

A study on
**“Recruitment & Selectionn with reference to The Gowthami
Solvent Oils Limited”**
at
(Gowthami Solvent Oils Limited, Tanuku)

*A project report submitted to Centre for Distance and Online Education, Andhra University in
partial fulfillment for the award of*

MASTER OF BUSINESS ADMINISTRATION

By

Mr. THAMMANA TEJA JAGGARAO SIVASRINIVASAGUPTHA

Reg. No: A23MB1301

Under The Guidance of
Mr. PULAVARTHY RAMKIRAN KUMAR, MBA



CENTRE FOR DISTANCE AND ONLINE EDUCATION
ANDHRA UNIVESITY
VISAKHAPATNAM



enrollment no:A23MB1301 , lms id: 10722432 ,name :THAMMANA TEJA JAGGARAO SIVASRINIVASAGUPTHA, project name:A Study on Recruitment & Selection with reference to The Gowthami Solvent Oils Limited, Tanuku.

2 messages

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A Study on Recruitment & SelectionSynopsis_A23MB1301.pdf
1.1 MB

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Sat, May 3, 2025 at 4:24 PM

Your synopsis has been approved. Please attach the approved synopsis in your final project submission, along with this approval email for future reference.

With Regards,
Centre for Distance and Online Education
Andhra University
Visakhapatnam.

On Wed, Apr 30, 2025 at 8:16 PM Teja jaggarao siva srinivasa guptha THAMMANA <t.t.j.srinivas@gmail.com> wrote:

ANDHRA UNIVERSITY
CENTRE FOR DISTANCE AND ONLINE EDUCATION
4th Semester Online MBA Program
PROFORMA FOR PROJECT PROPOSAL

Enrollment No. _____

: A23MB1301

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SRINIVASA GUPTHA

8/7/7 MAJATHIUVARI STREET, MAIN ROAD RJY.

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: 8919705687

Title of the Project

: A STUDY ON RECRUITMENT AND
SELECTION

Subject Area

: Accounting and Finance/ Marketing/ Operations
Management/ HRM and OB/ Information System/
Any Other Specify)

Name, Designation and Official
Address of the Project guide

: PULAVARTHY RAMKIRAN KUMAR
MASJID CENTER, BACK OF AMBEDKAR HALL
TADEPALLIGudem Mobile No: 8978668622

Experience (in years)

: Teaching _____ Executive 7 YEARS

T.T.J.Srinivsgupta
Signature of the Learner
Date: 30/4/2025

P. Ramkirankumar -
Signature of the Project guide
Date: 30/04/2025

Note: Enclose the Synopsis of the Proposed Project and Bio-data of the Project guide

Project proposal

**A Study on Recruitment & Selection with reference to The Gowthami
Solvent Oils Limited, Tanuku**

Submitted in partial fulfillment for the award of the degree of

MASTER OF BUSINESS ADMINISTRATION

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SCHOOL OF DISTANCE EDUCATION

ANDHRA UNIVERSITY

VISAKHAPATNAM

Introduction

Human Resource Management

Meaning of HRM

The art of work done through people in the organization. In simple words stands for managing the employees of organization. It is process of putting right people to the right task thereby making maximum use of the employee's talent and abilities to achieve the desired goals and objective.

Definitions

John Storey defines HRM as a individual approach to employment which seeks to obtain competitive precedence with the strategic categorization of a highly committed and capable candidates, using an combination of cultural, structural and personal techniques.”

Dunn and Stephens defined “HRM is the process of pulling, influencing and directing people identification all mangers including line and staff.”

Importance of HRM

At the enterprise level

- Good human resource practices can help in attracting and retorting the best individuals in the organization. Various people will require in the short, medium and long run.
- It helps in training individuals for difficult roles, developing correct attitudes towards the job and the company, creating team spirit among employees and developing loyalty and commitment through available reward schemes.

At the individual level

- It develops team work and spirit between employees.
- It offers excellent growth chances to people who have the capable to develop.

At the society level

- Limited talents are put to best use. Organizations are paying and treating the employees equally.

At the national level

- Effective utilization of human resources helps in exploring natural, physical and financial resources in a better way.

Objectives of HRM

- To help the organization reach its goals
- To employ the skills and abilities of the workforce efficiently
- To increase to the fullest the employees job satisfaction and self-actualization
- To develop and maintain a quality of work life
- To be ethically and socially responsive to the needs of the society

Recruitment and Selection

Recruitment means attracting the different candidates towards the job vacancies in the company

through different sources like print media, electronic media, word of mouth etc.

Selection means next stage of recruitment which means filtering the candidates by different conducting rounds like written test, group discussion, technical round etc.

Importance of Recruitment process

High performing staff is important, if an organization is to carry excellent services to susceptible individuals. Other sectors look like to offer additional to staff be it in terms of payment, series opportunities and effective support for frontline workers, job security or just presentation staff that they are treasured.

Recruitment is the procedure of identifying that the organization requirements to pay someone up to the point at which submission forms for the post have indoors at the organization. Recruitment is fundamental to organizational performance. It is a serious activity not just for the HR team but also for line managers who are gradually more involved in the selection process.

Brief History of a Company

M/s. Gowthami Solvents Oils Private Limited with Reg Office of the Company at Pydiparru P.B.No.7 Tanuku, W.G.Dt. The company is prompted by Mr. M. Ramachandra Rao,Mr. J.Janardhana Murthy G.S.O.P.L was established in the year 1974 to manufacturing Rice Bran Oil and extraction by solvent process (GOT P.1) with a paid up share capital of Rs. 18.50 lakhs and Rs. 30.00 lakhs

term loan from Andhra Pradesh state financial corporation. G.S.O.P.L has expanded its capacities over a period of time with term loan assistance from IFCL, APSFC, SBI and partly by internal generations It was established in 1975 on the outskirts of Tanuku.

- This factory was proposed to manufacturing of vegetable of oil on extraction. The capital investment put into this was total of Rs. 70,00,000 from all sources. From then onwards these had been the advent of a golden era for the establishment.
- It stands today as one of the most progressive Industries in the district with a turnover of 3.25 crores and has to Its credit marry a service rendered to the society and the Industry as a whole.
- Firstly, it started as a small organization, manufacturing 40 to 60 tons of finished product every day today stands with a fold increase its productivity. Though this development has not been achieved on the overnight .
- In the year 1995 the company established a power generation plant. Though this company is getting its own power resources and it is also cashing income by selling the surplus power.

NEED FOR THE STUDY

- This study is conducted to get the practical knowledge about Recruitment and Selection in Gowthami oils and solvents limited.
- This study is conducted to know, how well the employees and workers are aware of Recruitment and selection.

STATEMENT OF THE PROBLEM

Recruitment and selection are crucial components of human resource management, directly influencing the performance and growth of an organization. At Gowthami Solvent Oils Limited, there is a need to evaluate whether the current recruitment and selection processes are effectively attracting and selecting candidates who fit the organizational culture and skill requirements. Without a structured and efficient approach, there is a risk of hiring mismatches that could affect productivity, employee satisfaction, and retention.

- **Effectiveness of Recruitment Methods** – Assess whether the sources and strategies used to attract candidates are sufficient to meet the company's evolving manpower needs.
- **Efficiency of Selection Procedures** – Analyze if the selection techniques (tests, interviews, screening) are robust enough to identify candidates with the right skills, attitude, and organizational fit.

OBJECTIVES OF THE STUDY

- To understand the perception of employees on screening of candidates
- To know the level of satisfaction of employees with selection process.
- To identify the recruitment methods in the company.
- To study, how well Recruitment and Selection helps the organization

NULL HYPOTHESIS (H_0):

- There is **no significant relationship** between the recruitment and selection process and the overall satisfaction of employees at Gowthami Solvent Oils Limited.
- The current recruitment and selection methods **do not significantly impact** the organizational performance or employee retention.

SCOPE OF THE STUDY

- The study is conducted within the organization. The study covers the Recruitment and Selection process in the company.
- The study mainly focusing on how the company is recruiting and selecting.

METHODOLOGY OF STUDY

The examination is done on Recruitment and Selection process in GOWTHAMI SOLVENT OIL PVT LTD.

Primary data

The data was collected through interacting with personal officer and the hr manager and some of the other department's managers.

Secondary data

The data is collected through company website, previous reports and from the different web sites, journals etc.

LIMITATIONS OF THE STUDY

- Time is the major limit for study.
- The interaction with the hr manager is very less due to the busy schedule.
- The study is very limited due to the rules and regulations of the organization and also duration is very less.

Presentation of the Study:

The report writing will be divided in six chapters as follows:

Chapter 1-Introduction

Chapter 2- Literature Review

Chapter 3- Research methodology by describing the problem, need for the study, scope of the study, limitation of the study .

