

A PROJECT REPORT

(18MBAPR407)

on the Topic

**RECRUITMENT AND SELECTION PROCESS AND ITS EFFECTIVENESS AT INDER
AUTOMATION AND SYSTEM PVT. LTD. SILIGURI**

By

Ms GHOUSIA PARVEEN

USN: 1CY18MBA17

MBA 4th Semester

Submitted to VISVESVARAYA TECHNOLOGICAL UNIVERSITY, BELAGAVI
in partial fulfillment of the requirements for the award of the degree of
MASTER OF BUSINESS ADMINISTRATION



Under the Guidance of

INTERNAL GUIDE
Dr. PRAKASH B YARAGOL
Professor

EXTERNAL GUIDE
Mr. ASHOK GUPTA
Lead Recruiting Partner
Inder Automation & Systems Pvt.Ltd.
SILIGURI



**DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION
C M R INSTITUTE OF TECHNOLOGY**

#132, AECS Layout, ITPL Main Road, Kundalahalli,
BENGALURU-560037

Batch - 2018-2020

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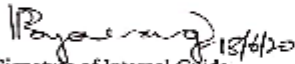



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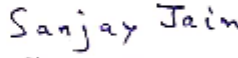
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CERTIFICATE

This is to certify that **Ms GHOSIA PARVEEN** bearing USN **1CY18MBA17** is a bonafide student of Master of Business Administration Programme of the Institute (2018-20 Batch), affiliated to Visvesvaraya Technological University, Belagavi. Project report on **RECRUITMENT AND SELECTION PROCESS AND ITS EFFECTIVENESS AT INDER AUTOMATION AND SYSTEM PVT.LTD.SILIGURI** is prepared by her under the guidance of **Dr. PRAKASH B. YARAGOL** in partial fulfillment of the requirements for the award of the degree of Master of Business Administration of Visvesvaraya Technological University, Belagavi in Karnataka.


Signature of Internal Guide


Signature of HoD
Head of the Department
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Bangalore-560 037
Evaluators


Signature of Principal
Principal
CMR Institute of Technology
Bangalore - 560037

1) Name of external evaluator

Signature with Date

2) Name of internal evaluator

IAPL/2019-20/C1

Dated : 10th February, 20**CERTIFICATE**

This is to certify that **Ms. GHOSIA PARVEEN** bearing **USN 1CY18MBA17** pursuing **MASTER OF BUSINESS ADMINISTRATION**, from **CMR INSTITUTE OF TECHNOLOGY, BANGALORE** has successfully completed the project with title "**A STUDY ON EFFECTIVENESS OF RECRUITMENT AND SELECTION PROCESS**" in "**INDER AUTOMATION & SYSTEM PVT LTD, SILIGURI**" during the period from 02.01.2020 to 16.02.2020, as a part of her curriculum.

During the tenure of her training, we have found her sincere and hard working.

We wish her success in career.

Thanking You

Yours faithfully,
for Inder Automation & System Pvt. Ltd.

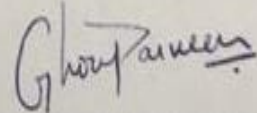
(Rajender Garg)
Director

DECLARATION

I, Ms GHOUSIA PARVEEN hereby declare that the Project report entitled **RECRUITMENT AND SELECTION PROCESS AND ITS EFFECTIVENESS AT INDER AUTOMATION AND SYSTEM PVT. LTD.SILIGURI** is prepared by me under the guidance of Dr. PRAKASH B. YARAGOL, faculty of MBA Department, CMR Institute of Technology and external assistance by Mr.ASHOK GUPTA, Lead Recruiting Partner at INDER AUTOMATION & SYSTEM PVT. I also declare that this project work is towards the partial fulfillment of the university regulations for the award of degree of Master of Business Administration by Visvesvaraya Technological University, Belagavi. I have undergone a summer project for a period of six weeks. I further declare that this project is based on the original study undertaken by me and has not been submitted to any other University/Institution for the award of any degree/diploma.

Place: *Bangalore*

Date: *22/06/20*



Ms. GHOUSIA PARVEEN

USN:1CY18MBA17

ACKNOWLEDGEMENT

I have been fortunate enough to get good timely advice and support from a host of people to whom I shall remain grateful.

I take this opportunity to express my heartfelt thanks to **Dr. Sanjay Jain**, Principal, CMR Institute of Technology, Bangalore, for his support and cooperation to undertake and complete the project work.

I am extremely thankful to **Prof. Sandeep Kumar**, Head of the Department of Management Studies and Research, CMR Institute of Technology, Bangalore, for his advice and support throughout the completion of the project work.

It gives me immense pleasure to record my thanks to my Internal Guide, **Prof. PRAKASH B YARAGOL**, CMR Institute of Technology, Bangalore, for his valuable guidance and untiring support and cooperation in completing the project work.

I acknowledge the insights provided by my External Guide, **Mr. Mr.ASHOK GUPTA**, Lead Recruiting Partner, INDER AUTOMATION PVT LTD. SILIGURI which helped me to a great extent in completion of the project work.

And finally, there is deepest of thanks for the patience and cooperation of the family and friends, without whom the endeavour would not have been possible.

Ms GHOUSIA PARVEEN

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EXECUTIVE SUMMARY

An organization progress highly depends on the quality of the kind of people who work in the organization. In order to achieve the targets and the goals set by the organization it needs to hire committed and well qualified workforce. Therefore, it is considered to be pivotal to hire the best person for the job in order to make proper and complete utilization of the assets. Hence, it increases the importance of a strong system of recruitment and selection.

Recruitment deals with finding the applicants, communicating the opportunities and generating interest. While selection is a systematic process of choosing among the pool of applicant the perfect fit. Both these Process are highly essential and should be performed methodically to reach out to the goals set by the organization.

The project work serves as a study on recruitment and selection process at INDER AUTOMATION AND SYSTEM PVT LTD. The project work was carried out for a period of 4 weeks. From the study I can say that the company's selection process is very effective as they adhere to the quality measures during the hiring process. Focusing on the employees' attitude and work quality as the practical test is given more importance. The employees are staying long, and they are very much satisfied with the internal selection and promotion process.

Although the company should improve its work environment a bit. Hire more female applicants. Train its employees across the organization. So that the employee gives his best and turn out to be productive.

CHAPTER 1

INTRODUCTION, INDUSTRY PROFILE AND COMPANY PROFILE

1.1 INDUSTRY PROFILE

An industry is a sector that produces goods or services within an economy. A group of companies doing business of similar nature is called an industry.

Electrical control panels are created and are used to control appliances of machinery. Each and every single panel is created for a specific mechanical or electrical appliance and the arrangement is done accordingly also includes the devices that are used to allow an operator to control specific equipment. Control panel includes rather consists of controller. This could be PLC, DCS, relay or also include other types. It gives input signal to the MCC panel to start a motorized equipment and also gives digital signals. Control panel works by depending on logic of relay or the PLC program. Normally the Instruments are connected to control panel board. Indications which are used for interlocks will also be there in control panel board. These days a single panel is used for separate control and the MCC panel.

Industrial Control Panels can be described as assemblies of Power Circuits, i.e. Power Distribution Units (PDU). Assemblies consisting of the Control Circuit components and which are used for simple electrical control of industrial process or industrial equipment. They can be combination of Power and Control circuits. Traditional industrial control panel assemblies include equipment like motor controls, relays, switches and disconnects, circuit protection devices, and a variety of ancillary, interconnect, and electro-mechanical devices for easy wiring and to make the process of manufacturing and installation easier.

Usually these control panels are found in almost all the manufacturing processes with important process and applications such as heating, lighting, motors and pumps, machinery, and HVAC.

1.2 COMPANY PROFILE

Inder Automation & System Private Limited was incorporated in the year 2004 with Ministry of Corporate Affairs (MCA) on 24 May 2004. Inder automation and systems pvt ltd is a private limited company and is a Non-Government Company. The company is been registered with the registrar of companies in Kolkata having Ten lakh rupees of share capital(authorized) and a paid-up capital of four lakh rupees.

On September 30, 2019 was the last company's (Annual General Meeting) AGM held.

PROMOTERS

- Rajender Garg
- Ankita Garg
- Fulwati Devi Agarwal
- Priyam Garg

VISION

Dealing and Delivering various electrical equipment and allied components with utmost care to make our customer happy and satisfy.

MISSION

Continue the commitment towards delivering quality product with the 'SAFETY FIRST' motto for all users, industries and products which is technologically strong and is environmentally friendly.

QUALITY POLICY

We are devoted in achieving the “complete customer satisfaction by developing, producing and supplying best in world products to meet the goal of quality and timely delivery”. Inder Automation is an ISO 9001:2008 with their control panel Tested & approved by CPRI, Bangalore (in all three category IP, Short circuit & Temp. rise) and Trademark “Tanpri” approved.

PRODUCTS

1. Electrical panel board

- Loop Boxes,
- Busbars,
- Customized Db’s Enclosure

2. Electrical Components

- LV Electrical products Supplier Service
- Wiring Device Supplier Service
- Controls and automation supplier
- Metering Supplier Electrical Component
- Energy Management Product supplier service

3. Other products

- Electrical panel board
- Outdoor and indoor feeders
- Motor Control Centre (mcc)
- Main and sub- distribution boards
- Variable-frequency drive

INFRASTRUCTURE FACILITIES

The infrastructural facilities have been divided into various departments like

- Manufacturing plant
- design and development division
- quality control and testing facilities
- procurement department
- warehousing or storage facilities

The company provides a very good infrastructure facilities with proper working space, ventilation and lighting. It also provides canteen facilities in their manufacturing plant with separate washroom for male and female which are well maintained.

