

A Study of Recruitment and Selection Process at Emcure Pharmaceutical Ltd

Dr. Meeta Meshram¹, Dinkar Hajare², Ms. Anjali Shinde³

NBN Sinhgad School of Management Studies / SPPU, India^{1,3}

Dnyanganga College of Education/SPPU, India²

Abstract: Due the tremendous changes in the industry and globalization recruitment and selection procedures have become a major function in the HR department. Recruitment and selection procedure is responsible for rapid organizational growth. The core function of an organization has become recruitment and selection as the organization wants talented employees that might have the potential for long-earned goodwill or corporate image and also reduce heavy recruitment costs on them. The study also determines on how the organization carry out the on the process of recruitment and selection. Data analysis is done with the help of table, Chart, diagram.

Keywords: Recruitment, Selection, Reference, Qualification, etc.

I. INTRODUCTION

Management is the primary force within any organization which coordinates the activity of its various system and relates them to environment. The need for management arises out of resource that satisfy human wants and out of the diversity and complexity of human activities. To accomplish the objective of any organization they should be an effective coordination and utilization of these human and human resources. The success of the management in any organization is mainly due to selection and utilization of human resources to achieve its goals economically. In early days recruitment was carried out by recommendation which affected working of company, but now a days due to advanced techniques of recruitment has made companies to work effectively and efficiently. Staffing has played an important role in recruitment procedure.

A right person is recruited at the right time at right place has reduced financial as well as operational risk. Majority of the candidates as selected with the help of internal sources. Whenever vacancy occurs candidates are selected with the help of sources like employee's recommendation, transfer, promotion etc. rest of the selection is carried on with the help of external sources like casual application, employment agencies and labour unions. by the HR manager and M.D. of the company makes final selection.

II. LITERATURE REVIEW

Raymond J. Stone (2005) in the fifth edition of his book Human Resource Management defines recruitment as the process of seeking and attracting a pool of applicants from which qualified candidates for job vacancies and then the candidates can be selected. According to Edwin B. Flippo, "Recruitment is a process where in we have to search the candidates for vacancies and stimulating them to apply for jobs in the organization". (1979) Recruitment and selection is the system that coordinates the employers and the job seekers. So, the recruitment is a process of finding and attracting capable applicants for Employment. The process begins when new recruits are sought and ends when their applications are submitted. It is a pool of applications of new employees to be selected. Generally, recruitment is a motivated to apply and the right people among all are chosen for the vacancy. It helps the employees as well as the organization to get more motivated towards their work by Improving their self-development.

Need of the Study:

The purpose of selection is to pick up the most suitable candidate who would meet the requirements of the job in an organization best, to find out which job applicant will be successful, if hired. To meet this goal, the company obtains and assesses information about the applicants in terms of age, qualifications, skills, experience, etc. the needs of the job are matched with the profile of candidates.

1. Picking individuals possessing relevant qualifications.
2. Matching job requirements with the profile of the candidates.
3. Using multiple tools and techniques to find the most suitable candidate suitable Of achieving success on the job.

The Process of Selection:

1. Reception
2. Screening Interview
3. Application Blank
4. Selection Tests
5. Selection Interview

III. OBJECTIVE OF THE STUDY

1. To attract people with multi-dimensional skills and experiences that suits the present and future organizational strategies.
2. To understand the recruitment strategies followed by the companies.
3. To know the steps of the selection process followed by the companies.
4. To observe the procedure to select the candidates from internal as well as from external sources in the companies.

IV. LIMITATION OF THE STUDY

The information provided was maybe not accrued as the information was collected through questionnaire. The entire staff would not be taken for the purpose of the study Method of data collection:

Primary Data:

Primary data is collected through the questionnaire.

<http://www.businessdictionary.com/definition/data.html>

Data observed collected directly from first-hand

<http://www.businessdictionary.com/definition/experience.html> experience or interview.

