A Project Report on

""“To study the Recruitment and Selection Process with Special Reference to Agragami Mahila Nagari Sahakari Pat Santha Pvt. Ltd. Nagpur”

Submitted to

Department of Management Sciences & Research (DMSR)

G.S. College of Commerce and Economics, Nagpur

(An Autonomous Institution)

Affiliated to:

Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur

In partial fulfilment for the award of the degree of

Master of Business Administration

Submitted by

Sheetal D. Yemde

Under the Guidance of
Prof. Shubhangi Jepulkar

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NAAC Accredited “A” Grade Institution

Academic Year 2023-24

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

Academic Year 2023-24

CERTIFICATE

This is to certify that **Ms.Sheetal D. Yemde** has submitted the project Reporttitled, **""To study the Recruitment and Selection Process with Special Reference to Agragami Mahila Nagari Sahakari Pat Santha Pvt. Ltd.Nagpur"** Under the guidance of **Guide name** towards the partial fulfillment of **MASTER OF BUSINESS ADMINISTRATION** degreeexamination.

It is certified that he/she has ingeniously completed his/her project as prescribed by **DMSR, G. S. College of Commerce and Economics, Nagpur, (NAAC Reaccredited "A" Grade Autonomous Institution**) affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.

Prof. Shubhangi Jepulkar   **Dr.Madhuri V. Purohit**

(Name of Guide)   **(MBA Coordinator)**

Place:

Nagpur

Date:

Academic Year 2023-24

<u>DECLARATION</u>

I, Sheetal D. Yemde here-by declare that the project with title **"To study the Recruitment and Selection Process with Special Reference to Agragami Mahila Nagari sahakri Patsantha Pvt.Ltd,Nagpur"**
has been completed by me under the guidance of **Prof. Shubhangi Jepulkar** in partial fulfilment of **MASTER OF BUSINESS ADMINISTRATION** degree examination as prescribed by **DMSR – G. S. College of Commerce & Economics, Nagpur (NAAC Reaccredited "A" Grade Autonomous Institution)** affiliated to Rashtrasant Tukadoji Maharaj Nagpur university, Nagpur.

This project was undertaken as a part of academic curriculum and has not been submitted for any other examination and does not form the part of any other course undertaken by me.

Place: Nagpur   **Ms. Sheetal D. Yemde**
Date:

Academic Year 2023-24

<u>ACKNOWLEGDEMENT</u>

With immense pride and sense of gratitude, I take this golden opportunity to express my sincere regards to **Dr. Praveen Mustoor**, principal, G. S. College of Commerce & Economics, Nagpur.

I tender my sincere regards to Coordinator, **Dr. Madhuri V. Purohit** for giving me guidance, suggestions and invaluable encouragement which helped me in the completion of the project.

I am extremely thankful to my project guide **Prof. Shubhangi Jepulkar** for his/her guideline throughout the project.

I would like to thank **Dr. Madhuri V. Purohit** for her constant support & guidance throughout the project.

Last but not the least, I am very thankful to all those who helped me directly and indirectly in successful completion of my project.

Place: Nagpur

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Chapter - 1

INTRODUCTION

INTRODUCTION

Acquiring and retaining high-quality talent is critical to an organization's success. As the job market becomes increasingly competitive and the available skills grow more diverse, recruiters need to be more selective in their choices, since poor recruiting decisions can produce long-term negative effects, among them high training and development costs to minimize the incidence of poor performance and high turnover which, in turn, impact staff morale, the production of high quality goods and services and the retention of organizational memory. At worst, the organization can fail to achieve its objectives thereby losing its competitive edge and its share of the market.

Human resource department plays a crucial role in this process. The backbone of any successful company is the HR department, and without a talented group of people to hire, culture, and inform employees, the company is doomed for failure.

Human resource is most valuable assets in the organization. Profitability of the organization depends on its utilization. If there utilization is done properly will make profit otherwise it will make loss. To procure right man at right place in right time, some information regarding job and job doer is highly essential. This information is obtained through job analysis, job description and job specification. Without these recruitment will be unsuccessful.

A well planned and well managed recruitment will result in high quality applicants for the company. The recruitment process should inform qualified individuals about employment opportunities, create a positive image of the company, provide enough information of the jobs so that applicants can make comparison with their qualifications and interests and generate enthusiasm among the best candidates so that they will apply for vacant positions.

What distinguishes a successful company from unsuccessful one is the quality of manpower. The role of management is to optimize the use of resource

Available to it. The role of HR is to incorporate the planning and control of manpower resource into the corporate level plans so that all resources are used together in the best possible combination.