COMPETITOR'S INFORMATION

- HT Electrical panels
- Electrical panel
- Blaengar Robotics pvt
- Industrial Electrical panel
- Friends udyog
- Gypsum Central panel
- SBZ Electronic panel
- AA electronics
- DCS Panel

SWOT ANALYSIS

Strength:

- The cost of labour is low.
- Strong specialization in electric services.
- Recognized and popular brand name in the local area.
- The company has a strong and good relationship with its investors.
- Less competition

Weakness:

- Lack of capital
- Lack not industrial partners
- Slow technological innovation
- Unskilled manpower

Opportunities:

- Growing sector
- High social acceptance

Threats:

- R&D expenses are high
- Competitors
- Dependency on external suppliers
- Economic factor: like inflation, recession

FUTURE GROWTH AND PROSPECTS

- the company is planning to open a new plant in Malda, west Bengal
- the company is planning to export its products for expansion
- the company is also expecting new and more investor
- the company is planning to adapt new technology

FINANCIAL STATEMENT ANALYSIS

Balance Sheet

PARTICULARS	Mar'18	Mar'17
Liabilities		
Share Capital	1500000	1008600
Reserve and surplus	158900	103700
Net Worth	1658900	1112300
loans	75100	95000
Total liabilities	1734000	1207300
Assets		
Gross Block	600000	328000
(-) Depreciation	28000	16000
Net Block	572000	312000
Capital Work in progress	312000	293000
investments	289000	176000
inventories	250000	203000
Sundry debtors	91000	84000
Cash and bank	365000	273000
Loan and advances	179000	192000
Total Current Asset	1486000	921000
Current Liabilities	300000	220700
provisions	24000	105000
Total Current Liabilities	324000	325700
Net Current Asset	1162000	895300
	1534000	1207300

Profit and Loss Account

PARTICULARS	Mar'18	Mar'17
Income		
Sales	54.9	43.8
Total income	54.9	43.8
Expenditure		
Total expenditure	34.58	16.7
Total income	20.32	27.1
EBITDA	20.33	27.1
Depreciation	2.03	1.07
EBIT	18.29	26.03
Interest	1.5	1.02
EBT	16.79	25.01
Taxes	1.4	1.3
Profit and Loss for the year	15.39	23.71

CHAPTER 2

CONCEPTUAL BACKGROUND AND LITERATURE REVIEW

2.1 THEORETICAL BACKGROUD OF THE STUDY

An organization's progress depends not on the quantity but on the quality of workforce or employees working in the organization. Therefore, it is very important for any organization to hire right and well qualified employees.

Recruitment deals with finding the applicants, communicating the opportunities and generating interest. While selection is a systematic process of choosing among the pool of candidates the best fit. These Processes are very much necessary and must follow a systematic procedure to meet the organizational goal.

RECRUITMENT CONCEPT

Recruitment is the activity of not just recognizing but also to draw the attention of the most suitable candidate for the vacant post. Which is followed by the process of manpower planning. One must consider the following before starting the recruitment activity.

- Should the vacancies be filled up from inside or outside the organization.
- Should the drawing of new members be done locally, from within the nation or outside the nation.
- The techniques and modes to be utilized for attracting or calling up new applicants.

Factors that affect the recruitment activity

1. **Organizational policy:** If an organization has a promotion policy from inside of the organization or from within the organization, what becomes higher is the employee morale and retention. The organization however looks in for people with higher or a long-term association with the firm, but this has a demerit that it reduces the flow of new people and the ideas to the organization.
2. **Structure of the wages and compensation:** The organizations compensation and wage structure that acts as an obstacle in recruiting the best fit or eligible candidate who expects a higher pay Package. People with experience usually demand for a higher pay.
3. **Government policies:** In India the government changes every 5 years and so does the rules and regulation and policies. the new government brings in new changes it affects the recruitment like the quota system for persons belonging to a particular caste or classes.
4. **Labour market:** Labour market condition greatly affect the recruitment and the selection process. If there is a surplus labour available and the demand is low, then the hiring and the pay will be accordingly and vise-versa.
5. **Image and reputation of an organization:** It becomes easier for an organization with good corporate image and reputation to attract new employees and to retain existing employees. Therefore, organizations should focus to improve its goodwill and to build its image in the market. Past performances of the organization greatly impact or affect the recruitment or hiring.

6. **Candidates preferences:** usually, the fresh graduates usually proffer established and very large companies like google, IBM, Facebook, Amazon which are having good corporate image and better working environment and also a good pay instead of smaller ones or the startups.

Some methods of recruitment: -

1. Employee agencies and head-hunters
2. Campus recruitment
3. Walk-in interviews
4. Employees' referrals

PROCESS OF RECRUITMENT

The process of recruitment is as follows:

1. **Manpower Planning:** it talks about the expedient that the organization requires to reach the goals also must it specify the number and the types of manpower it needs at a particular date in near future.
2. **Analysis of the job:** job description and job specification together are called job analysis. In simple terms it means analyzing a job.
 - **Job description:** it refers to the duties, tastes, objectives and standard of performances which an employer expects from the employee.
Example: - the working hours will be for 9 hrs.
 - **Job specification:** it refers to specifications such as of the knowledge, specific skill required to do or complete the required job, also includes the qualities. Example: - MBA, BE, Bed....
3. **Identification of vacancies:** The departments in the organization can inform the HR department about the available vacancies.
4. **Budget Preparation:** the organization must decide the amount or the budget in advance or prior that it wants to expend on recruitment. The procedure of recruitment relies on the time available and the budget allocated for the recruitment. Therefore, budget must be prepared for smooth functioning.
5. **Preparation and publication of information:** this includes
 - Advertisement
 - Internet

- 6. Application form:** once the application forms are received it must be properly examined to check of the application forms are received, they must be s the applications meet the eligibility criteria. Those forms, which do not meet the minimum required standard must be rejected. After this is done an interview must be conducted for the shortlisted candidates. All the shortlisted candidates must then pass through the selection process only then they can be placed.

Alternatives to recruitment

- 1. Overtime:** whenever this is an alternative wherein the organization instead of hiring new employees the organization can utilize its existing employees to complete their task or the project. So, the employees here are working some extra time, hence its termed as overtime. This brings in additional source of income to the employees and also reduces the organizations additional costs.
- 2. Outsourcing:** it is a good this is in trend these days and is of special use in case of small and medium companies who don't have full-time work for their employees. The organization can outsource their tasks or activities like payroll and some other activities and pay a fixed fee for the service provided.
- 3. Temporary employment:** under this kind the employees hired for a temporary period may be on a contractual basis and the work usually involve are of non-repetitive in nature. In this case the cost of the labour is low.

SELECTION CONCEPT

Selection is the procedure where in an organization selects from the list of candidates one who suites the best or fits in to the required vacant position considering the market condition.

Organizations consider some of the following Criteria for selection: -

1. Education of the applicant as per the post of vacancy.
2. Experience the applicant has and which is required for the respective position.
3. Physical characteristics which is required.
4. Personal characteristics which the organization expects.

SELECTION PROCESS

- **Preliminary screening:** all the participants are supposed to fill up an application blank. The application blanks provide information to check if the candidate has the minimum qualification for the job. therefore, it is a useful initial screening tool.
- **Interview:** after the screening procedure comes the interview. Following are the ways: -
 - a. Structured interview
 - b. Unstructured interview
 - c. Situational interview and stress interview
- **Employment tests:** This aims to measure certain characteristics of an individual. It can be in pen and paper mode or online. usually tests the verbal and mathematical ability of the candidate. It can also be a practical test like it is conducted at inder automation and systems pvt ltd.
- **Reference checks:** it is usually done to get information about the potential employee and the information is collected from former employers or co- workers.

- **Medical examination:** it is usually done only after an offer letter is made. And is very common in government vacancies and jobs that demands physical strength.

IMPORTANCE OF EFFECTIVE RECRUITMENT AND SELECTION:

1. COST:

It is a prime motivation of effective and efficient recruitment. Cost consideration is very important. There are a number of approaches in where reduced staffing can bring in financial losses.

2. CRIMINAL PROBLEMS:

Being unfair is one of the criminal problems among the recruiters. This practice of discrimination can bring in extreme damage. Indian government forbids discrimination based on race, gender, caste, creed, faith, believes so on.

3. LOYALTY AND PRODUCTIVITY:

Loyalty and productivity both are interrelated. The employees are committed to work in most difficult conditions and support their company to succeed. one such instance is that of the Covid-19 lockdown which took the country to a lockdown and the employees especially in IT sector had to work from home. Inside the organization the recruiters have to ask various questions that offer facts in the region to know the strength and the weakness of the candidates. In fact, the interviewers must question about the achievements of the candidates during his or her course of profession

2.2 REVIEW OF LITERATURE

Alan Prince (2007)

According to him the process of recruitment a tedious process, it has to be culpable by the management and forethought by the board in order to designate the applicable labour force.

Korsten (2003) and Jones et al. (2006)

They said that the recruitment process is on the grounds of the levels of recruitment scheme, job postings and details, advertising, job application and interviewing process, assessment, decision making, formal selection and training. Further he adds that the recruitment process may be conducted with the help of internet, can be inside or outside.

Hiltrop (1996)

He demonstrates the relationship between Human resources management practices, Human resources management organizational strategies as well as organizational performance. for this he studied about in Europe where in around 319 companies HR practices and policies were taken into consideration and after the research, he found that employment security programs, alliance, employee involvement and staff design are prerequisite applications required.

Silzer et al. (2010)

They concentrate on talent management and were successful in solving the issues like whether one acquires talent through development, or one gets it by birth that is one is born with talent. According to him designing talent system is the core challenge and the solution he came up with for gaining well organized staff management was by acquiring feasible recruitment technique.

Taher et al. (2000)

They put through a survey on the value and non-value-added pursuit in a R&S process. The survey was constructed on the reality that the methodical human resource forethought is an ethos of organizational success, and it goes automatically into labourforce R&S.

Hence, demand instead of stockpile must be the center of attention of the R&S process and weightage must be given on forethought, controlling and supervising.

Bratton & Gold (1999)

They suggested that organizations are now developing models based on the employees they desire to recruit, and to recognize how far applicants respond to their models by means of valid and reliable techniques of selection.

Ms. Ambika Verma (2009)

In their study on the use of technologies in hiring and staffing for job candidates conducted in a group found that majority of the organizations used technology as a tool which are based on R&S or hiring and staffing to improve the productivity, expand the applicants count and to reduce costs.

Robert (2005)

In his study “strategic HR review” he concludes that successful R&S can improve the organizations execution. Hence, one must focus on the recruitment and selection process of their organization.

Bowen, et al (1991)

In his survey he examined that “integrated R&S process assists the hirers to select the applicants to get into the attributes of an organization tradition.” Therefore, one needs to focus on the integration of recruitment and selection.

Beardwell, et al (2003)

In his survey he evaluated that, “candidates potential and actual performance are considered as a means for selection and the ingestion of workforce will make the most suitable involvement to organisation- in present and in near future.”

Raybould, and Sheedy (2005)

He suggests that following an efficient and effective strategy in the recruitment and selection of workers enables the organizations to avoid unnecessary costs like high staff turnover costs, dissatisfied customers and poor performance among workers.

Anderson, Haddleton, Cunningham-snell, and Gibb (2000, p. 16)

According to him the graduate R&S process in the United Kingdom has undergone a paradigm shift in quite recent past and the majority of such changes relies on the streamlining of selection procedures mainly for reduction of the cost.

