

THE FUNCTION OF HUMAN RESOURCE PLANNING IN RECRUITMENT AND SELECTION PROCESS IN PUBLIC SECTOR

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Abstract: - The focus of this study was mainly to analyze the effectiveness of the fair recruitment and selection procedures in the public sector universities. The careful attention was given in data collection and was collected through personally administered questionnaire from heads of the teaching department who are actually operating academic departments and are a vital part of recruitment and selection. The Human resource planning is second-hand by organizations to make certain that they have the exact number and the accurate kind of people at the right place in addition to at the right time. Where this process is approved out properly, it brings maximum long-run reimbursement to both the association and the each and every employee. However, increasing ecological instability, demographic shifts, changes in knowledge and heightened international or global struggle have created imminent role for Human resource planners considering the fact with the intention of recruitment and selection process have become more complex in the present time.

Key Words: Recruitment, Selection, Employee performance, Human resource management, Practices.

1 INTRODUCTION

Human resources are the essential part of any organization today. No organization can run without its human resources. In today's highly complex and competitive situation, choice of right person at the right place has far reaching implications for an organization's functioning. The candidates who are selected and placed in the organization not only provide he works but also works to achieve organization goals. This hiring is an important function. More importantly an enterprise grows, diversifies, take over the other unit and all necessitate hire of new men and women. In fact the hiring function stops only when the organization ceases to exist. Hiring involves two board activities: i) Recruitment Process and ii) Selection Process.

RECRUITMENT AND SELECTION PROCESS

Recruiting refers to the process of taking potential job candidates from the available labor force. Every company need to be in a position to attract a enough wide variety of the job candidates who enclose the skills and aptitudes wanted to help the company to acquire its objectives. A tremendous employee selection process is limited through the effectiveness of recruiting process. Outstanding job candidates can't be selected if they are not included in the applicant tool. The recruitment method also interacts

with other personnel functions, in particular performance evaluation compensation training and development and employee relations. Recruiting is commonly a human aid function.

Recruitment is the generating of applications or applicants for specific positions through three common sources i.e., advertisement, state employment agencies and present employees in addition, educational institution, labour unions, casual applications and leasing (deputations) are also used.

- Once the required number and kind of human resources are determined, the management has to find the places where required.
- The human resources are will be available and also find the means of attracting them towards the organization before selecting suitable candidates for jobs. All this process is generally known as recruitment.
- Recruitment is the process of searching candidates for employment & stimulating them in the direction of apply for job in the organizations.

Selection Process

Selection is a process of choosing the most suitable person out of all applicants. The purpose of selection is to pick up the right person for right job.

- This function helps the HR management to find develop the source of potential employees and encouraging them to apply for jobs
- The selection is the process of finding out the most suitable candidates to the job out of the candidates attracted

Importance of Recruitment and Selection:

- For every organization, the most important resources of production activity is the manpower
- The organization can get the manpower through a process called recruitment, so recruitment is very much essential for any organization.
- As we have said earlier that searching for right persons who fit into the job specifications required by the organization and giving them the right position at right time.
- The employee must not only satisfy the job specifications but also must have devotion to towards his work consequently that he can give his best towards the organization.
- Such people must be selected from a mass to large number of applicants.
- After recruitment the important step to be taken by the organization is selection
- The selection process is important because we get many application forms and out of many number of applications, we need to select the applications that satisfies the needs of the requirement specified by the organization.

Scope of the Recruitment

The goal of recruitment is to bring individuals into the organization that will be good fit for the firm. Recruiter look for individual with a specific skill set so that they will find the best person for the organization.

Research Methodology

The Research Methodology is used in the direction of collect information in addition to data for the purpose of understanding the new facts. The line of attack may include publication research, interviews, surveys and other research technique and could take account of both present in addition to historical information.

Methodology:

In this study both primary and secondary data was used. The methodology followed for conducting the

study includes the research method, the research approach, methods of data collection, and the selection of the sample, the research process, and the type of data analysis, the ethical considerations and the research limitations of the project.

Data Collection:

Data refers to information or facts. It include geometric figures, non-numerical figures, descriptive facts, and qualitative and quantitative in sequence. The task of data collection begins after a research problem has been defined and investigate plan has been determined.

Primary Data

The primary data be those with the intention of are collected through questionnaire and direct individual interview. The questionnaire was frame in such a manner to obtain spot on information, grade suitably for the study. All the questionnaires were collected furrow personal contact from the respondents.

Primary Interview: The data collection by this method includes data collected by personnel interaction with organization personnel.

- Questionnaire
- Interview
- Direct communication

Secondary Data: The Secondary data has-been together through oral announcement (through interviews). Secondary data can be collected for purpose other than they are currently being pursued this refers that any data that is available priority to the commencement of a research study is secondary data.

Secondary data about the company profile and other details were collected from the:

- Journals and Magazines
- Old Records
- Company website.