Chapter 4- The profile and practices of Quality of Work Life of the selected organization

Chapter 5- Data analysis and interpretation

Chapter 6- Summary of the project with findings, conclusion and suggestions



Pulavarthy Ramkiran Kumar

PROFESSIONAL ACCOMPLISHMENTS

IQ HECTOR TECHNOLOGIES

US IT Recruiting

2022 - Present

- As a US IT Recruiter Responsible to work on Contract, Permanent & C2H (Contract to Hire) positions.
- Identifying and submitting qualified candidates to Client Hiring Managers based on the provided job description.
- Sourcing the candidates resume from the Job Boards like 'Monster', 'Dice' and 'LinkedIn'.
- Sourcing the candidate using personal networking, and social media.
- Screening the resumes, and short listing the most suitable CVs for the position.
- Arranging and coordinating the interviews and following up for the feedback.
- Maintaining daily report in a database format.
- Ensuring that proper Follow up of selected candidates happens till their joining.

US IT Bench sales Recruiting

- As a Bench Sales Recruiter was involved in selling the bench consultants, including searching, qualifying, scheduling interviews, rate negotiations, and closing.
- Involved in sales i.e., bench consultants to the Vendors and Clients for the requirements.
- Searching the requirements for the allotted bench from portals, groups and with contacts.
- Speaking with the recruiters regarding the rate and getting the best as suggested by management.
- Interacting with Tier one Vendors and making new vendors to the company
- Getting requirements for bench consultants from various sources like Prime Vendors, job portals and other Networking sites.
- Maintain daily & weekly status lists of all activities through MS Excel.
- Set up interviews and closed candidates for various positions.
- Process candidates from initial contact through entire interview/placement process which includes interview scheduling and follow up.
- Responsibilities include calling on prime vendors, developing corporate account relationships, presenting consultants, negotiating and finalizing contracts.
- Negotiating rate with vendors & managing the long-term relations with them.

CONTACTS

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✉️ Ramkiran.pulavarthy@gmail.com

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OBJECTIVE

To work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective.

Skills Highlights

Project Management
Innovation
Strong Decision Maker
Service Focused

Languages

English
Telugu

Hobbies

Photography
Design
Meditation

Computer Literacy

MS. Office
Tally
Photoshop
DTP

EDUCATIONAL BACKGROUND

Bachelor's Degree in B. Com Computers,
2016, New Modern Degree College.

Post Graduate in MBA (Finance), 2018,
SITE College

PROFESSIONAL ACCOMPLISHMENTS

LORHAN CORPORATION INC

BENCH SALE RECRUITER

2021–2022

- Expert in Lead Bench Sales including of HIB s, OPT s, GC s, & EAD s
- Coordinating with the consultant in order to know their comfortableness with the requirement before submitting to the Vendor.
- Submitting the consultants to all the suitable job postings on all portals.
- Broadcasting the Profile of the consultant and the Holist of the company on a periodical basis.
- Reaching out for the maximum number of open requirements in the market.
- Intimate the entire team regarding client submissions to avoid duplications.
- Inform the consultant regarding the vendor calls and end client interview schedules.
- Prepare the consultants for the end client interviews.
- Taking care of the Consultants whether they are comfortable with the work environment.
- Talking to the Vendors regarding the performance of the consultant and the quires that the consultant brings to my notice.

Chowdary Spinners Ltd

HR & Admin Executive

(2018-21)

As a HR I have lead Recruitment Procedure, Bio-Metric Attendance, Welfare Executive, Maintaining reports of HR Like (Monthly monitoring highly Absentism, Training and development Programme, Strength Report and Fire Safety Audit Etc).

As a Admin Maintaining Sop's, Goal Sheets of overall department and Managing Director Schedules and Worked as a incharge For Security & Transport.

Projects :

- Handling of 5S Programme as a Challenge overall Plant and all Departments.
- Leading Young Star Programme.
- Follow up the CRM for HR and Sales Employees.

CSR :

- North South Foundation (Providing Scholarships to Merit Cu Poor Students)

DECLARATION BY THE LEARNER

I hereby declare that the project report entitled "**A Study on Recruitment & Selection**" at **(The Gowthami Solvent Oils Limited, Tanuku)** has been carried out by me under the guidance of **Mr. PULAVARTHY RAMKIRAN KUMAR**. This project work is original and has not been submitted by me, either in part or full, for the award of any degree or diploma at any other university or institution.

Place: Rajahmundry

Date: 01-07-2025.

*T.T.J.S.Sriniv
gupta*

Signature of the Learner

**THAMMANA TEJA JAGGARAO
SIVASRINIVASAGUPTHA**

GUIDE CERTIFICATE

This is to certify that the project entitled “A Study on Recruitment & Selection with reference to The Gowthami Solvent Oils Limited, Tanuku” is a bonafide work done by Mr. THAMMANA TEJA JAGGARAO SIVASRINIVASAGUPTHA for the academic year 2023-2025 in partial fulfillment of the requirements for the award of the degree of Master of Business Administration (M.B.A) in Andhra University under my guidance.



Signature of the Project Guide

Place: Rajahmundry

Mr. PULAVARTHY RAMKIRAN KUMAR, MBA

Date: 01-07-2025.



THE GOWTHAMI SOLVENT OILS LIMITED

Regd Office Post Box No 7, Pydiparru, TANUKU - 534 211, WGDt, (A P)

Phones 224992 (3 Lines)
Cell 9949554482
E-mail gowthamsolvent@gowtham.com

DT: 01.07.2025,

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. THAMMANA TEJA JAGGARAO SIVASRINIVASAGUPtha, a student of MBA from Centre for Distance and Online Education, Andhra University, has successfully completed a project internship titled "A Study on Recruitment & Selection with reference to The Gowthami Solvent Oils Limited, Tanuku", for a duration from 02.05.2025 to 30.06.2025.

During the internship, the student demonstrated a keen interest in understanding the organizational environment, actively participated in the assigned tasks, and showed a good understanding of employee engagement practices and job satisfaction metrics within the organization.

We found the student's performance to be satisfactory, and we wish them success in their future endeavors.

For THE GOWTHAMI SOLVENT OILS LIMITED

G.V.Prasad
(G VARA PRASAD)
PERSONNEL OFFICER
01/07

ACKNOWLEDGEMENT

I would like to express my sincere gratitude to all those who helped me to complete this project titled "**A Study on Recruitment & Selection with reference to The Gowthami Solvent Oils Limited, Tanuku**" First and foremost, I extend my heartfelt thanks to **Mr. PULAVARTHY RAMKIRAN KUMAR**, my project guide, for their valuable guidance, encouragement, and continuous support throughout the course of this study.

I am also grateful to the management and staff of **Gowthami Solvent Oils Limited** for giving me the opportunity to undertake this project and for providing the necessary information and resources. Their cooperation and insights were instrumental in the successful completion of this work.

I sincerely thank the **Centre for Distance and Online Education, Andhra University**, for facilitating this academic opportunity.

Lastly, I would like to thank my family and friends for their constant encouragement and moral support during this project.

Place: Rajahmundry

Date: 01-07-2025.



Signature of the Learner

THAMMANA TEJA JAGGARAO

SIVASRINIVASAGUPTHA

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CHAPTER – 1
ABSTRACT,
INTRODUCTION,
LITERATURE REVIEW

ABSTRACT

This study investigates the recruitment and selection practices at Gowthami Solvent Oils Pvt. Ltd., a leading edible oil manufacturer in Andhra Pradesh. The research aims to understand the effectiveness of existing hiring methods and employee perceptions surrounding the process. A mixed-methods approach was employed, combining primary data through structured questionnaires with secondary data from company records and relevant literature.

Findings indicate that the company primarily relies on traditional recruitment channels such as advertisements and internal references, with a strong preference for experienced and male candidates. Survey results reveal moderate to high employee satisfaction regarding salary packages and work environment; however, awareness of the recruitment process among lower-level employees remains limited. The study highlights the need for more inclusive hiring practices, improved transparency, and integration of modern recruitment strategies.

This research provides valuable insights into the HR practices of mid-sized industrial firms and suggests that strategic improvements in hiring can lead to stronger organizational performance and workforce diversity.

INTRODUCTION

Human Resource Management

Meaning of HRM

Human Resource Management (HRM) refers to the strategic approach of managing people within an organization. It involves aligning the right individuals with the appropriate roles to optimize their skills and capabilities, ultimately contributing to the achievement of organizational goals.

Definitions

John Storey defines HRM as a individual approach to employment which seeks to obtain competitive precedence with the strategic categorization of a highly committed and capable candidates, using an combination of cultural, structural and personal techniques.”

Dunn and Stephens defined “HRM is the process of pulling, influencing and directing people identification all mangers including line and staff.”

Prof. Thomas G. Spates defined “Personnel administration is allocating and assigning the people in the respectable positions where the employees are able to respect each other and produce greater output for development of organization”

Importance of HRM

At the enterprise level

- Good human resource practices can help in attracting and retorting the best individuals in the organization. Various people will require in the short, medium and long run.
- It helps in training individuals for difficult roles, developing correct attitudes towards the job and the company, creating team spirit among employees and developing loyalty and commitment through available reward schemes.