Managing people at work and control of human activities in employment is a function that must be performed in all societies. It is essential in every type of employment for every occupation and every type of employed manpower. Manpower management is essential in government as well as private employment under socialism or communication in small business and in large.
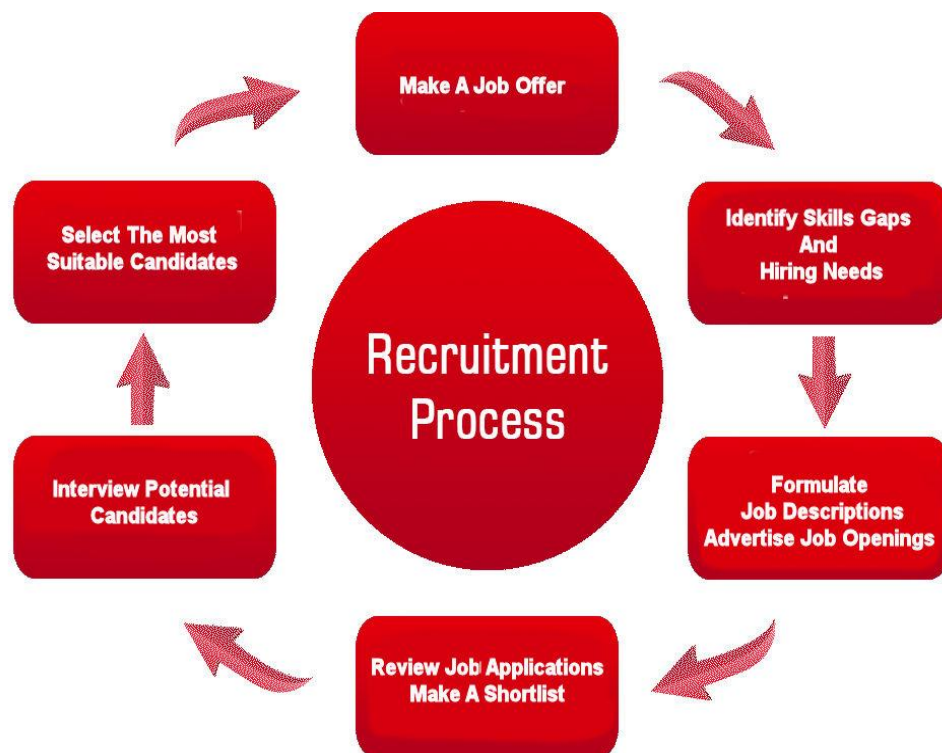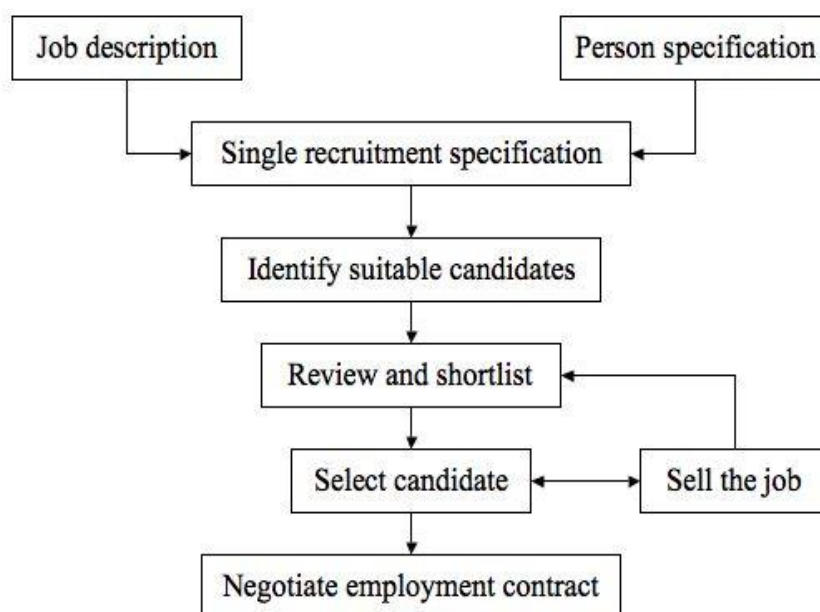
Recruitment:

Recruitment, as a human resource management function, is one of the activities that impact most critically on the performance of an organization. While it is understood and accepted that poor recruitment decisions continue to affect organizational performance and limit goal achievement, it is taking a long time for public service agencies in many jurisdictions to identify and implement new, effective hiring strategies.

Recruitment is a process which provides the organization with a pool of potentially qualified job candidates from which judicious selection can be made to fill vacancies. Successful recruitment begins with proper employment planning and forecasting. In this phase of the staffing process, an organization formulates plans to fill or eliminate future job openings based on an analysis of future needs, the talent available within and outside of the organization, and the current and anticipated resources that can be expended to attract and retain such talent.
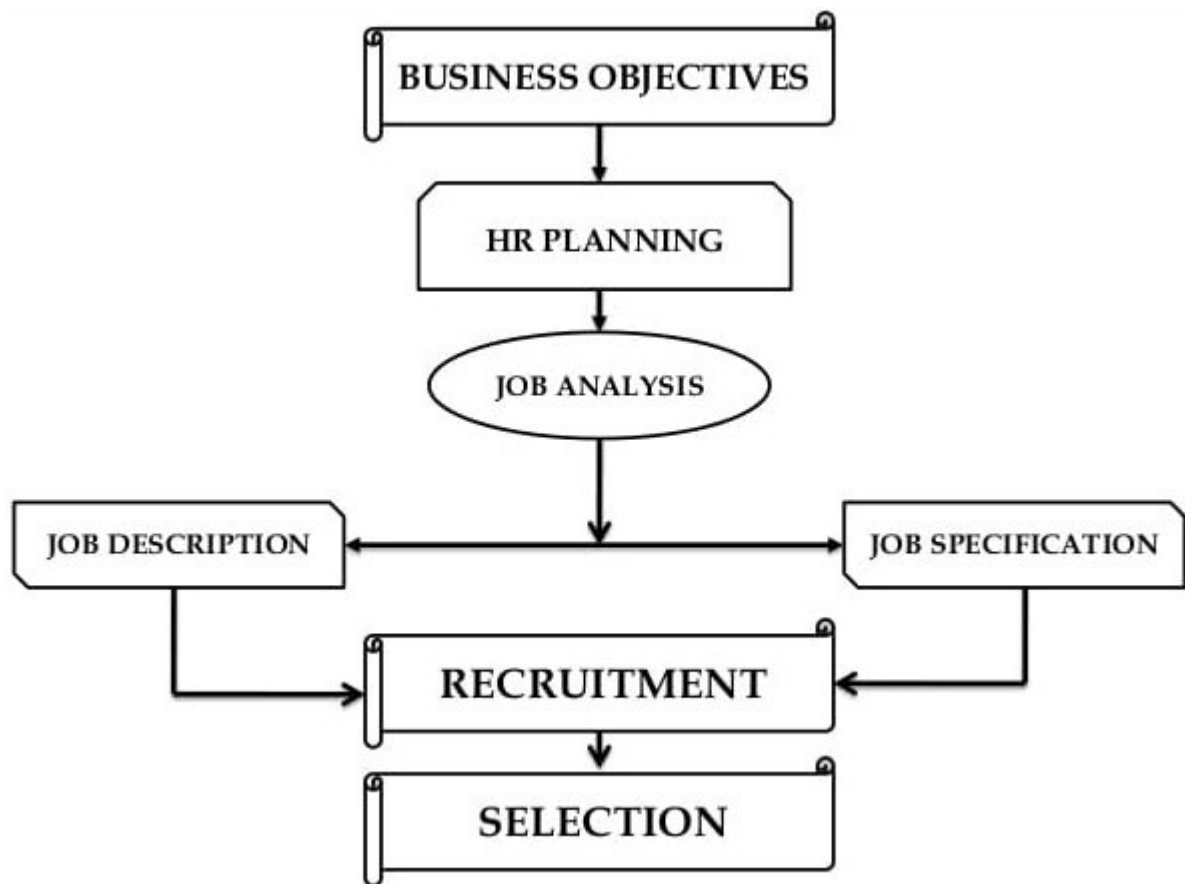
Recruitment & Selection Process