2.3 RESEARCH GAP

The idea behind the study is to identify the procedure of Recruitment and selection at INDER AUTOMATION AND SYSTEMS PVT. LTD., not just understanding the process but its effectiveness too.

CHAPTER 3

RESEARCH DESIGN

3.1 STATEMENT OF THE PROBLEM:

The competition, opportunities and the complexity of life demands the organisation to work towards the betterment of the employees. Providing the employees, a better quality of life. This study is required not only to understand the recruitment and the selection process of Inder Automation and systems pvt ltd, Siliguri but also to improve the recruitment and the selection process.

3.2 NEED FOR THE STUDY: Hiring a perfect applicant for the perfect job at right time is of utmost important to reach the company's goal for any organisation. As the companies are growing rapidly it demands more workforce which is to be fulfilled in a short span of time. so here the effectiveness of recruitment and selection process comes into the picture, so this led me to do this research and to understand the existing recruitment process and enhance the same.

3.3 OBJECTIVES OF THE STUDY:

- To learn about the procedure of the Recruitment and the selection.
- To understand various sources of recruitment at various levels.
- To systematically analyze the selection criteria at inder automation and systems pvt.ltd, Siliguri.
- To make an attempt to understand the problems faced by the employees with regards to recruitment and selection at the company.
- To suggest solutions to the problems faced.
- To understand how effective is the recruitment and selection happening in the organisation.

3.4 SCOPE OF THE STUDY:

Staffing and selection are an important function in the HR department. The study focuses on the recruitment and the selection process and its effectiveness in Inder Automation and systems pvt ltd, Siliguri. And also suggests better ideas on the recruitment and the selection process.

3.5 RESEARCH METHODOLOGY: it is the techniques or specific procedures which are used to identify, select, process, and analyze the information about a particular topic which a person is intended to do a research on. In my project I have used sampling technique.

- **Sampling technique:** To select the sample, random sampling technique has been used because.
- **Sample unit:** the population study includes the employees of the Inder automation and systems PVT LTD, Siliguri.
- **Sample size:** 62 employees from various departments
- **Sampling techniques:** the sampling method used here is random sampling where every item has an equal opportunity of getting selected.

3.6 HYPOTHESIS

H0: No Significant relationship exists between internal promotion and the age of employees.

H1: Significant relationship exists between internal promotion and the age of the employees.

3.7 LIMITATIONS

1. Time was the major limitation in I had so reach could not be made in depth.
2. Responses that I got is was very less.
3. Some respondents didn't respond to all the question.
4. Respondents may not answer the questions seriously.
5. Interpretation and result are completely based on the answers received from the respondents.

3.8 CHAPTER SCHEME

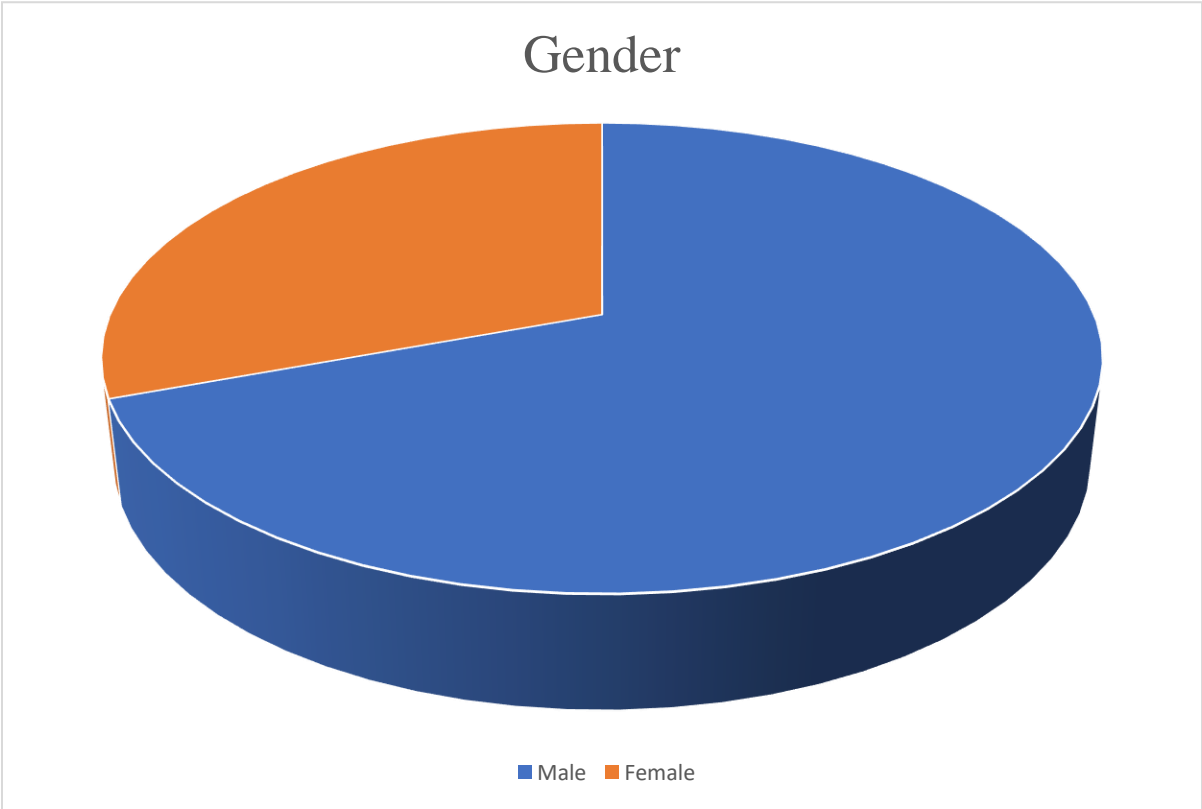
- **chapter 1:** introduction
- **chapter 2:** conceptual background and literature review
- **chapter 3:** research design
- **chapter 4:** data analysis and interpretation
- **chapter 5:** findings suggestion and conclusion

CHAPTER 4
ANALYSIS AND INTERPRETATION

TABLE 4.01: Table presenting the gender of the employees

FACTORS	NO OF RESPONDENTS	% OF RESPONDENTS
Male	43	69%
Female	19	31%
Total	62	100%

GRAPH 4.01: Graph presenting the gender of the employees



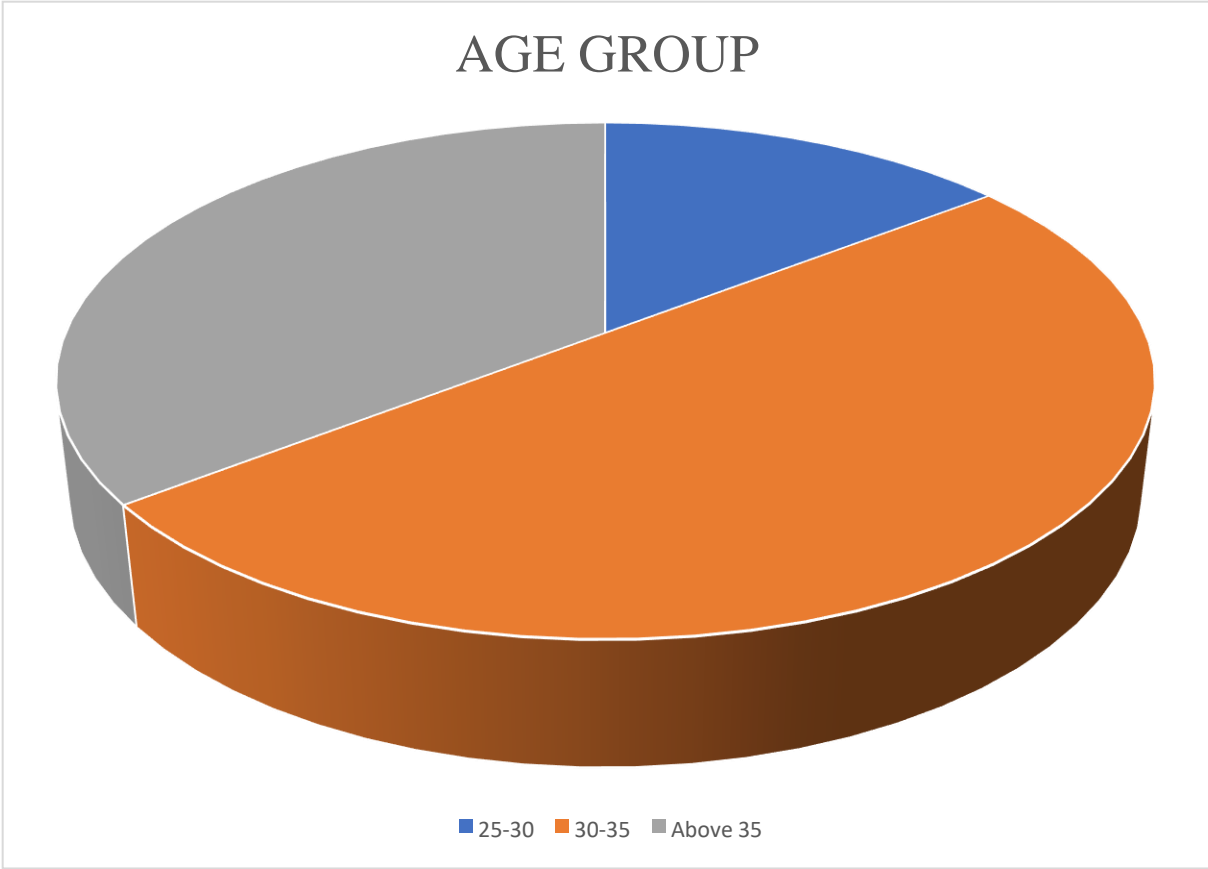
Analysis & Interpretation:

The table shows that 69% of the respondents were male and 31% of the respondents were female. In the above graph the color blue presents the males and the color orange represents female. From the above graph we can interpret that the majority of respondents were males which is not that good. The organization must strive to have proper gender ratio. It must improve its gender ratio by hiring more of females.