At the individual level

- It develops team work and spirit between employees.
- It offers excellent growth chances to people who have the capable to develop.
- Employment opportunities multiply.

At the society level

- Limited talents are put to best use. Organizations are paying and treating the employees equally.

At the national level

- Effective utilization of human resources helps in exploring natural, physical and financial resources in a better way.

Objectives of HRM

- To help the organization reach its goals
- To employ the skills and abilities of the workforce efficiently
- To provide the organization with well-trained and well-motivated employees
- To increase to the fullest the employees job satisfaction and self-actualization
- To develop and maintain a quality of work life
- To be ethically and socially responsive to the needs of the society

LITERATURE REVIEW

Dessler 1988: Transfers are important for the future promotions. Generally, recommendations may fail in recruiting the persons due to the fear of not getting the expected output from the persons. HR gives importance to the hardworking candidates, who will generate more profits to the organization.

Stone 1989: Reference checks supply two essential purposes. One push is to gain information about the inherent employee among the individuals who have had former experience with him/her. This is an excellent application allowing the fact that between 20 to 25 percent of job applicants there is at least one swindler.

Gray 1990: It was found; masculinity of female candidate's dress had a major effect on interviewer's selection result. It was accomplished that female applicant's outfits formed a path for influencing the selection verdict for management roles.

Ehrenberg R. and Smith R.1994: Employee's eventual objective to depart or carry on his job is the effect of HR policies. HR policies are best way to symbolize the companies objectives. Employee's purpose to leave or stay choice is connected with different explicit and implicit benefits.

Lowe 1995: Technical skills and interpersonal skills are important in pilot performance and safety; these are considered as major factors while recruiting.

Monfries and Moore 1996: Community of carriers and aviation are aware of managerial skills and flying skills while involving the new pilots into the organization.

Anastasi 1997: Aptitude test and Ability tests are conducted to test the candidate's ability to perform tasks related to the job and their potential in learning the new things.

Hedge Et Al 2000: Research on the procedure utilized by British Airways, Selecting the professional managers and groomed persons into pilot academy.

Schuler & Jackson 2001: The required skills to be effective both in terms of beneficial and activity vary from period to period. Companies need to develop rapidly, efficiently to meet the future needs.

Ivahernich 2004: Selection of pilots is mainly based upon the flying abilities and their potential in the crew areas of aviation department.

Raymond J. Stone 2005: Explains that Recruitment and selection is attracting the pool of candidates and short listing among them who are skilled enough.

Deckop Et Al 2006: Researchers explained that organizations use various techniques to keep their employees, such as having compensation, training and development, spirited work environment, and other benefits. Employee maintenance is the main intend and the major fear for most organizations.

Ongori, 2007: Today however, stress is placed on HRM to develop policies that no longer provide this manifest, by putting requirements in place to allow the individual to continue to work while also meeting family commitments.

Parry & Wilson 2009: Recruitment and Selection is attracting the qualified and skilled employees into organization, who create more value to the organization through their work.

Snell 2012: Retired employees and the candidates who are already left the company are willingly to come back into the organization, this will give some advantage to the company, getting back former employees into the organization who are already known about the companies polices and the work.

CHAPTER- 2

INDUSTRY AND COMPANY PROFILE

PROFILE OF EDIBLE OIL INDUSTRY IN INDIA

History:

Solvent extraction industry was born in 1974. The industry has properly established itself by the end of the 60's and is growing rapidly today. The solvent industry plays a major role in the collecting of vegetable oils etc. the oilseed scenario in the country has undergone a substantial change during the past few years. The country is moving away from a situation of scarcity and huge import bills to one of sufficiency and possibly even export of vegetable oils. World production forecasts for oilseed oils and oils meals are encouraging, total world output of fats and oils during 2005 is estimated to rise by 2.9% to 96.4% million tons over the previous year, in 2004 the corresponding increase was by 2.1% to 94.3% million tones. India ranks high among the oilseeds producing countries in the world with, perhaps, the largest number of commercial varieties of oil seeds, such as groundnuts, rape and mustard sesame, kardi seed, Niger seed, soybean, sunflower seed linseed, castor seed, copra, cotton seed and a number minor seeds of tree origin. Oil seeds takes place second largest agriculture crop after food grain s, the cultivation of oil seeds is spread all over India. Over various states with a distinct regional patter covering about 29 to 30 million hectares, which accounts for about 21 percent of the total land under cultivation in the country

In India where fats of animal's origin such as fish oil and lard are seldom used as cooking media, the term "vegetable oils" is used as synonym for "edible oils". However, it needs to be remembered that there on the one hand vegetable oils such as castor oils which are non-edible and on the other hand edible like groundnut and coconut oil playing major role in manufacturing of cosmetics and soap marketing etc . oils contains more nutritution in the country

Import of Edible Oils:

The import of edible oils has not been done away with completely but whatever import is now made is largely a measure of precaution than out of any computation from 1998-99 the edible oils import has been drastically cut down. Import to 4.92 lakh tones valued at Rs.322 crores in 1999-2000 from 11.23 lakh tones valued Rs.830 crores in 1998-99. In 2001-02 import totaled 3 lakh tones valued at Rs 325 crores and during the next two years it is expected around the level. The import is insignificant compared the whooping 21.45 lakh tones imported valued at Rs 989 crores in 1997-98.India has signed a memorandum of understanding with Malaysia for an annual

import of two lakh tons of palm oils for two years. Besides, the country is to receive 50,000 tons of soya bean oil from the U.S. as the gift for the social objective. Although in the context of exceptionally large scale oil seeds producing during the current years, there is hardly any need for import, the country may avail of the option import bidding a buffer stock on to meet the need of public distribution system during the learn period.

Export:

Export of oil meal, oil seed and minor oil are expected to gather momentum following the announcement regarding the full float of rupee on the trade account, according to sources in the trade. The present export scenario shows that the trade is in a buoyant mood of achieving a formidable target, with increased export earnings in the current year. This basically emanates from bumper crop more over has compelled the union minister of commerce to raise the current year export target for the oil seeds sector from Rs. 1300 crore to over Rs.1400 crore.

According to the estimates made by the Central Co-ordination committees, the exports of oil meals, oil seeds and minor oils during the current year would be more than 33 lakhs tones with value of Rs 1362 Crore as against 30 lakhs tones with a value of Rs.10.48 crore achieved during the year 1999-02.

Present Scenario

Presently the country has more than 15000 oilseeds crushing units more than 600 solvent extractors, more than 400 vegetable oil refiners and more than 190 vanaspathi oil units. Capacity utilization is below 40% for all these industries. Due to this low capacity all these industries are at low and the units are already are shutdown.

Indonesia and Malaysia are major source for importing into the country. It started with refined oil, RBD oils as there was need to meet the demand supply gap. But the imports were so cheap that imports crossed may times the gap and this lead to the current plight of the solvent extraction industry.

Moreover all these imports led to increased consumption of palm oil and its derivatives. While other oils seeds and oil's consumption is declining, most affected are soya bean , cottonseed, rice bran oilcake, rapeseed etc.

Their demand has not grown in recent years due to these cheap imports. This is harming oil seed farmers. As they are not able to sell these in the market due to lower realizations, many have

already shifted to the crops and many are planning to do so in the near future.

States of Oil Palm in Andhra Pradesh

Status of oil palm in A.P and with particular reference to the study of the unit of the unit of “Divisional Office of A.P. Oil fed” Eluru, West Godavari Dist. A.P has been recognized as one of the potential state for development of oil palm. In A.P 4 lakh has been identified as

Table No 2.1: Estimated Potential area in Various Districts of A.P

Districts	Area
Srikakulam	35
Vijayanagaram	20
Visakhapatnam	10
East Godavari	100
West Godavari	100
Krishna	100
Guntur	20
Prakasam	10
Nellore	35
Khammam	20

(In thousands of hectares)

Source: Ghowthami solvents ltd... Publications

PROFILE OF GOWTHAMI SOLVENTS OILS PRIVATE LIMITED

Brief History of a Company

M/s. Gowthami Solvents Oils Private Limited with Reg Office of the Company at Pydiparru P.B.No.7 Tanuku, W.G.Dt. The company is prompted by Mr. M. Ramachandra Rao,Mr. J.Janardhana Murthy G.S.O.P.L was established in the year 1974 to manufacturing Rice Bran Oil and extraction by solvent process (GOT P.1) with a paid up share capital of Rs. 18.50 lakhs and Rs. 30.00 lakhs term loan from Andhra Pradesh state financial corporation. G.S.O.P.L has expanded its capacities over a period of time with term loan assistance from IFCL, APSFC, SBI and partly by internal generations It was established in 1975 on the outskirts of Tanuku. This factory was proposed to manufacturing of vegetable of oil on extraction. The capital investment put into this was total of Rs. 70,00,000 from all sources. From then onwards these had been the advent of a golden era for the establishment. It stands today as one of the most progressive Industries in the district with a turnover of 3.25 crores and has to Its credit marry a service rendered to the society and the Industry as a whole. Firstly, it started as a small organization, manufacturing 40 to 60 tons of finished product every day today stands with a fold increase its productivity. Though this development has not been achieved on the overnight .

