating Procedure (SOP), Booklet, Published Materials, Training Materials and web side of Jaika Motors

**Personal Interview:**

The interview sessions were conducted with some Junior Officer, Senior Officer an HR Manager of the organization

## Findings

The findings in the online job portal and Physical recruitment and selection procedure of Jaika Motors Pvt. Ltd. that are justified in my view are:

1. Most of the recruitments at Jaika motors Pvt. Ltd. were done through online job portal's sites such as LinkedIn and Naukri.com
2. In the job post, information about rounds taken in the process of recruitment was mentioned.
3. As interview process was conducted through virtual mode candidates were comfortable to talk with interviewer.
4. It's found that selection procedure at Jaika Motors was very effective as right candidates were chosen by the experts.
5. Working environment of the company was very friendly

## **Suggestions**

- Communication gap should be fill with training process.
- Manager should interact to the intern on a regular basis giving briefs about organisation and its working.
  - Blogs should be posted daily to active basis on social platform.

## Conclusion

- Policy adopted by Jaika Motors Pvt. Ltd are transparent, legal and scientific
- I see how to recruit the candidate and positing the at right place
- 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
- I Learn about how to done actual work within a time and how to improve the performance

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