Selection:

Selection is a process of hiring the best among the pool of candidates available.

'Right person for the right job' is the basic principle in recruitment and selection. Every organization should give attention to the selection of its manpower, especially its managers. The operative manpower is equally important and essential for the orderly working of an enterprise. Every business organization/unit needs manpower for carrying different business activities smoothly and efficiently and for this recruitment and selection of suitable candidates is essential. Human resource management in an organization will not be possible if unsuitable persons are selected and employment in a business unit.

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<u>Why does recruitment and selection matter</u>

An effective recruitment and selection process allows companies to source, attract and identify the best candidates for every open role. This can help to reduce attrition, increase productivity and even improve the company's bottom line.

Chapter 2
Company Profile

COMPANY PROFILE:-

Agragami Mahila nagri sahakri patsanstha marya, Nagpur is a private company incorporated on Friday,29 March 2019. It's classified as Non-government company and is registered at registrar of companies MUMBAI. AGRAGAMI MAHILA NAGRI SAHAKARI PATSANTHA MARYA NAGPUR is a mca provider company based on the National Industrial Classification (NIC) code of 65990 and it is involved in the business activities related to this industry code such as Other financial intermediation. The other Indian private limited and limited liability companies involved in similar business activities and industry activities as of AGRAGAMI MAHILA NIDHI LIMITED are mentioned below in the similar companies section. It's basically work in today Financial intermediation and except the insurance and pension fund providing

Vision And Mission

Our mission is to be a leading mca provider providing superior quality products and services at competitive prices. We want be a globally innovative and competitive business providing 100% genuine services to our customers. We are committed to total customer satisfaction by providing quality products &

services.

It's a public sector company as well as company category is Company limited by Share.

Company Financial

- Assignment
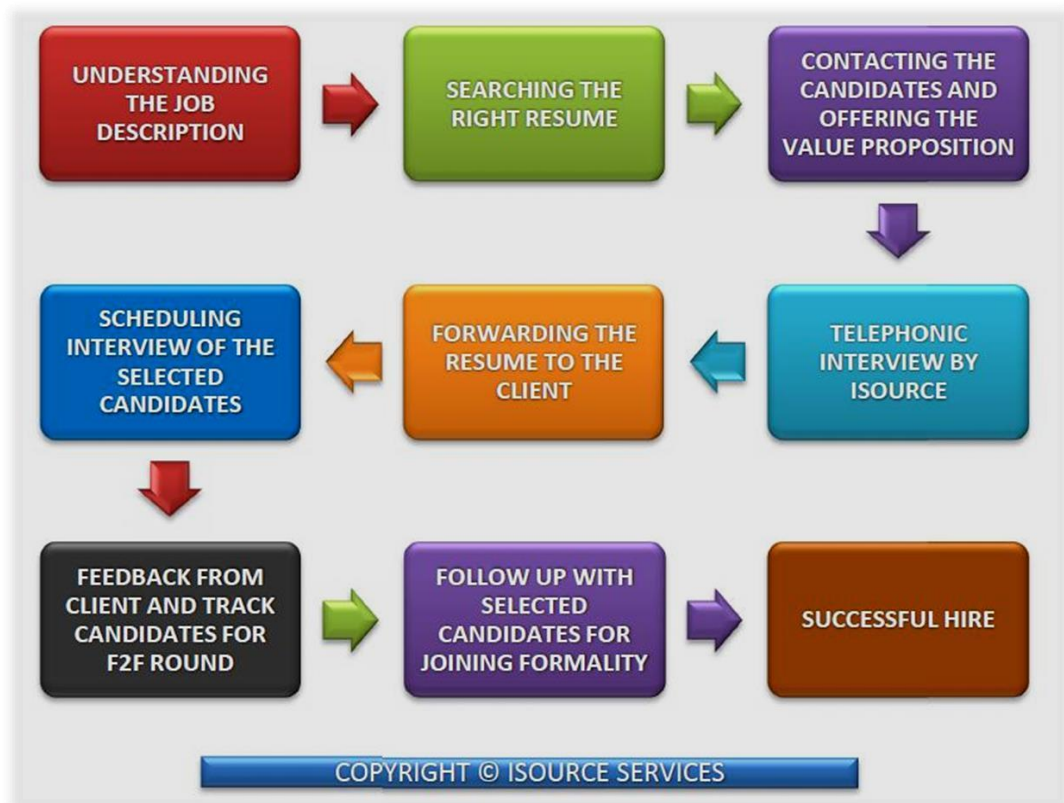- Director change
- Board Meeting
- Trade Payables
- Investment

Director Of Company

- Milind Arun Kambale
- Shital Milind Kambale
- Achal Vitthal Thool

EXPERTISE:

TRAINING & DEVELOPMENT

HR OUSOURCING

HR ADVISORY SERVICES

MANPOWER CONSULTING

Recruitment Cycle

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METHODS FOLLOWED BY THE COMPANY FOR RECRUITING ITS HUMAN RESOURCES.