In the year 1995 the company established a power generation plant. Though this company is getting its own power resources and it is also cashing income by selling the surplus power. Another feather in the cap of ago to the commissioning of a domestic oil unit in 1984 . The establishment has large corporate houses like HLL, Godrej etc., as some of its highly esteemed customers.

There has been continuous reramping of obsolete technology and exploration of alternative sources of oil extraction so as to overcome shortages in raw -material and to avoid technical snags that may hinder production.

Product Line

The products of the Gowthami Solvent Oils Ltd, Tanuku as follows:

- Rice Bran Oil
- Refined Oil
- Rice Bran Fatty Acid
- Rice Bran Acid Oil
- Bran Filtered Waste Solid
- Rice Bran Sludge Oil
- De-oiled Bran

Varieties of Oil seeds Unconventional Oil seeds

India abounds in several varieties of unconventional Oilseeds such as mango seed, melon seed, Sal seed, rice bran, wheat bran, Maize gram etc., and many of them yield potential edible oils. Therefore, and urgent need for systematic exploration of unconventional oil bearing seeds into the fold of edible oils is essential in order to fight the vegetable famine in the country. Oil extracted from naturally occurring forest based on oil seeds are commonly known as minor oils.

If the potential of these minor oilseeds is fully exploited they could contribute around 20 lakh terms of oil annually and thus more than replace quantity of edible oils presently being imported.

Rice Bran

It is the most essential sources of edible oil in conventional sources. Rice bran is the brown coating around the white starchy rice kernel i.e., is obtained de-husking the paddy and polishing the rice. Despite an impressive growth of rice bran technology in the country. Is only a third of the available potential that has been exploited, India produces about 80 million tons of paddy annually? This can yield about 5 million tons of the rice bran and 8 lakhs tons of rice bran oil. Production of rice bran oils is currently estimated to about 21 lakhs tons and hardly 10-15% of it is of edible grade although its potential availability is reckoned at about 8 lakhs tons.

This wide gap between the actual production and the potential requirement of rice bran oil is majorly due to the fact that at present around 70% of the paddy produced in the country is processed through huller mills while only 30% is processed through modern shelter mills, while

there are only 2800 modern shelter mills.

Conventional oil seeds Ground Nut

It is the primary oil seed from accounting 70% of total oil seed production and more than 40% of the average under oil seeds. India accounted in the past for more than half of the world's output, but now it has fallen from its prime position. Regrettably the average yield per hectare of this crop has been subjected to vagaries.

It has been demonstrated experimentally by the vanaspati manufacturers association , which with improved selection of seeds, better water management, and soil analysis and plant protection, the per hectare yield of groundnut can be improved by 40%. A scheme of large-scale multiplication of improved varieties of groundnut developed by BARC and various agricultural universities/ institutions has been taken up to improve the position of this sector.

To improve the method of groundnut cultivation various research centers have been set up in the country.

Rapeseed and Mustard

It is contributing to one-fifth of the total oil seed production in the country. It is mainly grown in Punjab, Haryana, Uttar Pradesh, and Bihar etc. of these Uttar Pradesh accounts for 60 % of the all India acreage under this crop. The main centers for conducting research on rapeseed and mustard oil seed are Berhampur, Kanpur, and Hisson. These sub centers are at pune , Patanagar and Guragaon. The traditional Rabi oil seeds are rapeseed, mustard, sunflower and linseed.

Sesame

Sesame is cultivated as a kharif crop in Uttar Pradesh, Rajasthan, Maharashtra and Rabi crop in Tamilnadu, Orissa and Madhya Pradesh. There are various varieties of sesame like light brown, black ash, greenish brown, dark brown and dull white. India ranks first in the world both in area and production of sesame crop having 36% of the area and accounting for 22% of the total world production. The other major sesame producing countries are China, Sudan, Burma, Mexico and Nigeria.

Cottonseed

Until the beginning of the 1960's, cotton seeds were used almost entirely for cattle feed but now around 65-70% of the cotton seed oil is being used in the manufacturing of vanaspathi and the rest is marked as refined liquid oil.

Castors

India accounts for about 28% of world production in this crop. The annual production of castor seed is around 5 lakh tones while that of castor oil around 1.5 lakh tones. Edible castor oil has two potentials.

A suitable processed castor oil that can be used in the manufacturing of the soap. Being used in conversion and in the lubricant industry castor oil has a good export potential especially in view of the high price of petroleum products.

Linseed

It is mostly used for non-edible purposes. It is a dual purpose crop yielding oil and fiber. The relative contribution of this crop to the country's total oil seed acreage and production are 11.7% and 5.2% respectively.

The crop is grown mainly as a source of oil, which is commonly used for cooking in Madhya Pradesh, but major portion is used in industries and manufacturing points and vanishes.

Soya Bean

Soya Bean designated as a miracle crop with more than 40% protein and 20% oil, now has been recognized throughout the world as additional source of edible oil and nutritious food. Recognizing its importance, the "India council of agricultural Research" launched a multi vocational inter disciplinary. All India coordinated research project on specific aspects being undertaken to some other universities in the country.

Sun flower

It is highly Cross-pollinated crop and success of its cultivation depends on the high availability of varieties of seeds. The sunflower cultivation came into prominence and was taken upon a large scale when the projects for extensive soybean cultivation failed to make much headway especially in view of the farmer's suitability to the tropical Indian conditions. Sunflower cultivation may also be built in the drought prone areas to supplement employment as the crop does not need much rainfall.

The industry seems to be gaining rapid popularity among enthusiasts. The solvent extraction industry has also contributed much to the growth and development of other industries such as cattle and poultry fields, spas and detergent, vegetable oils and consumable oils. Andhra Pradesh stands first in production of rice bran with nearly 24000 M.T in the making.

The government regulations that apply with regard to the establishing and running the solvent extraction plants are;

- Solvent extraction oil, de-oiled meal and flavor (control) order 1967.
- Money credit schemes for the use of solvent extracted and other oils in the manufacture of vanaspathi and soaps.
- Forward contract.
- The National Oilseeds and Vegetables Oil Development Board Act 1983.
- The Consumer protection Act 1983.
- The Prevention of Brand Adulteration Rules 1955.
- Blending edible and vegetable oils.
- The pulses, edible oilseeds and edible oils (storage) control order 1977.
- Vegetable oil products control order 1947.

Departmentation

Every company must have efficient departmentation. Commonly the major important Departments as follows;

The Gowthami Solvent Oils LTD is consisting of three major departments. They are

- Technical Department
- Process Department
- Service Department

Technical Department: Technical Department is one of the main departments of the Gowthami Solvents Oils Ltd. This Department consists of three other departments. They are

1. Mechanical Maintenance Department
2. Electrical Departments
3. Utilities (Boiler house, water treatment plant, Air compressions etc....)

Process Department: Process Department contains expellers. Expeller's means where raw material converted as basic material. It also contains refineries and oil section. Manufacturing departments also comes under this department.

Service Department

Service department contains four other departments.

1. H.R Department
2. Finance Department
3. Marketing Department
4. Purchase Department.

1. H.R Department: In every organization H.R. Department plays a major role. It is valuable source of administration. H.R Department manages the people tactfully. Because the employees are the assets of the organization.

2. Finance Department: Finance is very much needed to start any business. Hence treated as heart of the Business. Finance is more essential.

3. Marketing Department: Marketing department plays a major role in any organization. The product and services of any organization can be delivered to the customers only through a proper market. Marketing is done through dealers all over the India.

4. Purchase Department: The Gowthami Solvent Oils Ltd. Have a very good purchase department. Purchase department is necessary for any organization.

Present Capacities of the plants

1. Solvent Extractions	
a) Solvent Plant 1	250 TPD / Rice Bran
b) Solvent Plant 2	250 TPD/ Rice Bran
2. Hydrogenation	20 TPD
3. Refinery	30 TPD
4. 2.75 M. V Cognition power plant	2.75 MW
5. Vanaspati	20 TPG

Besides the rice bran oil, the solvents plants 1 & 2 are equipped with salt, soy and other Minor seeds preparatory equipment. The refinery is equipped with equipment that can be used to refine different kinds of oils obtained from solvent plants G.S.O.P.L has a running contract with Hindustan Lever Limited (HLL) for processing rice bran for the last 6 years with 100%, solvent extraction capacity being operated for HLL since 1990. The management is proposing to operate part of the solvent extraction capacity for captive consumption i.e. 135 TPD.

Purchase Activities

There is no purchase department as such but executive director looks after the purchasers. He is assisted by one purchase assistant. We can call this as a purchase department though the staff is less in number. The purchase department mainly looks after the purchase of raw materials i.e., Rice Bran. The need for rice bran is recognized by discussions with production the need, as he is well aware of the need.