Research Design:

A research study is a specification of methods procedures for acquiring the information needed to structure to solve the problem .the research design follows in the present study is objective research design.

Sampling Plan:

The first thing that includes is the sample size to be investigated.

Research Tool:

Direct methods of research are followed for the purpose of the study.

Contact Methods:

Each unit number of the sample responded to the questionnaire.

I. OBJECTIVE OF THE STUDY

- The present study of recruitment and selection practices in Aurobindo Pharma Limited is made keeping interview in views of the following objectives:
- To study the recruitment and selection practices of Aurobindo Pharma Limited based on opinions given by the employees.
- To make suitable suggestions to the company based on the findings.
- The main objectives of this chapter is present the development of Pharmaceutical industry in India.
- Evaluation of Pharma in India
- Development of Pharma industry in Telangana.
- To attract people with multi-dimensional skills and experiences those suit the present and future organizational strategies.
- To develop an organizational culture that attracts competent people to the company.

Limitations of the Study:

- The data which is collect from a sample of 20 employees may not be adequate to generalize from. Enough time would not be given to the employee to fill the questionnaire.
- The study is conducted in short period. The time period of study has been limited to less than 8 days.
- The induction process should concentrate on the organization mission and objectives and then only get concerned with the individual job activities.
- The organization needs a change in the employees

II. SCOPE OF THE RECRUITING AND SELECTION**Definitions:-**

- Recruitment is a process of searching for prospective employees and stimulating and heartening them to be relevant for jobs in an organization.

- A process to find out the sources of manpower to meet the supplies of the staffing timetable and to employ effectual measures for attracting that manpower in adequate numbers to facilitate effective selection of an efficient workforce.
- The process of searching for prospective employees and stimulating them to apply for jobs in the organization.

Factors Affecting Recruitment:-

- Both external & Internal factors affect recruitment
- The external factors take account of supply of demand for human resources, service opportunities and labour market environment and in sequence systems
- The internal factors include the organization packages like salary, intense of benefits and incentives, excellence of work life and organization culture.

Internal Sources:-

- The organization can pick the right candidates having the requisite skills. The candidates can choose a right vacancy where their talents can be fully utilized.
- The organization has knowledge about the suitability of a candidate for a position “know devils are better than unknown angel”

External sources:-

- External sources lie outside the organization like
- Employees working in other organizations.
- Job aspirants registered with employment exchanges.
- Students from reputed educational institutions.
- Candidates referred by unions, friends, relative and existing employees.

III. CHALLENGES FACING INDIAN RETAIL INDUSTRY**Internal methods:****Promotions and transfers:**

Every organization prefer to fill vacancies through promotions or transfer from within wherever possible.

- Here Promotion means movement of an employee from a lower level position to a higher level position accompanied by changes in duties, responsibilities, status and value.

- Transfer means a lateral movement within the same grade from one job to another.
- These may lead to changes in duties and responsibilities working conditions etc but not necessarily salary.

Job posting

- Job posting is another way of hiring people from within.
- In this method, the organization publicizes job openings on bulletin boards, digital media and comparable outlets.
- This method is that provides a chance to especially qualified applications working within the organization to appear for boom opportunities.

Employee referrals:

- It means the usage of individual contacts to discover job opportunities.
- The logic at the back of employee referral is that it takes one to recognize one.

Direct methods:

Campus recruitment

- It is a approach of recruiting by using traveling and taking part in university campuses and their placement centers..
- Job keepers via regular interchange of data with respective institutions.

Short list campuses:

The campuses who's curricular and specialization match the needs of a company are short listed in advance.

Present a clear image:

Companies such as Procter and gamble

E.g.: Nestle present a clear image of how they help the new recruits builds promising career within short span of time "come, grow with us"

Choose recruiting team:

The recruiting team should consist of senior executives, having, a though knowledge of the company and the job. The composition of the team generally shows how seriously the management takes campus recruitment.

Indirect methods:

Advertisements:

- In includes advertisements in newspapers; trade, professional and technical journals, radio and television etc.
- The organization intends to each a barge target group
- The organization words a fairly good number of talented people-who are geographically spread out.

News papers ads:

- It's easy to place job ads without much of a lead time.
- It has flexibility in terms of information and can easily target a particular geographic location.
- The newspaper advertisements have a tendency to appeal to only persons who are energetically seeking employment by the side of that point of time.

Television and radio ads:

- These advertisements are more probably to reach people who are no longer actively looking for employment.
- Now a day's radios or televisions is actually seen or heard, environment friendly candidates may have a challenging time for identification the details, for making relevance difficult.

Recommendations of present employees:

- When present employees are asked to recommended new hires, a type of preliminary screening takes place.
- The present employee knows both the company and the acquaintance and presumably would attempt to please both.