1)   INTERNAL JOB POSTING:

- Whenever there is a job opening in the organization, it would be posted internally for the associates to apply.

- The applications will be short-listed based on the competency required for the position. The process of inviting and screening resumes of external candidates would also be carried out parallel to it.

- The internal candidates would be screened first for the particular opening, in case no internal candidate is found suitable for the particular position, the screened resumes of the external candidates would be used for the recruitment process.

- There is no predefined time limit for which the internal vacancy would be posted; the duration for which the vacancy would be posted would depend on the nature and criticality of the job.

- This policy is applicable to all the full time associates of the company who have completed one year of service in the organization.
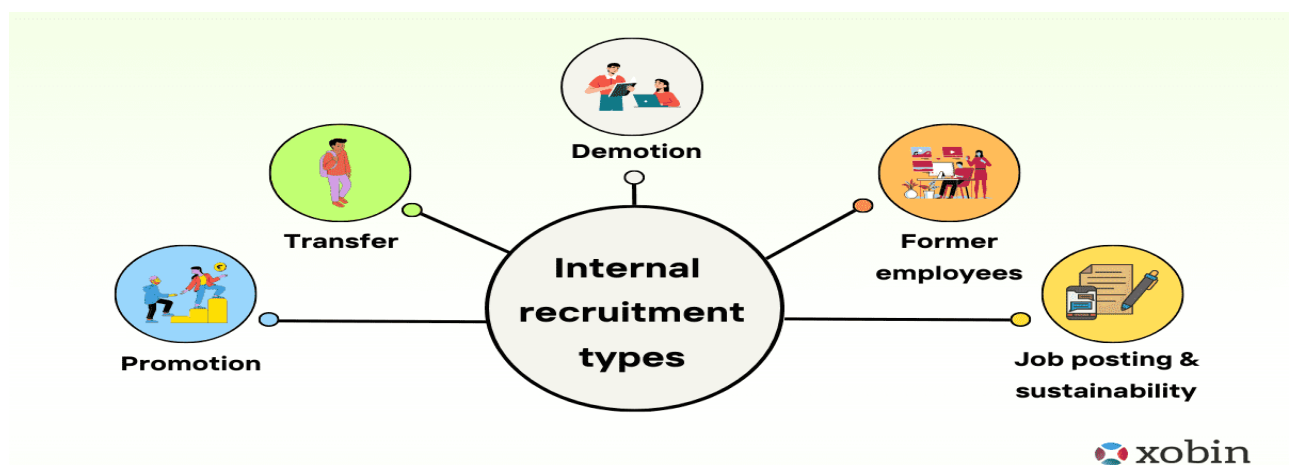
EMPLOYEE REFERRAL PROGRAM PROCESS:-

- All the job opportunities with the required job and skill profile will be posted on the notice boards.

- The associates have to forward the CVs of the referral to the recruitment in-charge in the HPD department of his perusal.

- Even if there are no opportunities available, associates can send in referrals, which will be kept in the recruitment database

- The candidate will be contacted directly if considered appropriate for the position. HPD/P&A will however not be able to provide the associate a status update, and will also not be able to share information of the interview details with the refereeing associate.

2) <u>ADVERTISING :-</u>

Vacancy advertisement will be given in the reputed national newspapers, based on the type of the vacancy. Generally this method will be used only to recruit the senior management cadre
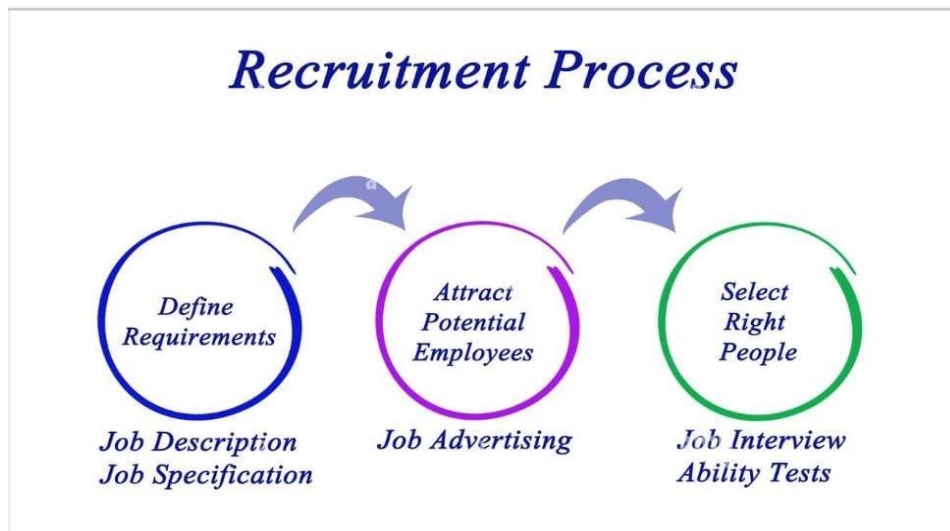
3) <u>RELATIVES OF ASSOCIATES :-</u>

Relatives of associates can work in the organization, the associate needs to declare in case of referring a relative for a particular job position.