They purchase the required rice bran from local registered rice mills. Most of their purchases are from regular suppliers. Present market price for rice bran is paid only if the bran contains standard percentage of oil and sand and silica. In case the bran contains more oil percentage or less oil percentage the seller is paid accordingly. The amount to be paid to the sellers is paid in time no due is left, so, the G.S.O.P.L has cordial relations with the sellers.

Production Activities

Production is the process of converting semi-finished goods into finished goods or manufacturing of product for the purpose of usage by the people.

Personnel Aspects

Managing Director is having ultimate authority to plan, implement and organize work and work relationship. He is having the top-level managerial status. He is the person who sees that the staff assistants and organizational seniors are working effectively. He communicates his recommendation in a way that carries weight with the manager. The labor office serves as advisor in the process of charges in organizational matters.

There is one trade union registered under Indian Trade Union Act, 1926. All the members of trade union are belonging to lower rank and the activities of the trade union are not encouraging.

Sales aspects of G.S.O.P.L

The organization is selling Rice Bran Oil within the country and exporting de-oiled cake to U.K., West Germany, East Germany, Holland and Singapore.

The organization sells Rice Bran Oil to:

- A. M/s. TATA OIL MILLS
- B. M/s. HINDUSTAN LEVER LIMITED
- C. M/s. GODREJ SOAPS (INDIA) LIMITED.

The organization sells rice bran oil to those companies through authorized brokers. There are around 4-6 authorizes brokers all over India for the sale of this products. The brokers may represent any area or any company as per his convenience. User companies whenever they need rice bran oil they contact the broker and tell the brokers their requirements, and will take quotations of the solvent oils if the rates are agreed upon the buyer will enter into contract with the seller.

Promoters

Mr. M. Ramachandra Rao is the chief promoter of G.S.O.P.L is presently being managed by its managing director Sri. M. Ramachandra Rao. Joint Managing Director Sri. B. Srinivasa Narayana, whole time director Sri M. Venkata Rayudu under the supervision of board of directory.

Sri M. Ramachandra Rao is an established industrialist in W.G. Dt of Andhra Pradesh. G.S.O.P.L under his leadership has been making profits since inception. G.S.O.P.L was started with 40 TPD capacity of solvent extraction and is presently having a capacity of 300 TPD of solvent extraction, 20 TPD of Hydrogenation and 30 TPD of refinery .G.S.O.P.L under his leadership has excellent track record in terms of dividend payment , prompt repayment of term loans to institutions and excellent employees relationships without any strikes since inception.

Organizational Structure of the company

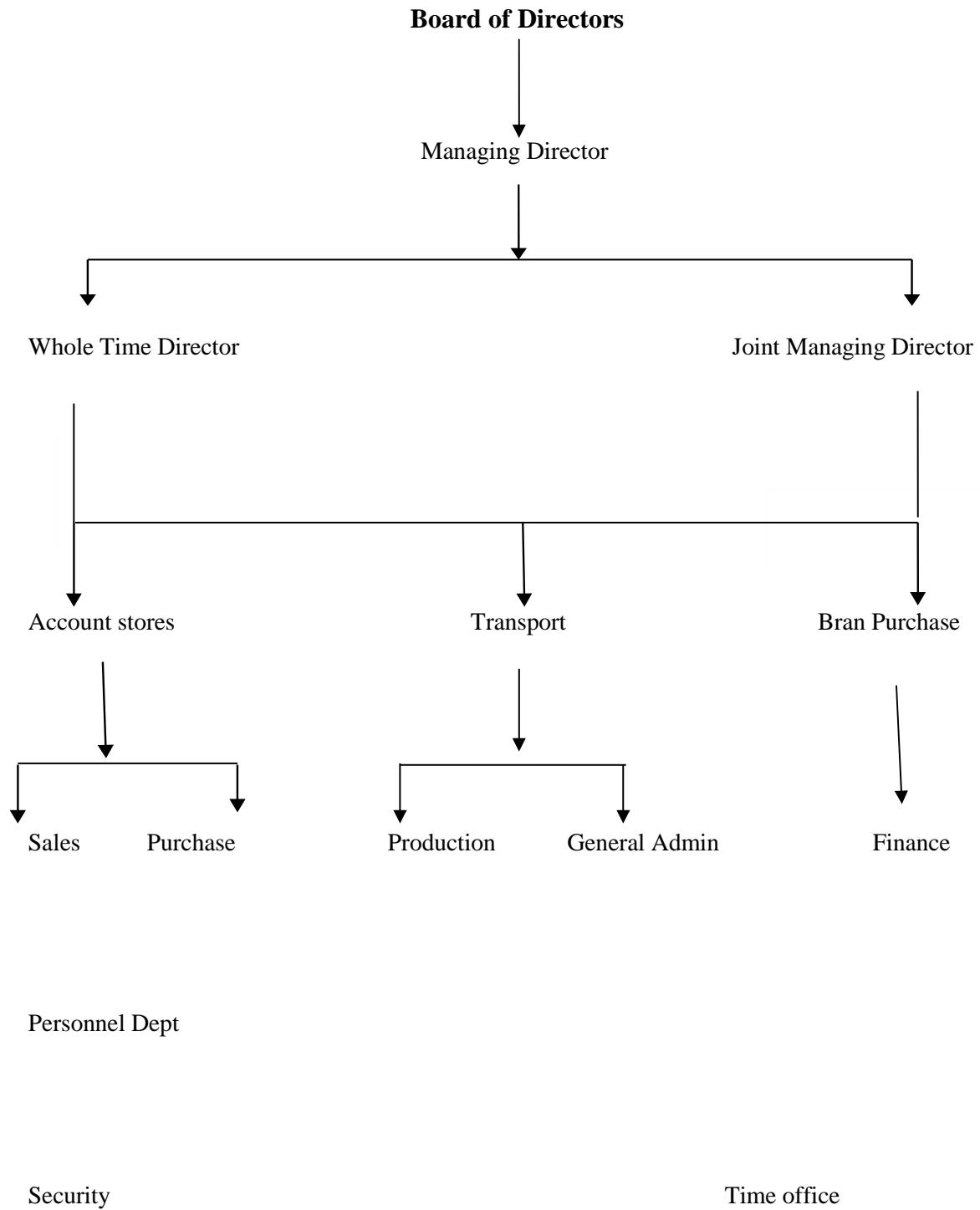
The board of directors consists of 5members which holds different positions as Chairman, Managing Director, Joint Managing Director, Assistant Director, Whole time Director.

The name and designations of the directors are as follows.

Table No: 2.2 List of Board of Directors

S • N o	Name	Address
1	Sri BhogavalliSubba Rao (Chairman & Director)	Undrajavaram W.G.Dt., A.P
2	Sri Mallina Ramachandra Rao (Managing Director)	Indira Nilayam, Park Street, Sajjapuram, Tanuku, A.P
3	Sri BhogavalliSreemannaraya na (Joint Managing Director)	Undrjavaram Tanuku, W.G.Dt., A.P
4	Sri MallinaVenkatarayudu (Whole Time Director)	Indira Nilayam, Park Street,Sajjapuram, Tanuku, W.G.Dt., A.P
5	Sri B.V.S.N.Prasad (Factory Manager)	Undrajarma W.G.Dt., A.P

Organization chart of Gowthami Solvents & Oils Limited



Source: Gowthami Solvents ltd... Publication

Table No: 2.3: Present Capacities of the Plants

Solvent Extraction	
a) Solvent Plant I	150 TPD / Rice Bran
b) Solvent Plant II	150 TPD / Rice Bran
1.Hydrogenation	20 TPD
Refinery	30 TPD
Cognition power plant	2.75 MW

Source: from the company publications

Besides the rice bran oil the solvent plants II & I are equipped with salt, soy and other minor seeds preparatory equipment. The refinery is equipped with equipment that can be used to refine different kinds of oils obtained from solvent plants. G.S.O.P.L has a running contract with Hindustan Lever Limited (HLL) for processing rice bran for the last 6 years with 100%, solvent extraction capacity being operated for HLL since 1990. The management is proposing to operate part of the solvent extraction capacity for captive consumption i.e. 135 TPD.

Products of G.S.O.P.L:

- **The products of GSOPL as follows**
- Refined oil
- Hindered rice bran oil
- Rice bran and other extractions
- Acid oil
- Wax
- Gums

Man Power Planning in G.S.O. PVT LTD.,

The employee force at GSO provides a curious blend of many paradoxes. There are different sections of people working together in perfect harmony. It Is a nation of good management techniques that have yielded synchronization of different cadres of people to work together as a unified whole.

The organization is run by 3 categories of employee's i.e. skilled, Unskilled and unskilled. The skill section consists of the highly qualified and experienced managers and supervisors who take care of the crucial operations In the day to day working of the plant. The unskilled workers are usually restricted to job that involve manual labor and common operations.

Working Hours

The plant runs continuously the three shifts •extending up to 8 hours per shift. The first shift is from 12A.M. To 8A.M. The second and the general shift from 8 A.M to 4 P .M, and night shift from 4

P.M. to 12 A.M. The administrative office works during the general shift and the plant Is supervised by plant manager during the regular and night shifts.