TABLE 4.02: Table presenting the age of the employees

FACTORS	NO. OF RESPONDENTS	% OF RESPONDENTS
25-30	9	15%
31-35	31	50%
Above 35	22	35%
Total	62	100%

GRAPH 4.02: Graph presenting the Age group of the employees



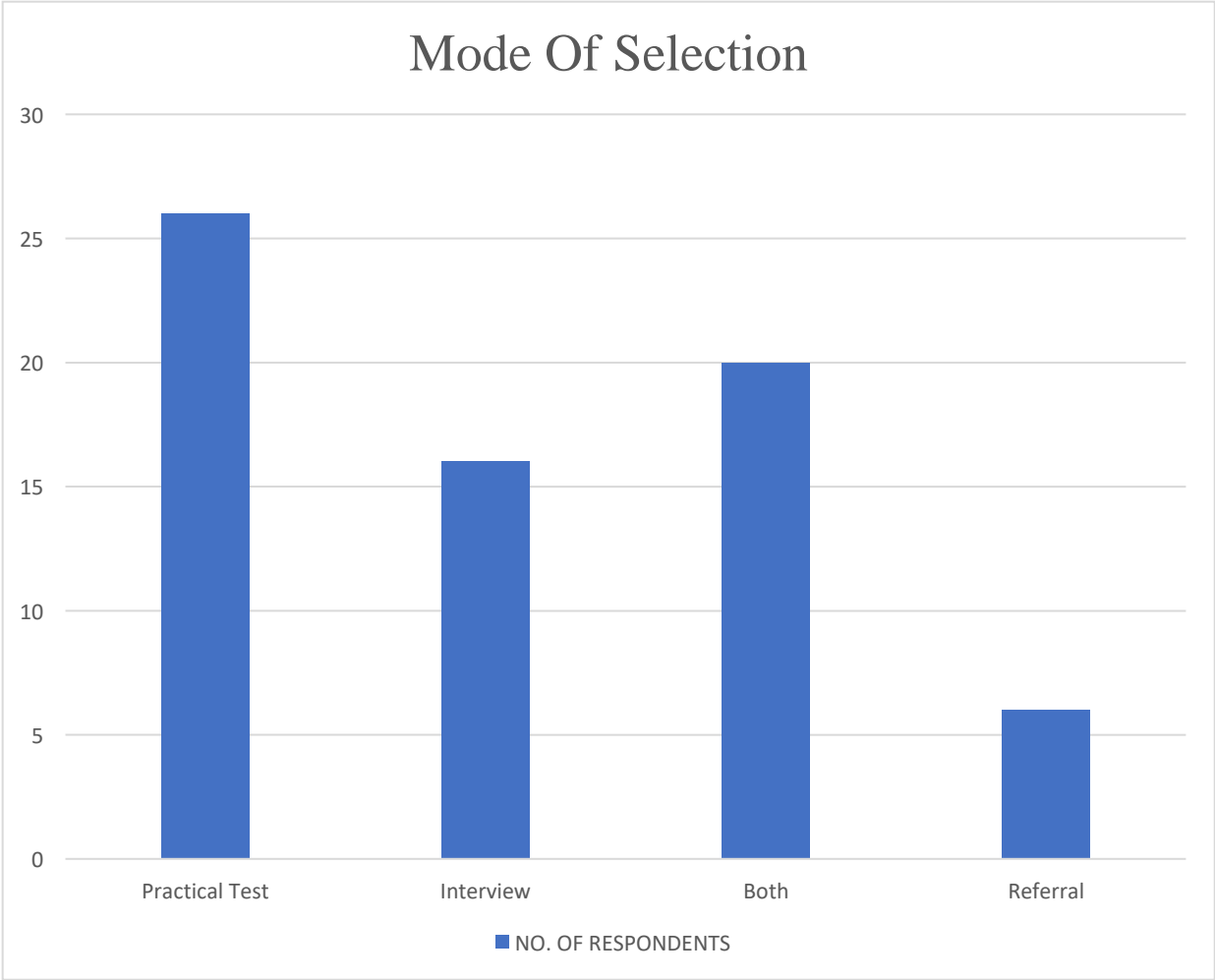
Analysis & Interpretation:

The table shows that 15% of the respondents are between the age group of 25 to 30 years. 50% of the respondents are between the age 31 to 35 years and 35% of the responses received are aged above 35. We can see that it is clear from the above graph that the majority of the employees who responded are aged between 30 to 35 years which is represented in orange color. The next is the respondents aged above 35. Then its aged between 25 to 30. Therefore, we can interpret that the organization has less employees who are aged between 25 to 30.

TABLE 4.03: Table presenting the selection method of the employees

FACTORS	NO. OF RESPONDENTS	% OF RESPONDENTS
Practical Test	26	42%
Interview	16	26%
Both	20	32%
Referral	6	10%
Total	62	100%

GRAPH 4.03: Graph presenting the selection method of the employees



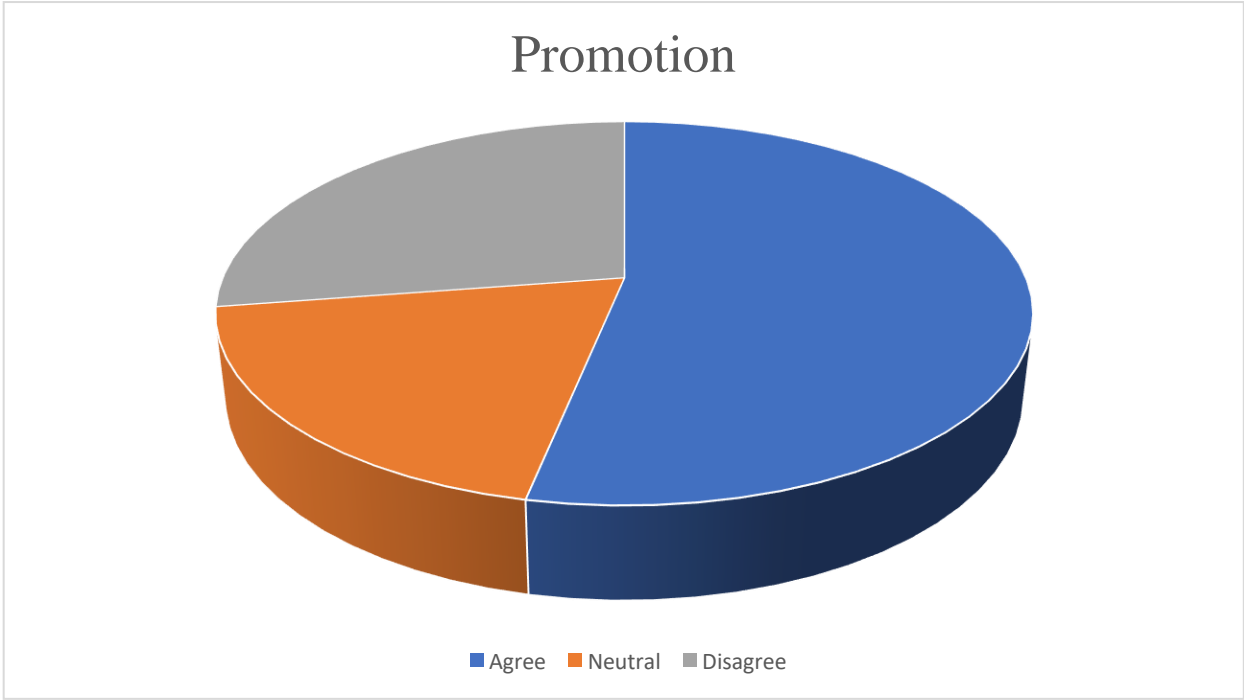
Analysis & Interpretation:

The table shows that 42% of the employees were selected based on a practical test. 26% of the employees were selected based on interview. 32% of the employees were selected based on both interview and practical test and only 10% of the employees were selected based on the reference. The above bar graph clearly indicates that majority of the employees were selected based on the practical test conducted at inder automation and systems pvt ltd. and very few were selected based on referral method.

TABLE 4.04: Table presenting the adherence to the promotional polices

FACTORS	NO. OF RESPONDENTS	% OF RESPONDENTS
Agree	33	53%
Neutral	12	19%
Disagree	17	27%
Total	62	100%

GRAPH 4.04: Graph presenting the adherence to the promotional polices



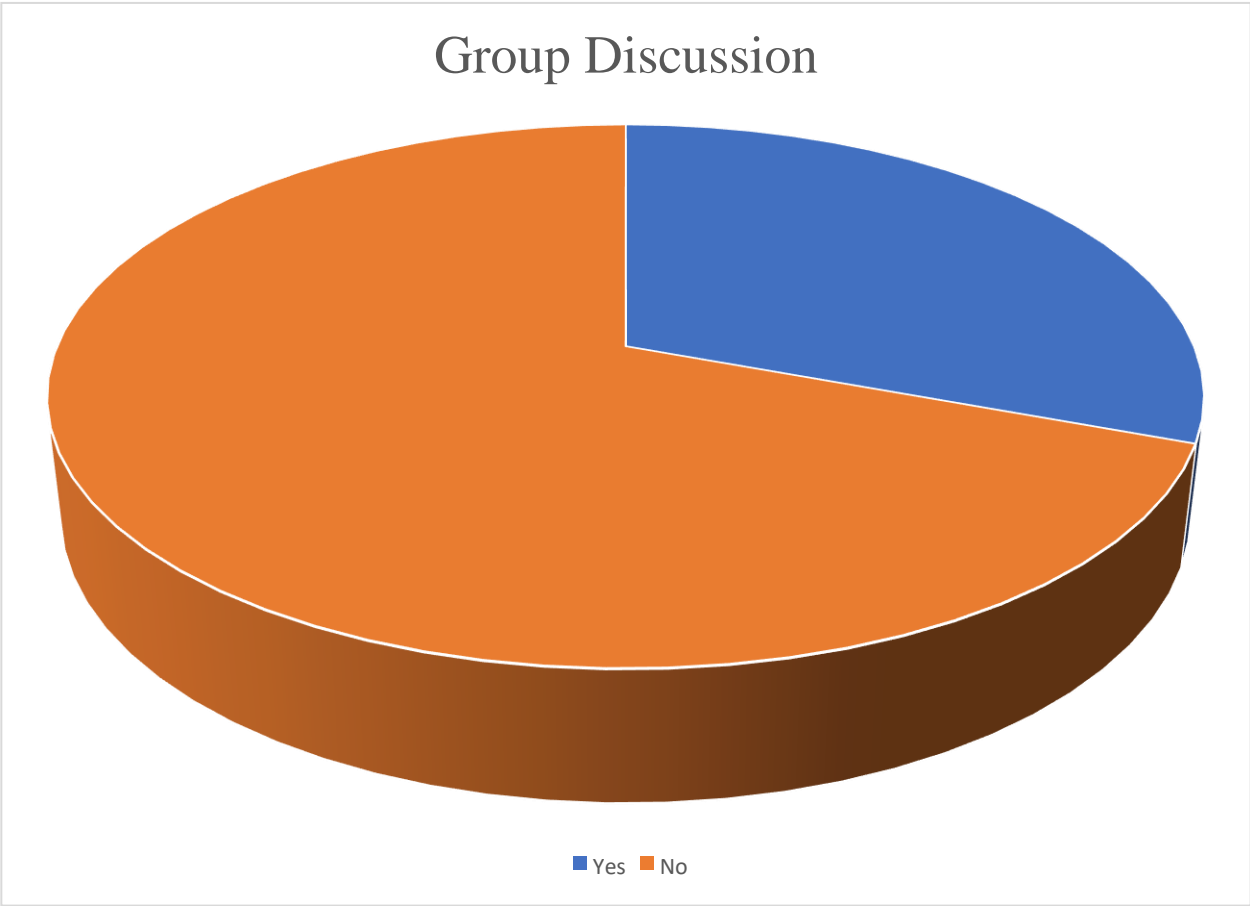
Analysis & Interpretation:

The table shows that 53% of the respondents agree that the organisation follows the promotional policies. While 27% of the respondents disagree to it. Only 19% of the respondents are neutral about the adherence to the promotional policies. The graph clearly depicts that most of the respondents agree that the organisation follows the promotional policies.