4) <u>RE-JOINING OF EX-EMPLOYEES :-</u>

In general the organization does not encourage joining of ex-employees who have voluntarily left the organization left the organizations to join back. However, in case an associate possesses exceptional skills and if the organization feels that by joining, the associate would be adding tremendous value to the organization, the organizationmay consider the associate for the required position upon approval of the VC & MD

CHAPTER 3
LITERATURE REVIEW

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

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

Jones et al. (2006) suggested that examples of recruitment policies in the healthcare, business or industrial sector may offer insights into the processes involved in establishing recruitment policies and defining managerial objectives.

Work by Alan Price (2007):

in his work Human Resource Management in a Business Context, formally defines recruitment and selection as the process of retrieving and attracting able applications for the purpose of employment. He states that the process of recruitment is not a simple selection process, while it needs management decision making and broad planning in order to appoint the most appropriate manpower. There existing competition among business enterprises for recruiting the most potential workers in on the pathway towards creating innovations, with management decision making and employers attempting to hire only the best applicants who would be the best fit for the corporate culture and ethics specific to the company (Price 2007).

This would reflect the fact that the management would particularly shortlist able candidates who are well equipped with the requirements of the position they are applying for, including team work. Since possessing qualities of being a team player would be essential in any management position.

Work by Hiltrop (1996):

Hiltrop (1996) was successful in demonstrating the relationship between the HRM practices, HRM-organizational strategies as well as organizational performance. He conducted his research on HR manager and company officials of 319 companies in Europe regarding HR practices and policies of their respective companies and discovered that employment security, training and development programs, recruitment and selection, teamwork, employee participation, and lastly, personnel planning are the most essential practices (Hiltrop 1999). As a matter of fact, the primary role of HR is to develop, control, manage, incite, and achieve the commitment of the employees.

Work by Jackson et al. (2009) and Bratton and Gold (1999):

Human resource management approaches in any business organization are developed to meet corporate objectives and materialization of strategic plans via training and development of personnel to attain the ultimate goal of improving organizational performance as well as profits. The nature of recruitment and selection for a company that is pursuing HRM approach is influenced by the state of the labour market and their strength within it. Furthermore, it is necessary for such companies to monitor how the state of labour market connects with potential recruits via the projection of an image which will have an effect on and reinforce applicant expectations.

Work by Silzer et al (2010):

However, the process of recruitment does not cease with application of candidature and selection of the appropriate candidates, but involves sustaining and retaining the employees

Work of Silzer et al. (2010) was largely concerned with Talent management, and through their work they were successful in resolving issues like whether or not talent is something one can be born with or is it something that can be acquired through development. that was a core challenge in designing talent systems, facing the organization and among the senior management. The only solution to resolve the concern of attaining efficient talent management was by adopting fully-executable recruitment techniques. Regardless of a well-drawn practical plan on recruitment and

selection as well as involvement of highly qualified management team, companies following recruitment processes may face significant obstacles in implementation. As such, theories of HRM can give insights in the most effective approaches to recruitment even though companies will have to employ their in house management skills for applying generic theories across particular organizational contexts.

Work by Taher et al. (2000):

Toward that end Taher et al. (2000) carried out a study to critique the value-added and non-value activities in a recruitment and selection process. The strategic manpower planning of a company, training and development programme, performance appraisal, reward system and industrial relations, was also appropriately outlined in the study. This study was based on the fact that efficient HR planning is an essence of organization success, which flows naturally into employee recruitment and selection (Taher et al. 2000). Thus, the study identified the waiting time, inspection time and filing time as non value added tasks and the cost of advertisement as the only value added activity in the overall process.

CHAPTER 4
RESEARCH METHODOLOGY

RESEARCH METHODOLOGY

Research methodology is a way of explaining how a researcher intends to carry out their research. It's a logical, systematic plan to resolve a research problem. A methodology details a researcher's approach to the research to ensure reliable, valid results that address their aims and objectives.The research design applied for this study is "Qualitative research." Qualitative research is a type of research that aims to gather and analyze non-numerical data in order to gain an understanding of individuals' social reality, including understanding their attitudes, beliefs, and motivation.

1. Sources of data Collection:

Primary Data Source: The Primary data will be collected from the employers of the organisation for the need and objective of the study.

Secondary data Source: The Secondary data will be collected from the oraganisationl websites, books, etc. to fulfil the need and objective of the study.

2. Research Approach

In this study the researcher has used interviews, questionnaire and research papers as a mode of collecting data.

3. Methods of Data Collection

The data will be collected in various forms such as questionnaire, interviews and secondary data analysis. The data collected through these methods can then be analysed and used to support or refute research hypotheses and draw conclusions about the study's subject matter.

- Interviews
- Questionnaire
- Research papers

4. Types of Questionnaires

Most of the questions in the questionnaire are closed ended questions except one opened ended question i.e email address filing.

5. Measure Scale

The measurement scale used in this research is Ordinal Scale. Under ordinal scale Likert scale types questions are asked to the employees.

6. Sample Size

The minimum sample size taken for this research is 100.

7. Sampling techniques

Random sampling size method is used. Random sampling is a method of choosing a sample of observations from a population to make assumptions about the population.

8. Data Analysis Tools

The tools used for this research analysis are tables and pie charts. Pie charts will be used to show the percentage of the responses for each question.

Problem statement:

A Study on the Effectiveness of recruitment and selection process in Agragami Mahila Nagari sahakari Patsantha Pvt. Ltd, Nagpur

NEED OF THE STUDY

- To hire right person for suitable positions.
- The review the importance and needs of recruitment and selection process.
- Understand the state, explain and evaluate various methods of recruitment.
- Know the more about recruitment and selection process.