Age Administration in G.S.O. LTD

The pay scale In GS0 is quite generous taking into consideration the size of the establishment. A consolidate pay is offered which Includes all allowances. Salaries are given weekly, fortnightly and monthly. Persons who draw salary on monthly basis are regular employees whereas those who draw' on fortnightly.

Activities of Employee's Medical Facilities and Insurance

To make employees feel at home they must organizes an annual get together at the time of the establishment's anniversary during which cultural program. Are conducted and momentous are distributed there was also a get together during Important public holidays.

In case of prolonged Illness drawback due to hazards medical facilities, are provided to the employees under the employee state insurance through which the employee Is rendered efficient medical service either at Brach office at ESI at Tanuku or at the Head office at Vijayawada. There Is also a first aid unit In the plant to take care of minor injuries that may be caused during work.

Unionism and subsidies to employees

There has been a streak of labor unionism in the company during the initial of Its establishment. The CPI had steps to establish a labor union at GS. O, but reasons unknown. the union could not gain popularity among the employees and was soon dissolved, from then by the management itself. It is the- responsibility of this union to look into and refer to the Top Management them.

The Top Management had offered a subsidy to facilitate cheaper prices to the convenience of the employees. But Irregularities on part of the contractor led to inefficient

management has plans to set up in future a canteen managed by the concern Itself In the factory compound.

Production

The procurement of raw material starts the process of production at GSO. The raw materials needed are Rice Bran Haxave. It is purchased from Rice mills either by representatives of the company or through agents on the commission basis. Bran purchases are done under 2 groups. The first one Involves analyzing the oil contents in the Bran that is purchased and fixing the price based on the results of this analysis. The other method that is employed is procuring Bran without considering the oil content, present in it.

Production Process

TROIKA CONSTRUCTIONS PVT Ltd., MUMBAI, Installed the machinery at GO. The cost of it at the time of incorporation is 35 lakhs. The solvent extraction of GS0 Involves 3 basic heads that is extraction, disolventising and oil and solvent recovery. The Bran that is prepared for solvent extraction Is fed into the Incoming conveys or which transports the raw bran into the Missilla Tank. This tank is airtight which does the job of Converting the Bran into meal.

The meal into then transported through a meal transported to a longitudinal tank called the toaster. Here the meal is separated into 2 parts known as the deoiled! meal and the second part known as crude oil. The deoiled meal is then transported through a conveyor been to the plant exterior and the crude oil undergoes a series of condensing operations under the Influence of water and then is filtered and finally cooled the part in which the Bran Is digested 18 known as extraction• Disolventising involves separation of crude oil a digested meal and the oil and solvent recovery included the condensing filtration and cooling of the solvent oil.

The catalyst used in this process Is a hydrocarbon called hexane and steam. The deoilled cake, which Is the by-product, can be used for the manufacture of cattle and poultry feed this deoiled cake Is exported to foreign countries and a minor percentage is sold In India. The transaction done through licensing agents. The solvent oil is transported 63 means of Railway Tankers for the manufacture of soaps and detergents. The edible oil plan is separate from the solvent extraction unit

Marketing

Solvent oil is used by 476 registered users engaged in direct human consumption are using" In the manufacture of vanaspathi in the other hand there are many concerns Involved In the manufacture of soaps & detergents and other Industrial purposes. The deoiled cake obtained In the bye-product of solvent extraction Is used In the manufacture of veterinary fields.

Hence, the consumer count Is large that prevents stagnation of the finished product.

At GSO major portion of the finished products that is solvent oil is purchased by HLL which Is one of the largest manufactures in soaps & detergents. The buyers include Goderej, Colgate - Palmolive etc. Put a number of price negotiations freight concessions and superior quality Is Involved in the transaction before that product reaches the ultimate user. This phenomenon can be understood with the closer look at the Industrial marketing process. This also shows out as a major reason for GSO no having a well- structured marketing department.

Money Matters at G.S.O. LTD.,

Finance is lifeblood to any organization. Getting amounts form the sources, investing them into right projects and at the right time, places a major role in an organizational are so stunning to be heard. Hence today financial manager who does many a miraculous decision everyday are termed financial wizards. Nothing to be explained newly about the Importance of procuring capital, taking a sound capital budgeting discussion, management of day to days operating capital and distributing of profits.

In GSO the capital has been brought from different sources say. equity debt "1pltal, preference capital and reserves. Equity is contributed by the shareholders (Rs.16.5 lakhs). These are the real owners of company. These are liable to any profit or loss raised. The next source of finance includes various financial institutions and banks like APSFC, S81. The company has got sanctioned a middle term loan of Rs. 13.9 lakhs and a short-term loan of 2.58 lakhs for the S81 APSFC sanctioned a long term of 60 lakhs. The capital in the form of reserve fund can be brought upto70lakhs. By making a clear-cut Idea of the above discussion one may infer that the GSO is financially sound well managed when to compared to those of its kind. As the product of company has a greater demand even today it would be a good decision if the company invests greater amounts in production.

CHAPTER – 3

THEORETICAL FRAMEWORK OF THE STUDY

THEORETICAL FRAMEWORK

Introduction:

Recruitment involves identifying, attracting, and encouraging potential candidates to apply for job openings within an organization. This can be done through various channels such as advertisements, online platforms, recruitment agencies, or referrals.

The recruitment operation have modified from the years. Internal basis of recruitment means stare for proper applicants from amidst the existing employee, in an organization. Job postings, sequence Planning. Human Resources distribute this adherence and work with appointing supervisor to downy an efficient and effective process, with a pool of candidates, the subsequently step is to choose the best candidates for the job.

The selection process is designed to evaluate whether a candidate's skills, experience, and attributes align with the organization's requirements and culture. It ensures that only the most suitable individuals are shortlisted for employment.

In recruitment, data is gathered from concerned individuals both from primary and secondary source. For this dissimilar source such as newspaper poster , employment exchanges. Internal promotion, etc are used.

Employer's Search: A Simple Theoretical Framework

This segment formalizes in an easy model the very first idea that employers find it best to invest more in recruitment actions when hiring for extremely efficiency jobs. The early point is a simple corresponding model in which firms with void vacancies. The presence of frictions in the labour souk prevents them from gathering immediately and leads to positive rents connected with formed matches. The first exit from the standard matching model contains in the introduction of heterogeneity in the market, a vital component to make recruitment perform a significant role. Jobs vary along clear and unobservable individualities Obsenationally. Jobs difference in the tasks they include, i.e. the professional group: managers, secretaries, salesmen, assembly workers. etc. These professions vary in their level of output, superior hr managers, and inferior for mass workers. Within each of these occupations, jobs differ along some distinctiveness that are unobservable to the fresher's, i.e. the work surroundings, the exact organisation of work within the firm, the significance of

skills like management and inspiration, etc. Workers also differ along both apparent and unobservable personalities. Their observables permit employers to spot possible individuals for each professional group but their unobservable decide whether they will equivalent with the unobservable distinctiveness of the profession. Thus, observationally like workers could be either fit or unfit for the particular job offered. Let us build the simplifying statements that a work filled with an appropriate worker is industrious, i.e. produces, but it becomes totally infertile with an inapt worker.

Also protracted recruitment can have difficult scientific, financial and moral consequence. Failure to get the target sample size can lead to a decline in the logical authority of a study. An underpowered study may account clinically vital effects to be demographic non-significant and effect in delay of clinically successful interference and stoppage in recognition of non-effective interventions. Extended recruitment results in lengthen time or cost considerable and may result in unseasonable extinction of trials. Studies that finish impulsively or fail to reach sufficient statistical power raise moral concerns as realists have showing the participants to an interference with unsure advantage and may still be powerless to describe whether the interceding does more damage than good at trial conclusion.

Recruitment and Selection

Recruitment means attracting the different candidates towards the job vacancies in the company through different sources like print media, electronic media, word of mouth etc.

Selection means next stage of recruitment which means filtering the candidates by different conducting rounds like written test, group discussion, technical round etc.

Importance of Recruitment process

High performing staff is important, if an organization is to carry excellent services to susceptible individuals. Other sectors look like to offer additional to staff be it in terms of payment, series opportunities and effective support for frontline workers, job security or just presentation staff that they are treasured.

Recruitment is the procedure of identifying that the organization requirements to pay someone up to the point at which submission forms for the post have indoors at the organization. Recruitment is fundamental to organizational performance. It is a serious activity not just for the HR team but also for line managers who are gradually more involved in the selection process.

All those involved in recruitment functions should be aware of relevant legislation.

Recruitment is main to any management practice and failure in recruitment can create difficulties for any company causing an adverse effect on its profitability and unsuitable levels of staffing or skills.

Each organization requires persons to be in the organization. The recruitment process is the major process to perform new members to the organization.

NEED FOR THE STUDY

This study is conducted to get the practical knowledge about Recruitment and Selection in Gowthami oils and solvents limited.