TABLE 4.05: Table presenting the involvement of group discussion

Factors	No of Respondents	% of Respondents
Yes	19	31%
No	43	69%
Total	62	100%

GRAPH 4.05: Graph presenting the involvement of group discussion



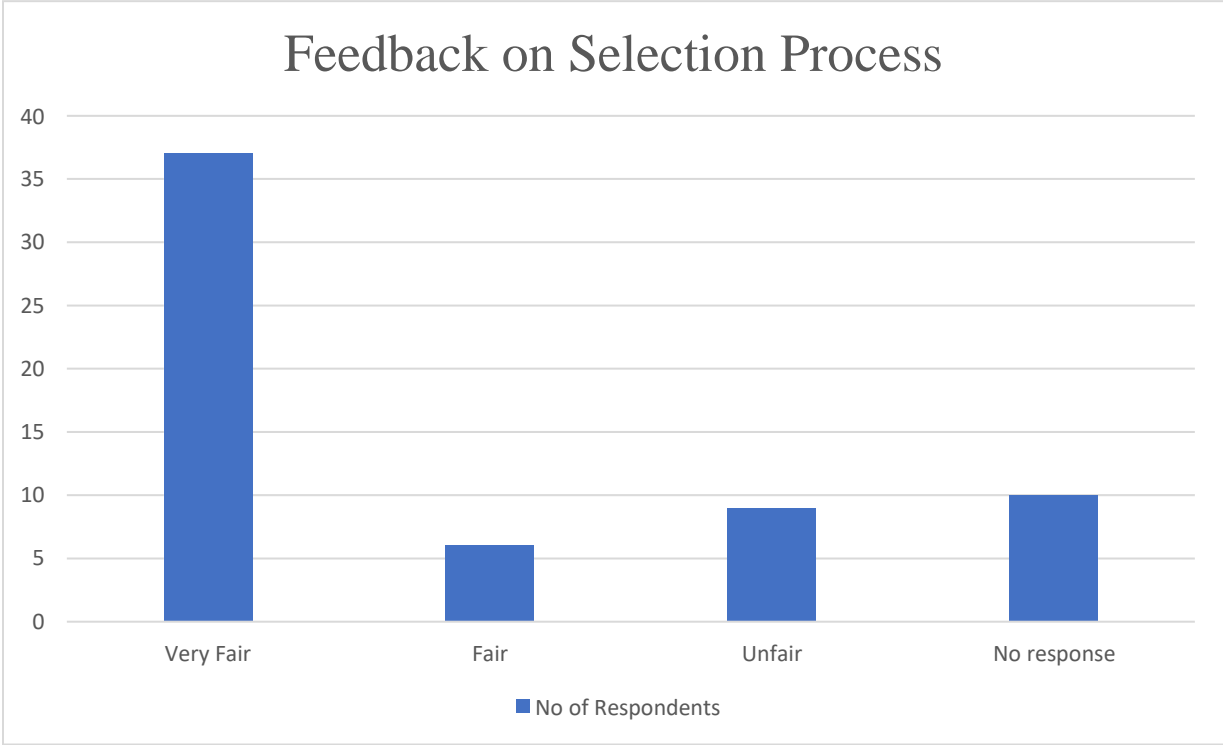
Analysis & Interpretation:

The table shows that 69% of the respondents say that the group discussion is not involved in the selection process while 31% of the respondents say that group discussion is involved in the selection process. It is proven from the pie chart that a major chunk of the participants say that group discussion is not involved in the selection process.

TABLE 4.06: Table presenting the feedback of employees on the selection process

Factors	No of Respondents	% of Respondents
Very Fair	37	60%
Fair	6	10%
Unfair	9	15%
No response	10	16%
Total	62	100%

GRAPH 4.06: Graph presenting the feedback of employees on the selection process



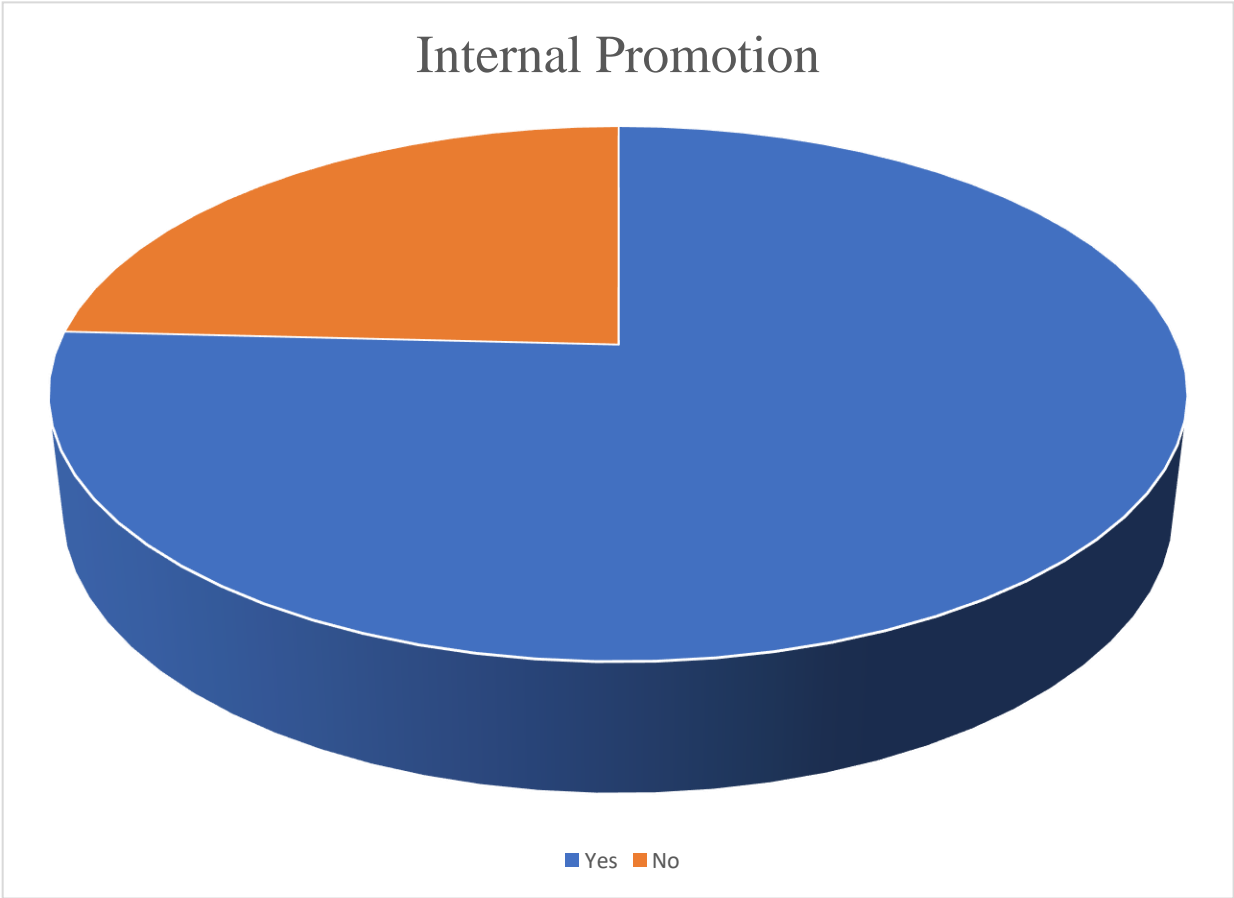
Analysis & Interpretation:

The table here presents the satisfaction measure of the employees about the selection process. The table clearly presents that 60% of the participants are satisfied and say it to be very fair. 10% of the respondents consider it to be fair and only 15% of the respondents say it to be unfair. While I received no responses from 16% of the sample population. The bar graph clearly shows that the company employees are good with the selection procedure at the firm. while only a few employees consider it not to be fair and also there were no responses by few employees.

TABLE 4.07: Table presenting the importance given to the internal promotion

Factors	No of Respondents	% of Respondents
Yes	47	76%
No	15	24%
Total	62	100%

GRAPH 4.07: Graph presenting the importance given to the internal promotion



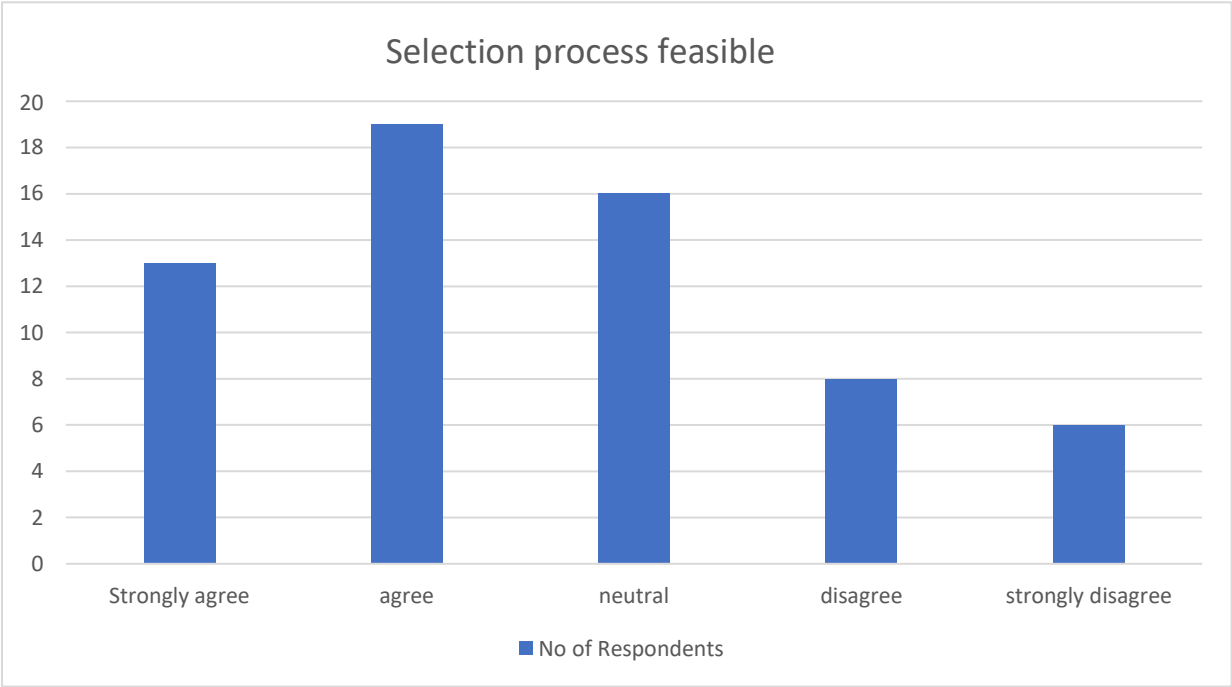
Analysis & Interpretation:

The table shows the responses of the employees on the importance given to the internal promotion. It shows that 76% of the respondents say that importance is given to the internal promotion while 24% of the respondents don't agree with it. The pie graph clearly shows that a major portion of the respondents believe that the firm gives importance to the internal promotion.

TABLE 4.08: Table presenting the selection process feasibility

Factors	No. of Respondents	% of Respondents
Strongly agree	13	21%
agree	19	31%
neutral	16	26%
disagree	8	13%
strongly disagree	6	10%
total	62	100%

GRAPH 4.08: Graph presenting the selection process feasibility



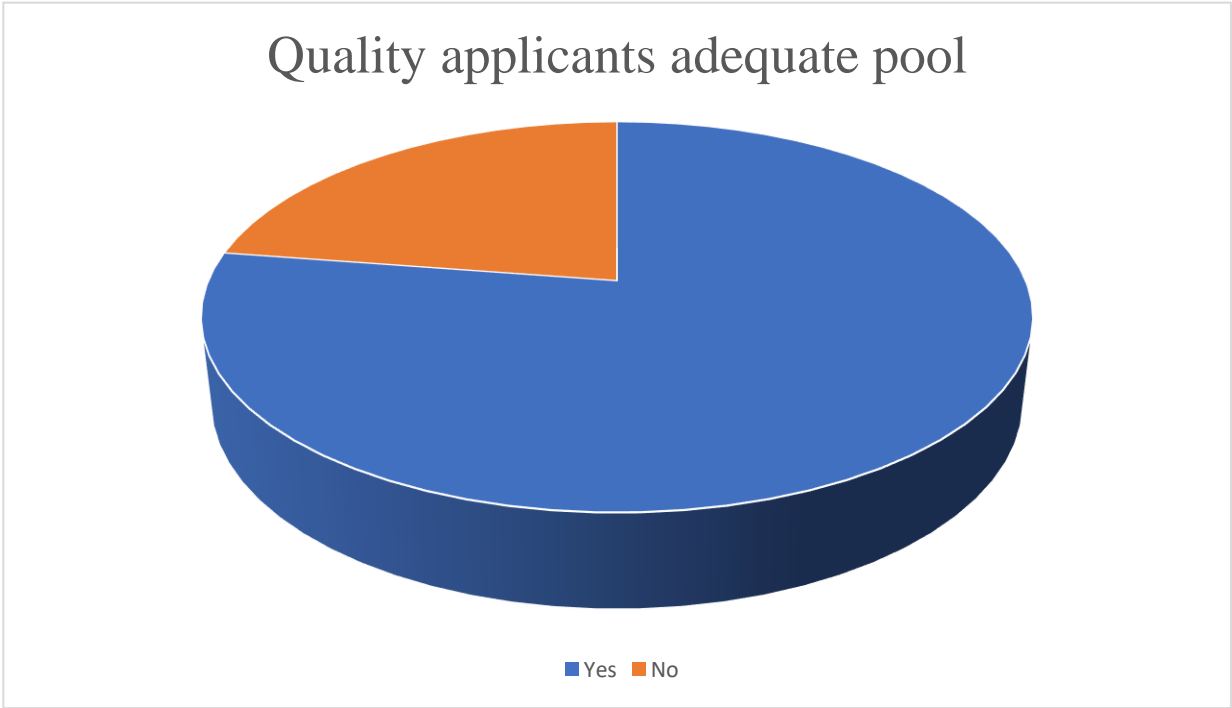
Analysis & Interpretation:

The table shows the feasibility of the selection process. 31% of the respondents agree to the selection process according to them it is very much acceptable and feasible. 21% strongly agree to it. 26% of the respondents are neutral about the feasibility. 13% of the respondents don't agree to it. While I didn't receive any response from 10% of the respondents. The graph here clearly says that most of the participants go with the favor of the selection process. They say that the current selection process is very much feasible.

TABLE 4.09: Table presenting the HR providing quality applicant

FACTORS	NO. OF RESPONDENTS	%OF RESPONDENTS
Yes	48	77%
No	14	23%
Total	62	100%

GRAPH 4.09: Graph presenting the HR providing quality applicant



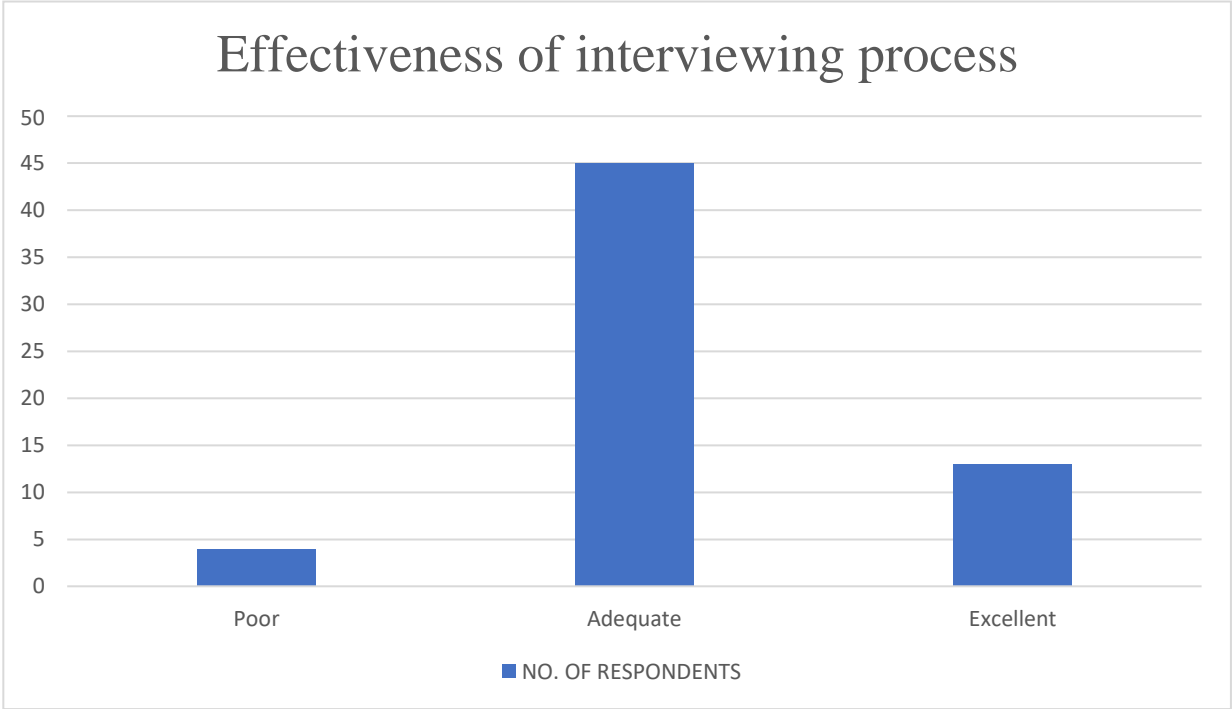
Analysis & Interpretation:

The table shows the responses from the employees whether the HR provides pool of quality applicants or not. 77% of the respondents said that the HR provides pool of quality applicants to the organisation while 23% of the respondents don't agree with it. The above pie chart represents the responses of the employees towards the HR proving pool of quality applicant. The chart clearly shows that most of applicants agree to it.

TABLE 4.10: Table presenting the effectiveness in interviewing process and other selection instruments like testing

FACTORS	NO. OF RESPONDENTS	% OF RESPONDENTS
Poor	4	6%
Adequate	45	73%
Excellent	13	21%
Total	62	100%

GRAPH 4.10: Graph presenting the effectiveness in interviewing process and other selection instruments like testing



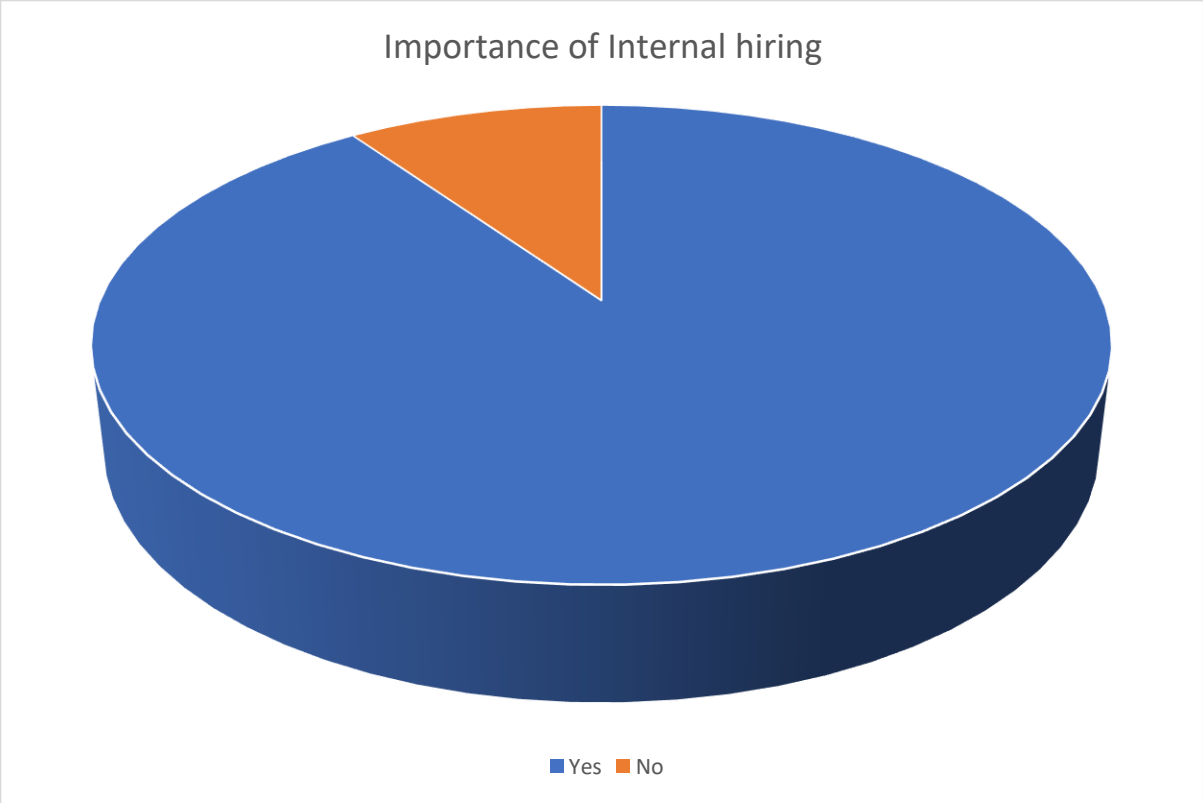
Analysis & Interpretation:

The table shows that 73% of respondents find the interviewing and the selection process to be effective and 21% of the respondents consider it to be excellent and only 6% of the respondents say that it is poor. The above graph shows that the majority of the respondents consider the interviewing and the selection process to be adequate.

TABLE 4.11: Table presenting the importance of internal hiring

FACTORS	NO. OF RESPONDENTS	% OF RESPONDENTS
Yes	56	90%
No	6	10%
Total	62	100%

GRAPH 4.11: Graph presenting the importance of internal hiring



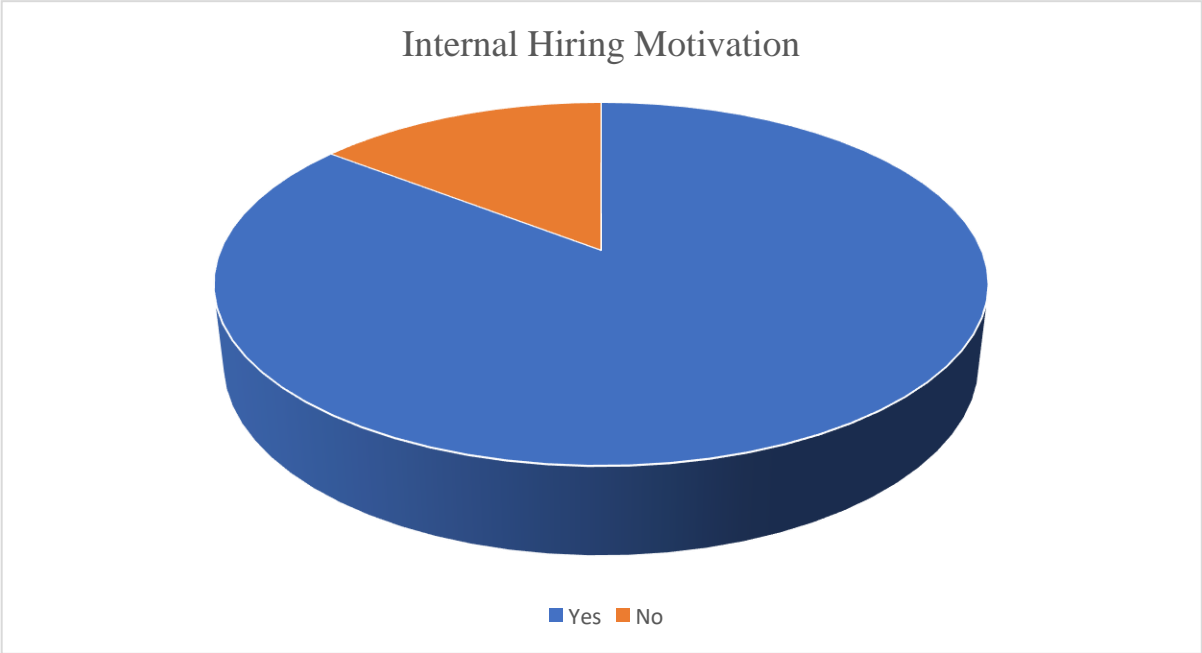
Analysis & Interpretation:

The table shows that 90% of the respondents believe that greater importance to internal hiring is given. While 10% of the respondents don't believe so. The graph presents that majority of applicants believe that importance is given to internal hiring.

TABLE 4.12: Table presenting the impact of internal hiring in the form of motivation

FACTORS	NO. OF RESPONDENTS	% OF RESPONDENTS
Yes	53	85%
No	9	15%
Total	62	100%

GRAPH 4.12: Graph presenting the impact of internal hiring in the form of motivation



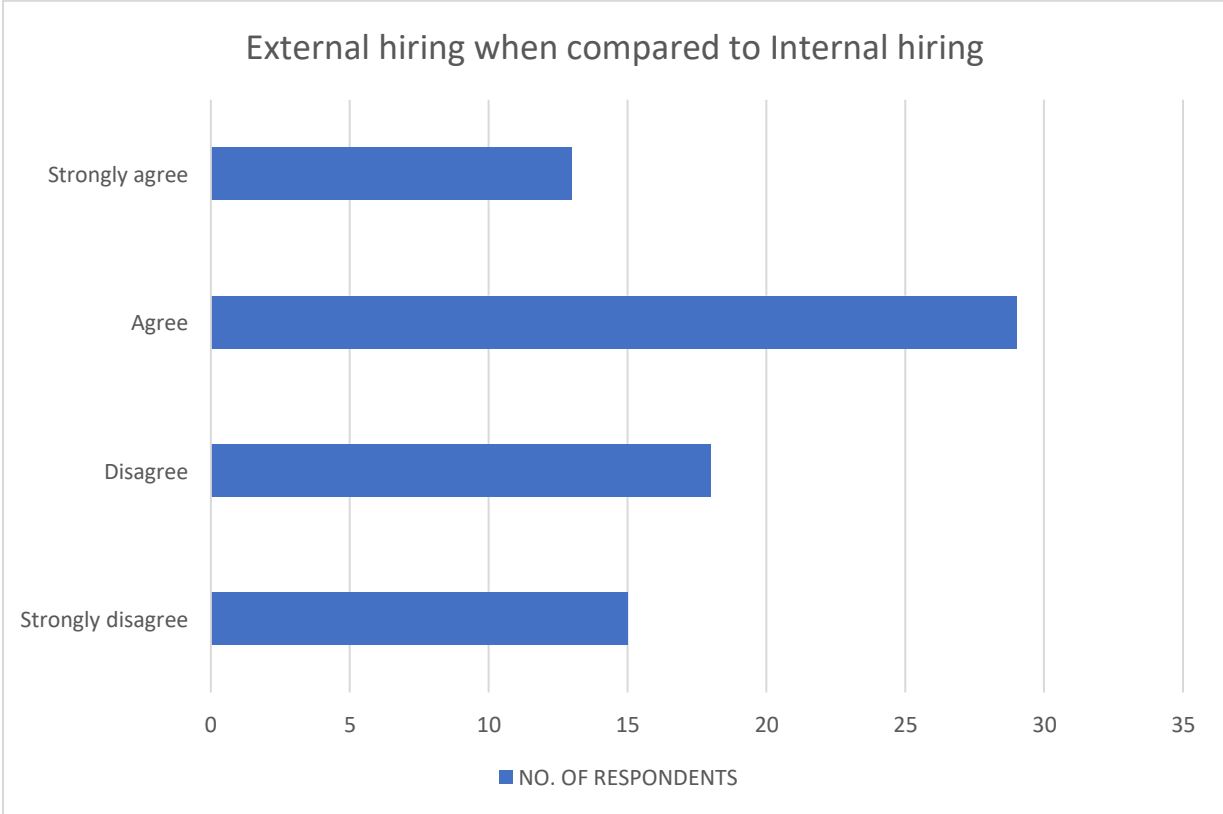
Analysis & Interpretation:

The table shows that 85% of the employees believe that the internal hiring motivates them while 15% of the respondents don't believe the same. The above pie chart shows that majority of the respondents say that the internal hiring motivates them.

TABLE 4.13: Table presenting the external staffing when compared to internal recruiting

FACTORS	NO. OF RESPONDENTS	%OF RESPONDENTS
Strongly disagree	15	24%
Disagree	18	29%
Agree	29	47%
Strongly agree	13	21%
Total	62	100%

GRAPH 4.13: Graph presenting the external staffing when compared to internal recruiting



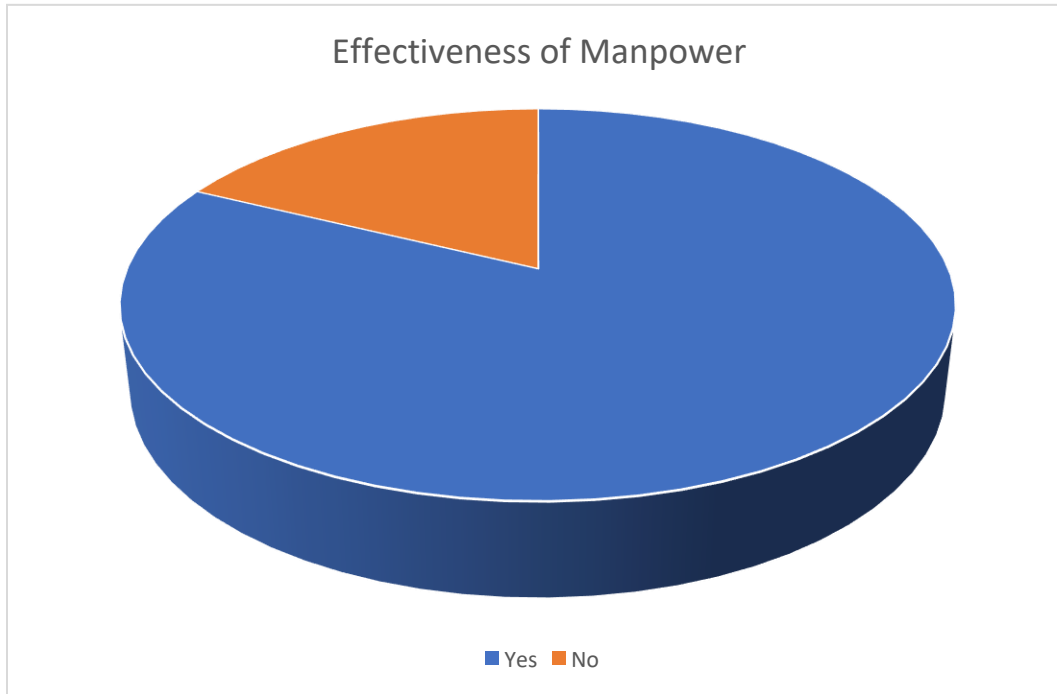
Analysis & Interpretation:

47% of the respondents believe that the external staffing brings out more desirable employees than internal staffing. 29% of the employees disagree with it. 24% of the respondents strongly disagree while 21% of the employees strongly agree to it. The graph shows that most of the applicants agree that external hiring brings out better or desirable employees that internal staffing.

