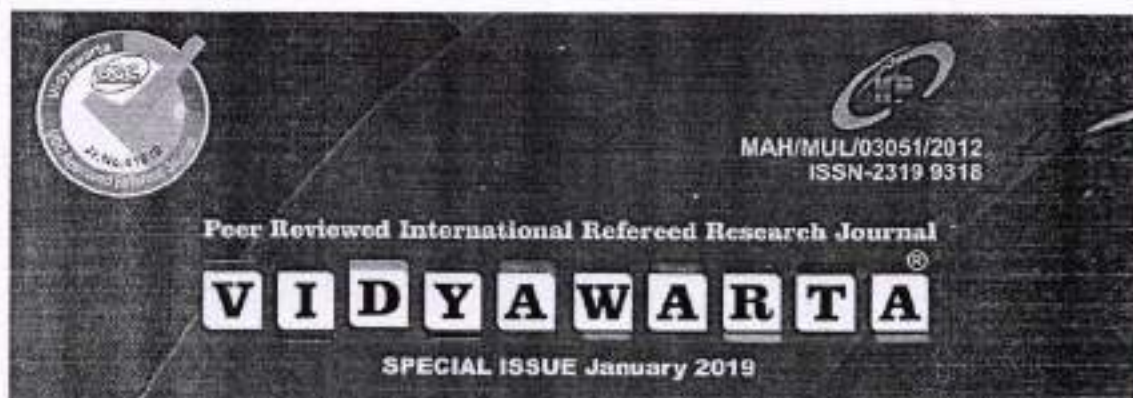


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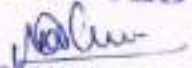
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## RECRUITMENT AND SELECTION STRATEGIES OF PUBLIC SECTOR UNDERTAKINGS

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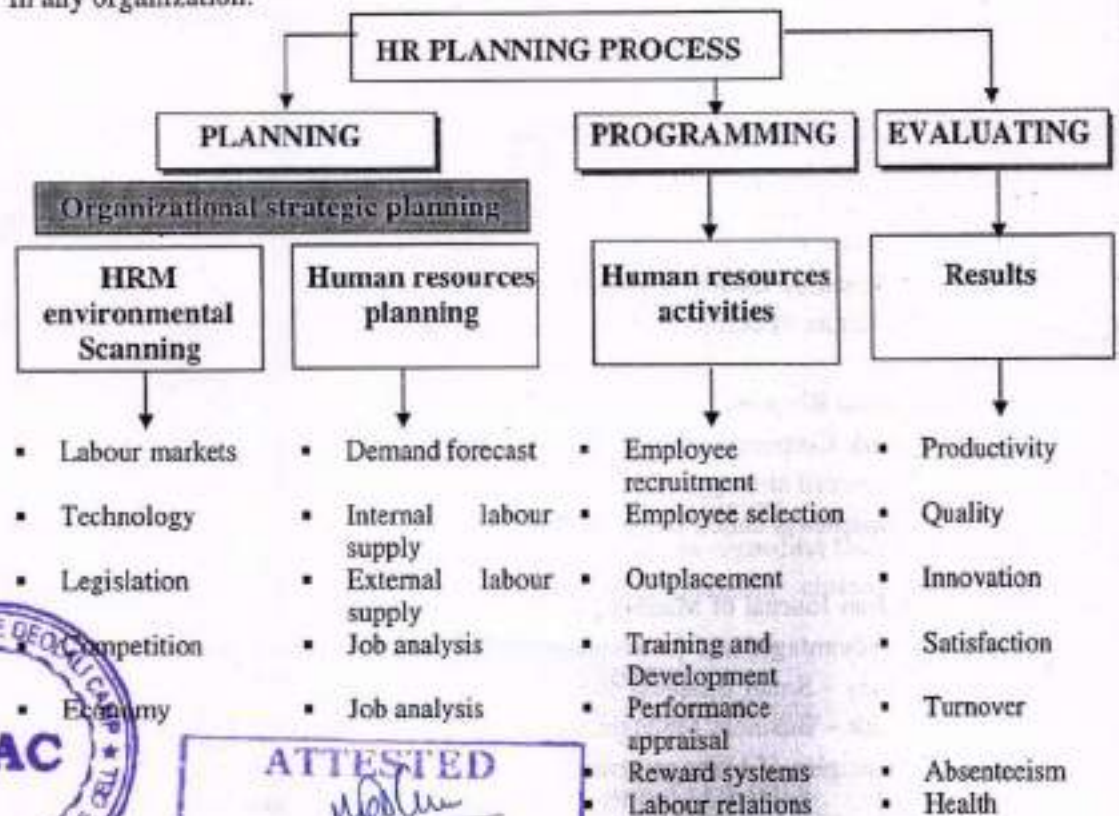
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### > Introduction :

Now a days, Human Resource Management has become one of the most important function of management. As it is concern with human factors in the organizational performance as it is also used to sorts the activities in business. In this it has been assigning some specific duties to function regarding recruitment, selection, training etc. Today's environment has a challenge of significance in number and magnitude for organizational managers. These are effectively dealing with challenges the required knowledge and skills to diagnose what is going in environment, develop strategies, implementing major which will sustain organizational health and validity.