This study is conducted to know, how well the employees and workers are aware of Recruitment and selection.

SCOPE OF THE STUDY

The study is conducted within the organization. The study covers the Recruitment and Selection process in the company. The study mainly focusing on how the company is recruiting and selecting the individuals.

OBJECTIVES OF THE STUDY

- To understand the perception of employees on screening of candidates
- To know the level of satisfaction of employees with selection process.
- To identify the recruitment methods in the company.
- To study, how well Recruitment and Selection helps the organization.

METHODOLOGY OF STUDY

The examination is done on Recruitment and Selection process in GOWTHAMI SOLVENT OIL PVT LTD.

Primary data

The data was collected through interacting with personal officer and the hr manager and some of the other department's managers.

Secondary data

The data is collected through company website, previous reports and from the different web sites, journals etc.

LIMITATIONS OF THE STUDY

- Time is the major limit for study.
- The interaction with the hr manager is very less due to the busy schedule.
- The study is very limited due to the rules and regulations of the organization and also duration is very less.

Trends in Recruitment & Selection

Recruitment is progressively becoming a two-way procedure, as a outcome of both employers and employees having higher expectations from others. The first style is using the resume feature for recruitment; the other tendency gaining notability is the recruitment of key workers from candidate, which is called "poaching". Therefore the universal developments in management expose the strategic HRM is becoming the single major area of management consultancy, which speaks of its desperation in business success.

The Human Resource division played a key-role in enabling presentation culture. It was determined that the act appraisal system for the workers ought to be kept simple. The maximum dispute of Human Resource professionals is gathering their customer belief and adding worth to the business. The best utilization of people processes and technology ensures high quality of Human Resource supply at under cost, on time and thus ensuing customer approval.

The Human Resource executive has the duty of being on a stable look-out for the right choice of employees, alteration the job mix and reward parcel to benefit the ones and the organization, compose a even organization construction and organizing training plans for ongoing the learning at different levels in the organization.

Recruitment Process

The steps of the recruitment process include: job analysis and developing an individual identification; the sourcing of candidates by networking advertising, or other search methods; matching individuals to job necessities and screening individuals using testing evaluation of candidates motivations and their healthy with managerial requirements by interviewing and other appraisal techniques.

These steps are briefly described in the following chart:

1. Form Selection Committee

Selection committees usually consist of a smallest of two members but not more than four persons, with the president. Members of a selection committee should be elected on the basis of their independence, professionalism and capacity to train good judgment in selecting the most proper person for the job vacancy.

Members of selection committees should not have favoritism in favor of one applicant former to the start of the selection procedure. There should be no change in the members of a selection board once it has been convened, except it may be compact in size if there is real emergency. Selection committee members are responsible for:

- ❖ Defining an appropriate way of assessing individuals that will be free from favoritism, transparent and stand up to examination.
- ❖ Conducting the interview or screening process.
- ❖ Ensuring candidates are elected on the basis of merit.
- ❖ Ensuring that selection documentation remains confidential.

2. Review Position Description Before advertising the job vacancy . Members of the variety jury should review the position report for the job. If there is not a position explanation available, one must be equipped before the selection procedure can continue. The reason of reviewing the place explanation is so that members of selection committee can:

- ❖ Disseminate themselves with the objectives and duties of the work

- ❖ Review the collection criteria, if stated in the site explanation, or formulate choice criteria if not
- ❖ Ensure that individuals for the work are well conversant about the nature of the work on offer
- ❖ Review the state of employment

3. Advertisement A job vacancy may be advertised in a variety of ways including:

1. Employment section of newspapers
2. Notifying a staffing organization
3. Employment websites such as request
4. organization's hold newsletters
5. organization's possess website
6. Calling a occupational education and training organization

There should always be a position description for applicants to review. This principle should also extend to voluntary positions.

4. Receive Applications

Applications for employment must be manage with substantial industry and respect. Failure to suitably handle applications for a job can harshly put in danger someone's employment possible, and thereby cause frustration, distress, financial hardship and career prospects. Employment applications should be acknowledged as soon as possible, and filed in appropriate place to ensure none are missed.

The president of the selection board should review all incoming applications and attempt to conclude a short list of candidates. If the number of inward applications is very large, it may be necessary for the chairperson of the selection commission to obtain support from other staff. In defining a short list, the chairperson of the selection committee should take away all individuals who have not provided all the essential information, mainly statements in reply to selection criteria.

The next exclusion should be those applicants whose skills, abilities and skill are not enough to attain well according the key selection criteria. These eliminations can be approved out sensibly quickly. The remaining applications will all merit a closer assessment and awarding of points for each key selection criteria. Then required number of applicants with the greatest points is selected for the short list based on the purpose available time and resource of the interview.

5. Arrange Interviews

Each applicant must be directly informed by telephone. It is unadvisable to notify by email, as an email sent is not essentially an email received. Notification by memo is better than email but not as superior as telephoning. The alerting should contain:

- ❖ Part time of interview
- ❖ Name of the director of the interview console
- ❖ Contact details of the chairperson of the interview panel
- ❖ Job title of the vacant position
- ❖ Address of the venue for the interview
- ❖ Advice on the format and duration of the interview
- ❖ Advice on the number of panelists

Interviews are approved according to the handiness of candidates and interviewers. The president of the interview panel should attempt to find a suitable time and date for the interviewee but this is not always feasible. It is generally not feasible to call the interview panel together for more than one day.

6. Compile Interview Questions

Interview questions must relay to the key variety criteria. Questions must be open ended and well-worded so as to reason the "interviewee" to describe their applicable work history and/or depict their knowledge. One question may take the form of a "hypothetical". The purpose of such a question is to test the applicant "what would they do" in a certain situation. The "hypothetical" question adds significant pressure. and it evaluates the level of knowledge, experience and work-readiness of the candidate.

Main Recruitment Process Steps

The recruitment process is very composite and the account of the recruitment procedure can be very detailed. But the recruitment procedure can be separated into several main recruitment procedure steps which can easily illustrate the clients of the recruitment process the necessary inputs and outputs. For the proper scenery of the recruitment process it is not essential to describe each detail of the recruitment process. The dimension of the recruitment process can be implemented later as you need to bring recruitment progression optimization. It is not necessary to define the recruitment events from the opening and the design of the recruitment process does not have to be detailed. The recruitment process can be divided into several main recruitment process steps:

- job Opening
- Recruitment Source Selection
- job Interview
- job Offer

"The job opening is one of the most critical and most important steps in the recruitment process. The job opening is about a clear and simple definition of the job vacancy and the skills and competencies to be found on the internal or external job market. [he job opening is not just about a job title, but it needs a lot of attention of the manager and IIR to fill the job vacancy right.

The recruitment source selection is based on the description of the job vacancy and the I IR Recruiter has to select the best recruitment channel to advertise the job vacancy to attract the best job candidates suitable for the job vacancy. Or the right job applicants to be exact.

The job offer is the nice recruitment process step as the HR Recruiter and the manager select the winning job candidate and they have to prepare a nice job offer, hick should be accepted by the job candidate.

Effective Recruitment Process

In today's scenario quality candidate are in great demand and there are a plethora of opportunities available to them. At this stage the challenge for organizations will be to build a

bond with the right candidate in the Pre- hiring stage so that it will not be long before he gets picked up by a good firm. As such the HR. manager should naive a timely feedback to the candidate during the entire pre-joining process and make efforts to answer all their queries that need to be cleared. Moreover a common characteristics in the Indian Companies. especially in the sector, is that it totally reject a candidate hailing from non-technical background for technical position. However. it has been observed that man),,people from non-technical background have performed better.Corporate need to have a strong "training and development "wing in place to recruit non-technical candidates.

The following Shows the Effective Recruitment Processes:

1. Job analysis

The starting point to a recruitment effort is to perform a job analysis and/or in some cases a task analysis. to document the actual or intended requirements of the job. From these the relevant information is captured in such documents as job descriptions and job specifications. Often a company will already have job descriptions that represent a historical collection of tasks performed. Where already drawn up. These documents need to be reviewed or updated to reflect present day requirements. Prior to initiating the recruitment stages a person specification should be finalized to provide the recruiters commissioned with the requirements and objectives of the project.

2. Sourcing

3. Lateral Hiring

"Lateral hiring" refers to a form of recruiting; the term is used with two different. nearly opposite meanings. In one meaning, the acquiring organization targets employees of another, similar organization, possibly studying them with a better salary and the promise of better career chances. An example is the recruiting of a partner of a law firm by another law firm. The new lateral hire then has particular applicable expertise and can make a running start in the new job. In some professional branches such lateral hiring was common forward upon. But the practice has become increasingly more common.

An employee's contract may have a noncompeting clause stopping such lateral hiring.In another meaning, a lateral hire is a newly hired employee who has no prior specific applicable expertise for the new job, and for whom this job move is a radical change of career. An

example is the recruiting of a university professor to become chairman of the board of a company.