OBJECTIVES OF THE STUDY

- To analyse the actual recruitment process in Agragami mahila patsantha pvt.ltd.nagpur.
- To analyse the selection process in Agragami mahila patsantha pvt.ltd.nagpur.
- To find whether the existing processes of recruitment and selection are taking place scientifically or not.

HYPOTHESIS

- Null Hypothesis (H0):

  The recruitment and selection process are not effective in Agragami mahila pat Santha pvt. ltd. Nagpur.

  2) Alternative Hypothesis (H1):

  The recruitment and selection process are effective in Agragami mahila pat Santha pvt. Ltd. .Nagpur.

LIMITATION OF THE STUDY

1. Limited scope for data collection.

2. Some respondents were not providing correct information for survey.

3. Fear of data circulation in the organization.

4. Respondents were very time restricted.

CHAPTER 5

DATA ANYSIS
&
INTERPRETATION

DATA ANYSIS & INTERPRETATION

1. Does the organization have a well-defined recruitment policy?

Sr.no	frequency	percentage
Yes	100	100%
No	0	0
total	100	100%

1. Does the organization have a well-defined recruitment policy?
9 responses
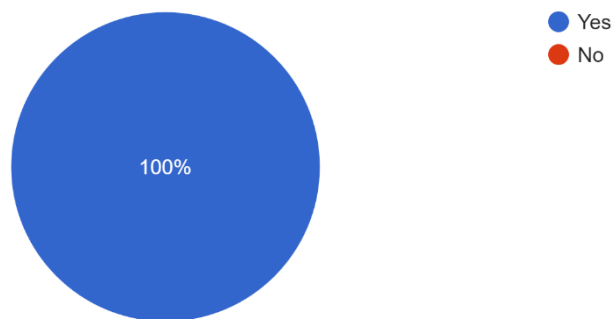
INTERPRETATION:

The organization have 100% well define recruitment policy.

2. Which of the following sources of recruitment does the organization primarily use?

Sr.no	frequency	percentage
a) Internal sources (promotions, transfers)	22.2	22.2%
b) External sources (job portals, advertisements, agencies)	44.4	44.4%
c) Both internal and external sources	55.6	55.6%
Add option	0	0%
Total	100	100%

2. Which of the following sources of recruitment does the organization primarily use?
9 responses
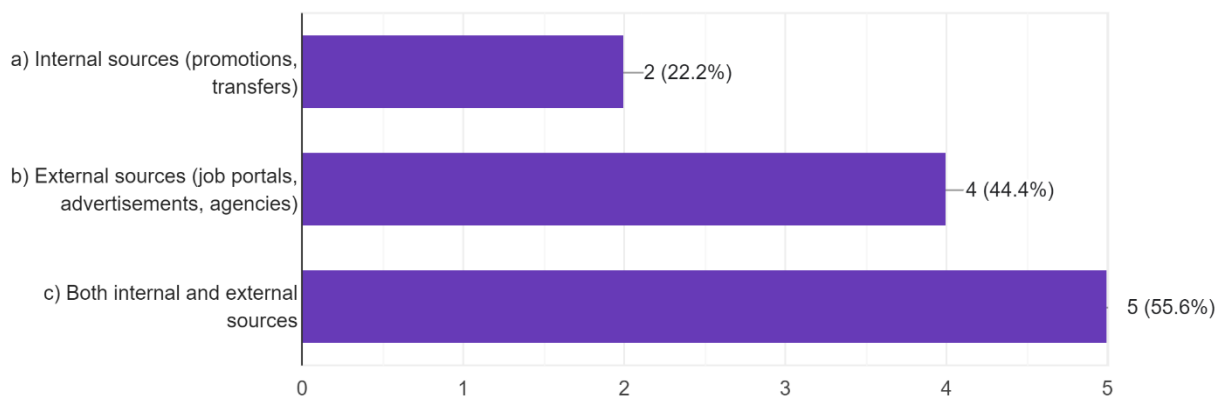
INTERPRETATION:
From the above table data internal sources of recruitment like promotion and transfer are 22.2% are there in organization. external sources are 44.4% and both internal and external sources are 55.6% does recruitment in organization.

3. Are job descriptions and job specifications clearly defined for each position?

Sr.no	frequency	percentage
Yes	88.9	88.9%
No	11.1	11.1%
total	100	100%

3. Are job descriptions and job specifications clearly defined for each position?
9 responses
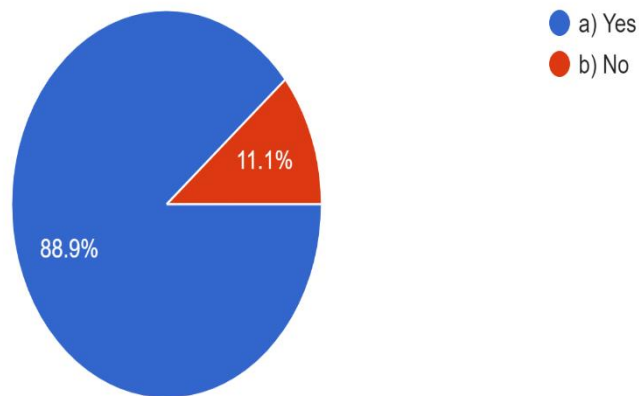
INTERPRETATION:

From the above table and graph the job descriptions and job specifications clearly defined like 88.9% for each positions and 11.1% are not Cleary defines.