TABLE 4.14: Table presenting the effectiveness of manpower planning in identifying the vacant position

FACTORS	NO OF RESPONDENTS	% OF RESPONDENTS
Yes	51	82%
No	11	18%
Total	62	100%

GRAPH 4.14: Graph presenting the effectiveness of manpower planning in identifying the vacant position



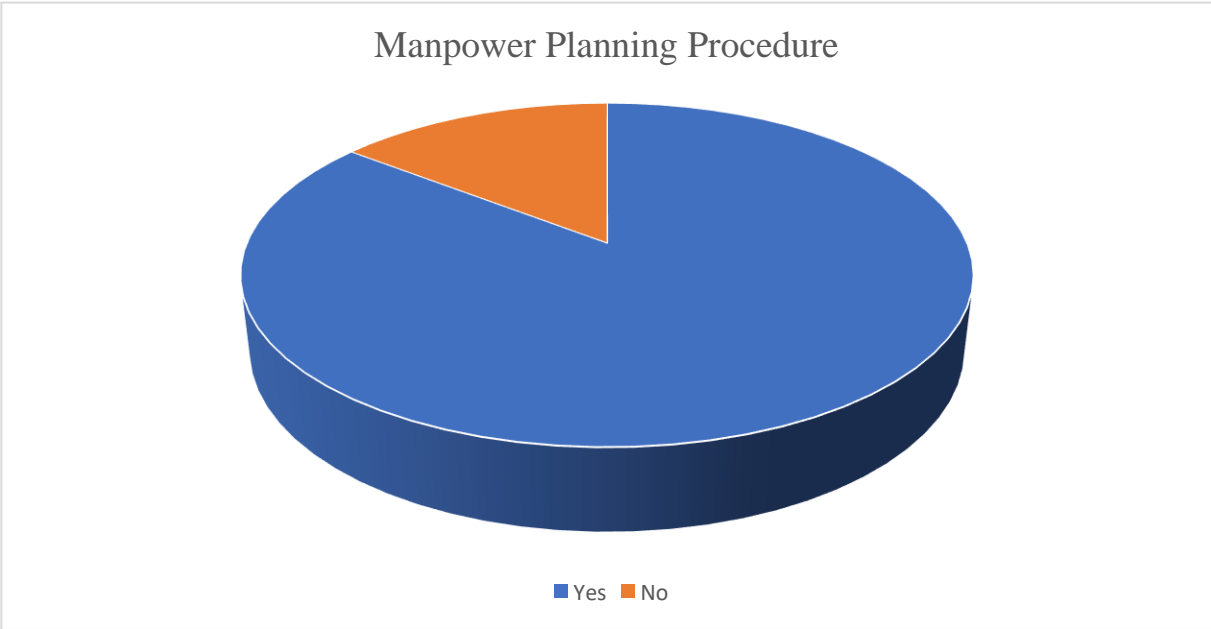
Analysis & Interpretation:

82% of the respondents believe that an effective manpower planning helps in identification of vacant position while 18% of the respondents believe the other way round. The graph indicates that the majority of the respondents believe that manpower planning helps in identification of vacant position.

TABLE 4.15: Table presenting the awareness of manpower planning process

FACTORS	NO. OF RESPONDENTS	% OF RESPONDENTS
Yes	53	85%
No	9	15%
Total	62	100%

GRAPH 4.15: Graph presenting the manpower awareness planning process



Analysis & Interpretation:

The table presents that 85% of the applicants are aware of the manpower planning procedure while 15% of the respondents aren't aware of the same. The graph indicates that a most of the applicants are aware of the manpower planning procedure.

HYPOTHESIS TESTING:

H0: No Significant relationship exists between internal promotion and the age of employees.

H1: Significant relationship exists between internal promotion and the age of the employees.

Chi-Square Test

	Value	df	Asymp. Sig.(2-sided)
Chi-Square	1.217 ^a	2	.750
Likelihood Ratio	1.662	2	.643
Linear-by-Linear	.108	1	.748
Total Number	62		

5 cells (62.5%) the count is less than 5. 62 is the minimum count.

Interpretation:

From above test we can clearly say that the relationship between the internal promotion and the age of the employees that H1 is accepted and H0 is rejected. It was clear that the majority of the employees irrespective of their age were aware and are a part of internal promotion. That there does not lie any relationship between the age and the internal promotion of the employees of Inder Automation & Systems PVT.LTD. the expected minimum count is 52.

CHAPTER 5

FINDINGS, CONCLUSION AND SUGGESTIONS

5.1 FINDINGS:

- From my data and responses, I have found that 69% of my applicants or the respondents are male while only 31% of the applicants or the respondents are female.
- 15% of the respondents are aged between 25-30 years. 50% of the respondents are aged between 31-35 years. 35% of the respondents are aged above 35 years.
- 42% of the employees were selected based on a practical test. 26% of the employees were selected based on interview. 32% of the employees were selected based on both interview and practical test and only 10% of the employees were selected based on the reference.
- 53% of the respondents agree that the organisation follows the promotional policies. 27% of the respondents disagree to it. Only 19% of the respondents are neutral about the adherence to the promotional policies.
- 69% of the respondents say that the group discussion is not involved in the selection process. 31% of the respondents say that group discussion is involved in the selection process.
- 60% of the respondents are satisfied with the selection process and say it to be very fair. 10% of the respondents consider it to be fair and only 15% of the respondents say it to be unfair. While I received no responses from 16% of the sample population.
- 76% of the respondents say that importance is given to the internal promotion while 24% of the respondents don't agree with it.
- 31% of the respondents agree to the selection process according to them it is very much acceptable and feasible. 21% strongly agree to it. 26% of the respondents are neutral about the feasibility. 13% of the respondents don't agree to it. While I didn't receive any response from 10% of the respondents.
- 77% of the respondents said that the HR provides pool of quality applicants to the organisation while 23% of the respondents don't agree with it.

- 73% of respondents find the interviewing and the selection process to be effective and 21% of the respondents consider it to be excellent and only 6% of the respondents say that it is poor.
- 90% of the respondents believe that greater importance to internal hiring is given. While 10% of the respondents don't believe so.
- 85% of the employees believe that the internal hiring motivates them while 15% of the respondents don't believe the same.
- 47% of the applicants believe that the external staffing or the staffing from outside the organization brings out more desirable employees than internal staffing. 29% of the employees disagree with it. 24% of the respondents strongly disagree while 21% of the employees strongly agree to it.
- 82% of the respondents believe that an effective manpower planning helps in identification of vacant position while 18% of the respondents believe the other way around.
- 85% of the respondents are aware of the manpower planning procedure while 15% of the respondents aren't aware of the same.

5.2 SUGGESTIONS:

After the findings I have the following suggestions for the organisation

- For a good workplace we should maintain the good gender ratio, so I would like to suggest the organisation to hire more female candidates in future.
- The organisation should not only focus on practical test should also include group discussion and other theory rounds to hire in scale.
- The organisation must take special care in setting up interview questions.
- Organisation can use the current employee reference for hiring.
- The organisation must focus on the work environment. It must try and make it more happening to retain the existing employees and to attract new employees.
- The organisation is located near picnic spot, it can arrange for some outings that will help the employees to release their stress and be productive. This will lead to a happy work environment.
- The organisation can do campus hiring too, this will help in a better exposure.
- Employees should be properly trained.
- The organisation should communicate with the employees properly about the safety measure take in the factory plant.

5.3 CONCLUSIONS:

After my study conducted on the topic” A STUDY ON RECRUITMENT AND SELECTION PROCESS AND ITS EFFECTIVENESS at INDER AUTOMATION AND SYSTEMS pvt ltd. I can say that this company’s selection process is very effective as they adhere to the quality measures during their hiring process. Focusing on the employees’ attitude and work quality as the practical test is given more importance. The employees are staying long, and they are very much satisfied with the internal selection and promotion process.

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2. **Harold Koontz and Heinz Weihrich**“Essentials of Management”, McGraw Hill Education(India) Private Limited, 2015, New Delhi.

II. WEBSITES:

1. <https://www.quickcompany.in/company/inder-automation-system-private-limited>
2. <https://www.zaubacorp.com/company/INDER-AUTOMATION-SYSTEM-PRIVATE-LIMITED/U31909WB2004PTC098617>

ANNEXURE

1. Name(optional)
2. Gender
 - Male
 - Female
3. What age group do you fall?
 - 25-30
 - 31-35
 - Above 35
4. What is your qualification?
5. What is your designation in the company?
6. Since how long are you working here?
7. What was your mode of selection?
 - Practical test
 - Interview
 - Both
 - Referrals
8. Does the organisation follows the promotional policies?
 - Agree
 - Neutral
 - Disagree
9. Does the recruitment and selection process involve Group discussion?
 - Yes
 - No

10. What is your opinion on the selection procedure of your organisation?

- Very fair
- Fair
- Unfair

11. Is internal promotion given importance?

- Yes
- No

12. Do you think the present selection process is feasible or not?

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree

13. Does the HR provide an adequate pool of quality applicant?

- Yes
- No

14. Rate of effectiveness of the interviewing process and selection instruments?

- Poor
- Adequate
- Excellent

15. Is internal process given importance?

- Yes
- No

16. Does the internal hiring help in the motivation of the employees?

- Yes
- no

17. Does external hiring bring out desirable employees than internal staffing?

- Strongly agree
- Agree
- Disagree
- Strongly disagree

18. Are you aware of the manpower planning procedure?

- Yes
- No

19. Is the manpower planning effectively working in the identification of the vacant position?

- Yes
- No

20. Any suggestions to improve the hiring process ?