Secondary Data:

Secondary data was collected from various websites& books, articles, internet. Individual is interviewed in the respective department. After short listing the individual is interviewed.

Sample Size: The total sample size taken for the study is 50.

Research Design The type of research is analytical in nature; since an attempt was made to find out the number of percentages of employee's satisfaction for the recruitment and selection.

Tools of data analysis: The analysis was represented with Tables, Percentage, Graph, Chart.

V. DATA COLLECTION AND SAMPLING

The Researcher has used Descriptive Research Design in this paper. Primary Data was collected through questionnaire and discussion, secondary data is collected from journals, books, and websites. Random sampling was used by the researcher. Sample size taken for the study is 50 from the population 80

VI. DATA ANALYSIS AND INTERPRETATION

1. Analysis about the source of recruitment followed in the selected companies

Particular	No. of Respondents
External	15
Internal	10
Both	25
Total	50

Interpretation:

From the above table and graph, it is observed that, 15 respondents have accepted that the company is following external recruitment sources and 10 respondents have accepted their company is following internal recruitment sources and 25 respondents have expressed that their company is adopting both internal and external recruitment source.

2. Analysis about the attributes taken in to preference for recruitment and selection procedure

Particulars	No. of Respondent
Experience	8
Qualified	16
Both	25
Other	1
Total	50

Interpretation: It is observed that 8 members expressed that, their company gives preference to experienced candidates. 16 members expressed that; their company gives preference to qualified candidates. 25 members expressed that, their company is giving preference to both experience and qualification candidates and one member are accepted that their company gives preference to other criteria.

VII. SUGGESTION

The study at Emcure Pharmaceutical Pvt. Ltd. the recruitment and talent acquisition process are the following point will be suggested for company it's definitely growth for company. The whatever time study of recruitment the need to ask candidate valid and straight forward question because again interview is time taking process ask the proper question the candidate its beneficial the both are side and candidate also easy to understand.

1. The study At Emcure Pharmaceutical Pvt. Ltd. important suggestions is an ask straight forward and relevant questions to candidate it help to east recruitment and talent acquisition process.
2. At Emcure Pharmaceutical Pvt. Ltd. candidate are properly scanned because it's the need of recruitment process as the candidate must have knowledge about proper job description.
3. Time management is very essential and it should not be ignored any level of the process.
4. At Emcure Pharmaceutical Pvt. Ltd building a workplace Culture is also important as a part of study recruitment and talent acquisition.

VIII. CONCLUSION

The recruitment process at Emcure Pharmaceutical Pvt. Ltd to some extend it is not all the objectives and therefore lot of bias hampers the future of the employees. That is why the search or headhunt of people should be of those whose skill fits into company's values. Emcure Pharmaceutical Pvt. Ltd. doing well in recruitment process as they have very structured & transparent recruitment procedure.

1. They doing well in recruitment process as they have very structured & amp transparent recruitment procedure.
2. Candidates are satisfied with the procedure of recruitment as they clearly define the position, recruitment & amp; candidate specifications before there recruitment process.
3. Each organization has to start somewhere to improve recruiting, hiring & amp retention of valued employees, the tactics & amp; opportunities detailed here are best for recruiting the best employees.
4. These ideas can help the organization succeed & amp; grow; they create the workplaces that will meet both needs of the company & amp; the needs of the Potential employees.

REFERENCES

- [1] Essential of human resource management and industrial relations, subbarao Mumbai, Himalaya publishing house, 1996 Edward E. Lawler Iii; John W. Boudreau. Stanford Business Books, 2009.
- [2] Reinventing Human Resources Management: Challenges and New Directions, Ronald J. Burke; Cary L. Cooper. Routledge, 2005.
- [3] Understanding Human Resource Management, Ken N. Kamoche. Open University Press, 2001.
- [4] Organizational Success through Effective Human Resources Management Ronald R. Sims. Quorum Books, 2002.