4. Does the organization conduct a job analysis before initiating the recruitment process?

Sr.no	frequency	percentage
Yes	77.8	77.8%
No	22.2	22.2%
total	100	100%

4. Does the organization conduct a job analysis before initiating the recruitment process?
9 responses
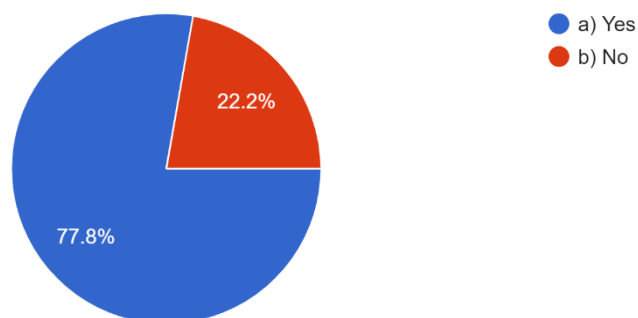
INTERPRETATION:

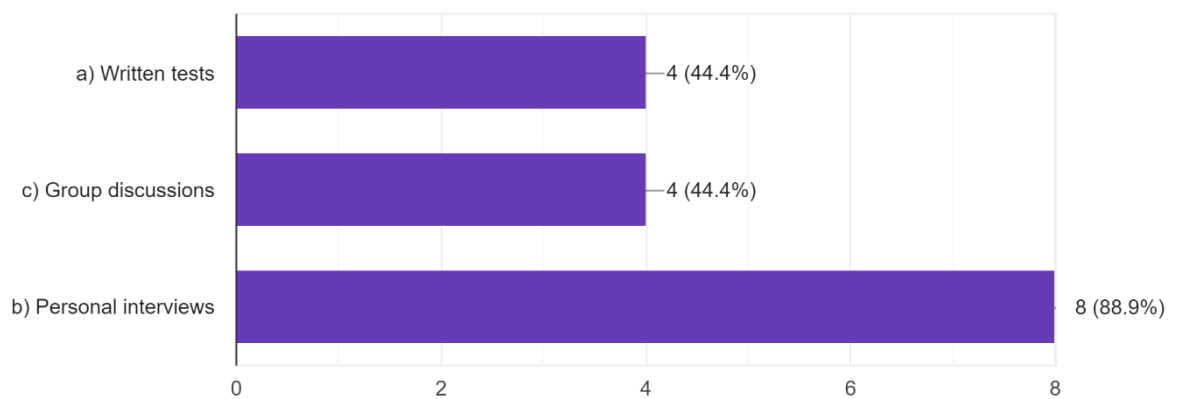From the above table and graph 77.8% organization conduct a job analysis before initiating the

recruitment process.

5. Which of the following selection methods are used by the organization?

Sr.no	frequency	percentage
a) Written tests	44.4	44.4%
b) group discussion	44.4	44.4%
c)personal interview	88.9	88.9%
total	100	100%

5. Which of the following selection methods are used by the organization?
9 responses

INTERPRETATION:

28

From the above table and graph more than the group discussion and written tests , 88.9% personal interview selection methods are used by the organization.

6) Are the selection criteria consistently applied for all candidates?

Sr.no	frequency	percentage
Yes	88.9	88.9%
No	11.1	11.1%
total	100	100%

6. Are the selection criteria consistently applied for all candidates?

9 responses
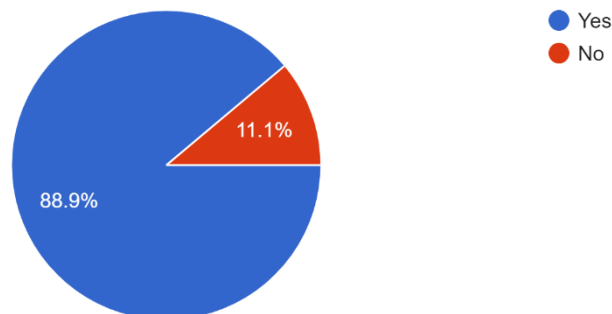
INTERPRETATION:

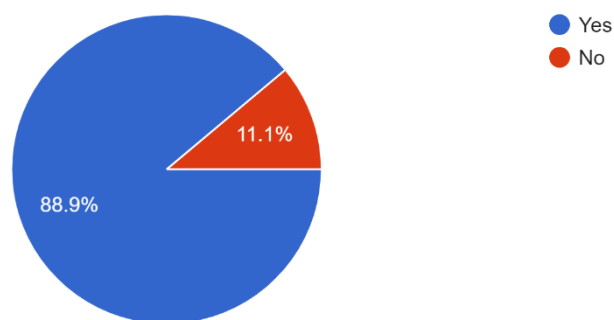From the above table and graph 88.9% selection criteria consistently applied for all

candidates.

7) Does the organization conduct background checks (references, criminal records, etc.) on shortlisted candidates?

Sr.no	frequency	percentage
Yes	88.9	88.9%
No	11.1	11.1%
total	100	100%

7. Does the organization conduct background checks (references, criminal records, etc.) on shortlisted candidates?
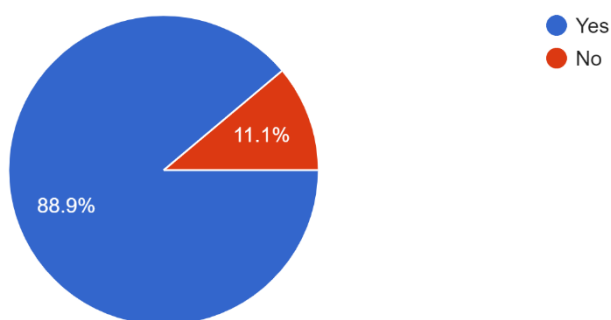
9 responses

INTERPRETATION:

From the above table and graph the organization conduct and check background 88.9% on shortlisted candidates.

8) Are the selected candidates provided with a formal offer letter and employment contract?