Recruitment policy and procedure:

- The recruitment policy must commit itself to the companies' personnel policy like enriching the companies' human sources or services the community by means of absorbing the weaker sections.
- The underprivileged human beings of the social order, motivating the employees via internal promotions, improve the employee devotion to the organization.
- One of the first steps in planning for the recruitment of employees into the employer is to set up perfect policies and procedures.

- The following elements be taken into consideration in formulating recruitment policy they are
 - a) Government Polices.
 - b) Organization's personnel policies.
 - c) Recruitment sources
 - d) Recruitment needs
 - e) Recruitment cost
 - f) Selection standards and desire etc

Profile of the Company

Aurobindo Pharma Limited is a pharmaceutical manufacturing corporation headquartered in HITEC City, Hyderabad, India. The business manufactures generic pharmaceuticals and vigorous pharmaceutical element. The company's area of activity includes six major therapeutic/product areas: antibiotics, anti-retrovirals, cardiovascular products, central nervous system products, gastro enterologicals, and anti-allergics. The company markets these products in over 125 countries.

Founded in 1986 by Mr. P.V. Ramaprasad Reddy, Mr. K. Nityananda Reddy and a small group of highly committed professionals, Aurobindo Pharma was born off a vision. The company commenced operations in 1988-89 with a single unit manufacturing Semi-Synthetic Penicillin (SSP) at Pondicherry. Aurobindo Pharma became a public company in 1992 and listed its shares in the Indian stock exchanges in 1995. In addition to being the market leader in Semi-Synthetic Penicillin's, it has a presence in key therapeutic segments such as neurosciences, cardiovascular, anti-retroviral, anti-diabetics, gastroenterology and cephalosporin's, among others.

CORE STRENGTHS

Scales and Leadership

- Large manufacturing facilities approved by leading regulatory bodies
- Large diversified product portfolio
- Large R&D facility in India for formulations and active ingredients

Operational Excellence

- Vertical integration
- Proven regulatory expertise
- Technology and know-how for specialty formulations

IV. PROMOTIONS AND CHALLENGES

1. Seniority on Promotion:

The seniority of persons promoted to various grades shall be determined in the order in which their names in the panel drawn up in accordance with rule 28, provided that the seniority of an employee who refused to accept promotion may be altered.

2. Seniority of Direct Recruits and Promotion:

The seniority of direct recruits and promotion shall be determined according to the rotation to the vacancies as between direct recruits and those promoted as based on the quotes reserved for direct can be resorted only when a candidate with specified qualifications is not available.

Explanation:

In order to make the position clear and involve uniform procedure in the determination of seniority in any particular category of posts.

- Since seniority should be in their lines of promotion the question of complaining seniority of person in one discipline with persons in another discipline shall not arise.
- The allowance of preliminary pay, greater than the minimum of the scale will not in its if confer as an employee, seniority above those who are drawing low pay, in the specific class of posts.

Expiation:

The duration of training/ apprenticeship shall no longer be reckoned as service for motive of seniority and they appoint in the union to a regular publish on a time scale of pay will be after successful completion of training / apprenticeship as the case may additionally be.

Manpower Planning:

Man power planning enables a department to project its short-term and needs on the basis of its departmental plans so that it can adjust its manpower requirements to meet changing priorities.

Job Analysis:

This consists of defining the job and discovering what the job demands in terms of employee behavior. Essentially job analysis involves the collection of information on jobs. The first step is drawing up a job description and specification.

There are a number of ways to prepare a job description.

It's often said that employees are one of the organization vital resources. Therefore selecting the right caliber and number of employees can lay the basis for a successful organization, success in this area will depend on effective and efficient employment process.

Some Initial Considerations:

Even when an organization has a need for additional manpower, it may be useful to consider alternatives to recruiting employees. There are a number of alternatives.

Subcontracting:

This is becoming an increasingly common practice, especially with regard to jobs peripheral to the main work of the organization e.g. cleaning and catering

Redeployment:

This is the transfer of workers form one area of the organization where they may be underutilized to another.

Automation:

This means the substitution of machinery for employees. This does reduce the need for additional staff and may lead to increasing productivity.

Overtime:

Here existing worker work extra time and so the need for additional employment is reduced.

Productivity Bargaining:

This is the singing up by trade unions/employees of restricted practices.

Casual and Temporary Staff:

This is not really an alternative to recruitment but a variation involving a short term commitment to employees and company savings on additional employment costs such as holidays, pensions etc., and possibly lower wages.

SOURCES OF RECRUITMENT

Internal Sources of Recruitment

The main sources of internal requirement are promotion, transfer and demotion. There are many advantages of using the internal labour market:

- Lower costs (no advertising, etc.) An accurate knowledge of the employees and their performance.
- Alternatively the decision to recruit internally or externally will be determined by the nature of the job vacancy. If the skills or knowledge required are not available internal then the organization and used as a source of suitable candidates when the occasion arises.

Colleges:

Many companies have developed links with particular colleges, which they use as a recruiting source.

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