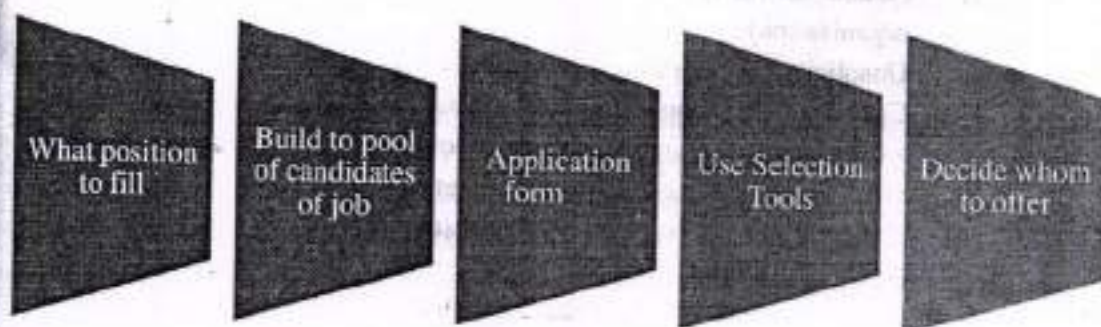
Human resource is a key to success in any organization or management. In this fast changing business environment following is the process of human resource planning in any organization.



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➤ Steps in Recruitment and Selection Process :

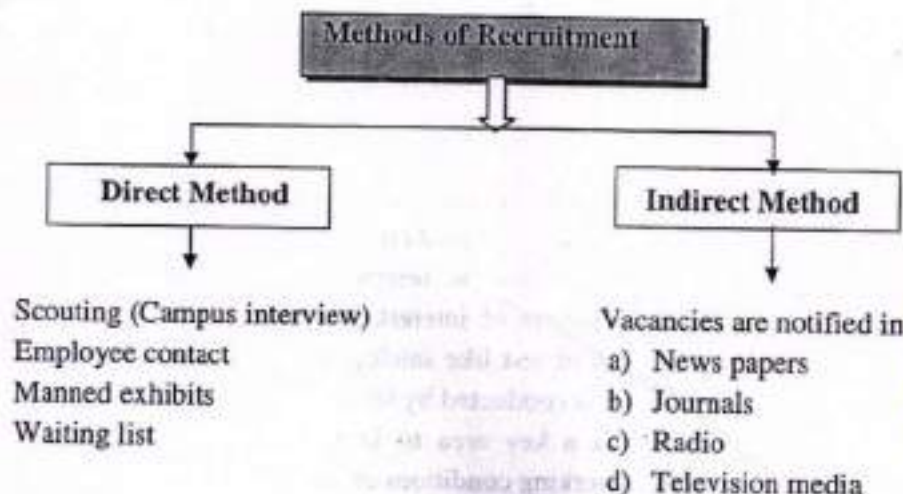


**Recruitment :**

Recruitment is the action of enlisting new people in the armed force or the process of identification of different sources of personnel. It is a positive process of searching qualified persons and stimulates them for apply the jobs in the organization.

According to Dale Yoder, "Recruitment is a process to discover the sources of manpower to meet the requirements of the staffing schedule and employee effective measures for attracting that manpower in adequate number to facilities effective selection of an efficient working force"

➤ **Methods of Recruitment**



➤ **Sources of Recruitment :**

**A) Internal Sources :**

- i) Production transfer (department to department)
- ii) Replacement transfer (another department)
- iii) Rotation transfer (One job to another job to make them versatile)
- iv) Remedial transfer (employee feels discomfort)
- v) Promotions (based on seniority and competence, Demotions (reverse of promotion) etc.





**B) External Sources :**

- i) Notice at factory gate (put a notice at the factory gate by the organization)
- ii) Unsolicited applications (submit application by job seekers)
- iii) Casual callers (appoint for short period)
- iv) Advertisement (given in newspapers or trade or professional journals)
- v) Employment Exchange (for skilled, unskilled or semi-skilled persons)
- vi) Colleges, Institutions and Universities (fresh young graduates of different discipline)
- vii) Labour contractors (for unskilled labors)
- viii) Private agencies
- ix) Trade unions
- x) Leasing.

**> Selection :**

In recruitment, selection is very important aspect, but it is different from recruitment. Selection is the process of choosing the most suitable employee from the applicant. The purpose of selection is to pick the right person for every job. Selection is an important function as an organization can achieve its goals without selecting the right person.

**Steps in selection process :**

- 1) **Receipt and Scrutiny of Application :** If there are vacancies it will be notified in news paper. Number of applications are received and the department makes a detailed scrutiny of applications.
- 2) **Preliminary Interviews :** It is a basic interview. It is conducted by assistant or secretary of personnel department.
- 3) **Blank Application Form :** Candidates are given blank application form to fill it. This gives their individual bio-data in detail.
- 4) **Tests :** After preliminary interview selection test is conducted to know capabilities, knowledge, pattern of interest, skill and aptitude of candidates for job. Its include types of test like intelligence test, interest test, aptitude test and personality test it is conducted by the management.
- 5) **Interview :** Interview is a key area to know about nature of candidate, compensation package, working conditions of candidates.
- 6) **Checking References :** In application form there is column for giving references to write the names of one or two important persons in his/her locality. So the employer can inquiry about the candidate from these references.
- 7) **Approval of Supervisor :** The name and details of the candidate who is selected is sending to supervisor for approval.
- 8) **Final Selection :** After completing all the process candidates are given appointment order.





- 9) **Placement :** When the candidate is selected and appointed he/she is posted to a particular position and work get started.

➤ **Conclusion :**

In the Indian economy both private and public sector has an important role of placing. As result we get to know recruitment is as positive as it aims at increasing the number of application for wider choice or for increasing the selection ratio. The key area of an organization is employee which will give new heights to the company.

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