Sr.no	frequency	percentage
Yes	88.9	88.9%
No	11.1	11.1%
total	100	100%

8. Are the selected candidates provided with a formal offer letter and employment contract?
9 responses

INTERPRETATION:

6) From the above table and graph shows the 88.9% the selected candidates provided with a formal offer letter and employment contract.

9. Are the recruitment and selection processes regularly reviewed and updated?

Sr.no	frequency	percentage
Yes	88.9	88.9%
No	11.1	11.1%
total	100	100%

9. Are the recruitment and selection processes regularly reviewed and updated?
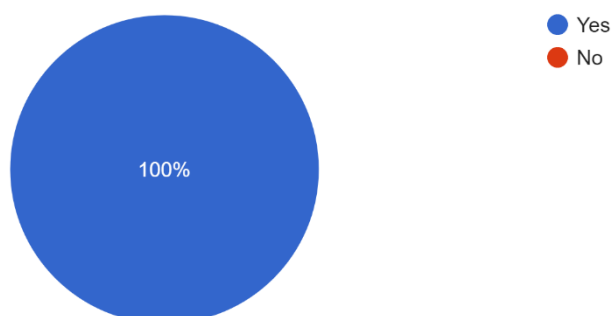9 responses
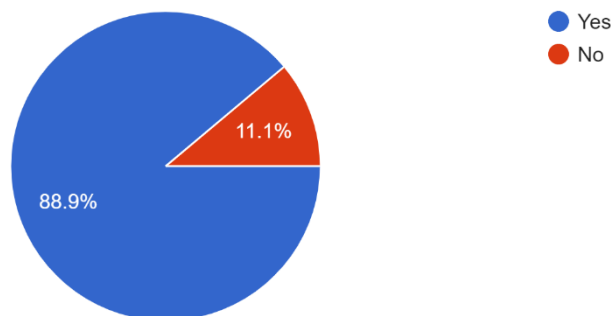
INTERPRETATION:

From the above table and graph 88.9% the recruitment and selection processes regularly reviewed and updated.

10. Are the recruitment and selection processes aligned with the organization's overall goals and objectives?

Sr.no	frequency	percentage
Yes	100	100%
No	0	0
total	100	100%

10. Are the recruitment and selection processes aligned with the organization's overall goals and objectives?

9 responses

INTERPRETATION:

From the above table and graph 100% the recruitment and selection processes aligned with the organization's overall goals and objectives.

CHAPTER 6
FINDINGS
&
SUGGESTION

FINDINGS

➢ The organization have 100% well define recruitment policy.

➢ internal sources of recruitment like promotion and transfer are 22.2% are there in organization. external sources are 44.4% and both internal and external sources are 55.6% does recruitment in organization

➢ The job descriptions and job specifications clearly defined in organization the organization

➢ The organization conduct a job analysis before initiating the recruitment process

➢ The recruitment and selection processes regularly reviewed and updated in organization

➢ The company take various kind of interview in order to select candidates for their organization such as, personal interviews, group discussion and written tests but more focus on personal interviews.

➢ 100% the recruitment and selection processes aligned with the organization's overall goals and objectives.

SUGGESTION

- ➢ The company should provide, more facilities to their employees.
- ➢ Majority of the employees are satisfied with the selection and recruitment process.
- ➢ The company also provided the soft skills and job training to their employees, which is mandatory within organization.

CHAPTER 8

CONCLUSION

CONCLUSION

The recruitment and selection process is the time not only identify a candidate who has the experience and aptitude to do the job that the organization are looking to fill, but also to find someone who shares and endorses company's core values. The candidate will need to fit in well within the company's culture. The selection and recruitment process should provide our company with an employee who adapts and works well with others in company's business. The project study entitled "To study the Recruitment and Selection Process with Special Reference to Agragami Mahila Nagari Sahakari Pat Santha Pvt. Ltd.Nagpur" has carried out the sample questionnaire was distributed to the employers indicate the positive result. However, the maximum employers are satisfied with the recruitment and selection process. As satisfied and motivated employees help organization to higher level of inputs.

In conclusion,

- Null Hypothesis (H0):

  The recruitment and selection process are not effective in Agragami mahila pat Santha pvt. ltd. Nagpur. These hypotheses are rejected.

  2) Alternative Hypothesis (H1):

  The recruitment and selection process are effective in Agragami mahila pat Santha pvt. Ltd. Nagpur these hypotheses are accepted.

CHAPTER 9
BIBLIOGRAPHY

BIBLIOGRAPHY

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https://gscen.shikshamandal.org/wp-content/uploads/2022/sp/MBA-2022/40.pdf

CHAPTER 10
ANNEXURE

ANNEXURE

Does the organization have a well-defined recruitment policy?

- o Yes
- o No

2. Which of the following sources of recruitment does the organization primarily use?

- o Internal sources (promotions, transfers)
- o External sources (job portals, advertisements, agencies)
- o Both internal and external sources

3. Are job descriptions and job specifications clearly defined for each position?
- o Yes
- o No

4. Does the organization conduct a job analysis before initiating the recruitment process?
- o Yes
- o No

5. Which of the following selection methods are used by the organization?
- o Written tests
- o Group discussions
- o Personal interviews

6. Are the selection criteria consistently applied for all candidates?
- o Yes
- o No

7. Does the organization conduct background checks (references, criminal records, etc.) on

shortlisted candidates?

- o Yes
- o No

8. Are the selected candidates provided with a formal offer letter and employment contract?

- o Yes
- o No

9. Are the recruitment and selection processes regularly reviewed and updated?

- o Yes
- o No

10. Are the recruitment and selection processes aligned with the organization's overall goals and objectives?

- o Yes
- o No.