4. On Boarding

"Onboarding" is a term which describes the process of helping new employees become productive members of an organization. A well-planned introduction helps new employees become fully operational quickly and is often integrated with a new company and environment. Onboarding is included in the recruitment process for retention purposes. Many companies have onboarding campaigns in hopes to retain top talent that is new to the company; campaigns may last anywhere from one week to six months.

Recruitment Approaches

There are a variety of recruitment approaches and most organizations will utilize a combination of two or more of these as part of a recruitment exercise or to deliver their overall recruitment strategy. The five basic models more commonly found are:-

- ❖ An in-house personnel or human resources function may in some case still Conduct all stages of the recruitment process. In the smallest organizations recruitment may be left to individual managers. More frequently whilst managing the overall recruitment exercise and the decision-making at the final stages of the selection process external service providers may undertake the more specialized aspects of the recruitment process.
- ❖ Outsourcing of recruitment to an external provider may be the solution for some small businesses and at the other extreme very large organizations.
- ❖ Employment agencies are established as both publicly-funded services and as commercial private sector operations. Services may support permanent. Temporary. Or casual worker recruitment. They may be generic agencies that deal with providing unskilled workers through to highly-skilled managerial or technical staff or so-called niche agencies that specialize in a particular industrial sector or professional group.
- ❖ Executive searches firms for executive and professional positions. These firms operate across a range of models such as contingency or retained approaches and also hybrid models where advertising is also used to ensure a flow of candidates alongside relying on networking as their main source of candidates.

- ❖ Internet recruitment services including recruitment websites and job search engines used to gather as many candidates as possible by advertising a position or a wide geographic area. In addition social network sourced recruitment has emerged as a major method of sourcing candidates.

Recruitment Overview

As the recruitment is not just regarding interview, but it can be fairly difficult and complicated HR Process, it needs a lot of concentration of Human Resources. Human Resources are generally evaluated by managers on the root of the rapidity of the recruitment process and the value of the job individuals. The managers take this practice as a basis provided by HR to them. They do not mind about the situations on the job market: they just want the recruitment method to work and to carry the job candidates to their job gaps. The recruitment method is very composite and the HR Recruiters have to cover up a lot of issues as this is not just about exterior job candidates, but the recruitment progression has to be used to force the job roles internally.

CHAPTER 4

DATA ANALYSIS AND INTERPRETATAION

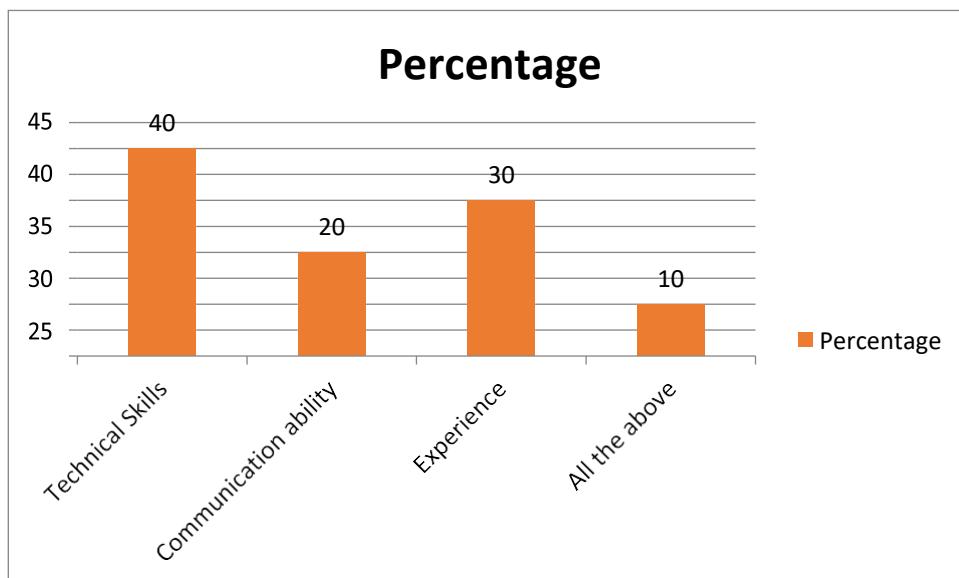
DATA ANALYSIS AND INTERPRETATIONS

1. Mode of quality should be given more importance

Table 4.1

Particulars	No. of respondents	Percentage
Technical Skills	20	40
Communication ability	10	20
Experience	15	30
All the above	5	10
Total	50	100

Source: From Survey



Source: From the above table

Graph 4.1

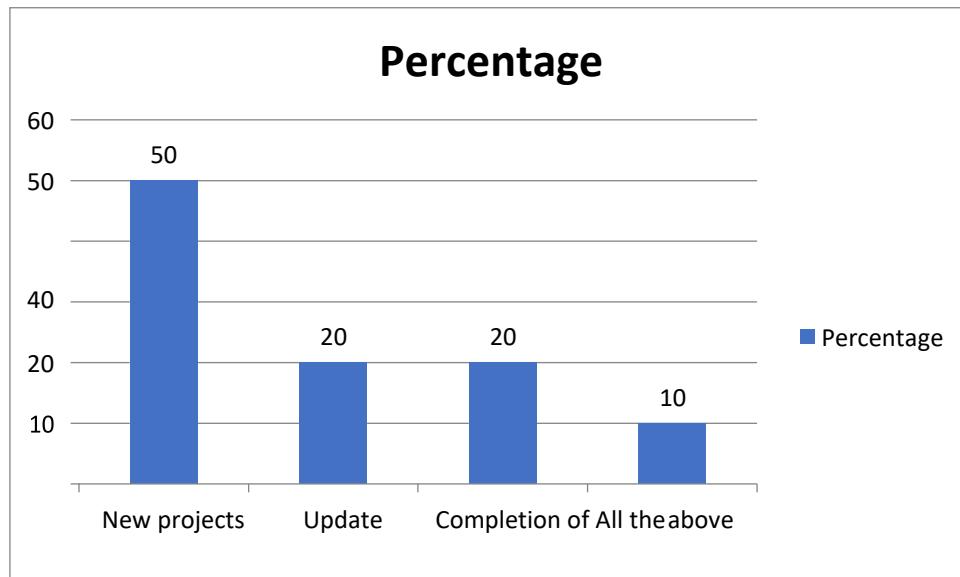
Interpretation: From the above table it is observed that 40% of the respondents are given importance to the technical skills and 30 % of the respondents are given importance to the experience, 20% of the respondents given importance to the communication ability and 10% of the respondents given importance to the all the skills while conducting the interview.

2. Requirement of recruitment in your company

Table 4.2

Particulars	No of respondents	Percentage
New projects	25	50
Update Technology	10	20
Completion of work fastly	10	20
All the above	5	10
Total	50	100

Source: From Survey



Source: From the above table

Graph 4.2

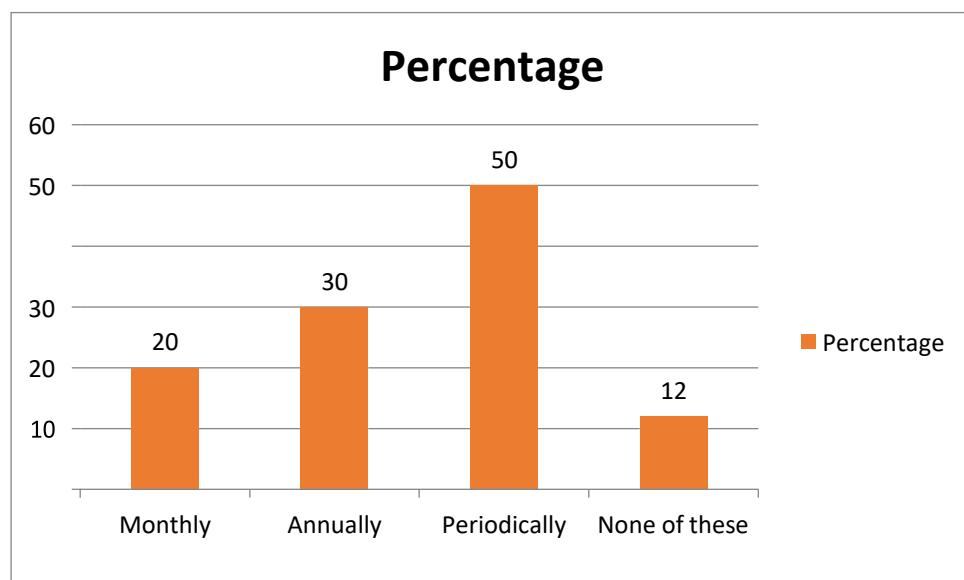
Interpretation: From the above table it is observed that 50% of the respondents are given importance to the new projects ,30% of the respondents are given importance to the completion on the project and 10% of the respondents are given importance to the all the above requirements to recruit the people.

3. Company is conducting the interview

Table 4.3

Particulars	No of respondents	Percentage
Monthly	10	20
Annually	15	30
Periodically	19	50
None of these above	6	12
Total	50	100

Source: From Survey



Source: From the above table

Graph 4.3

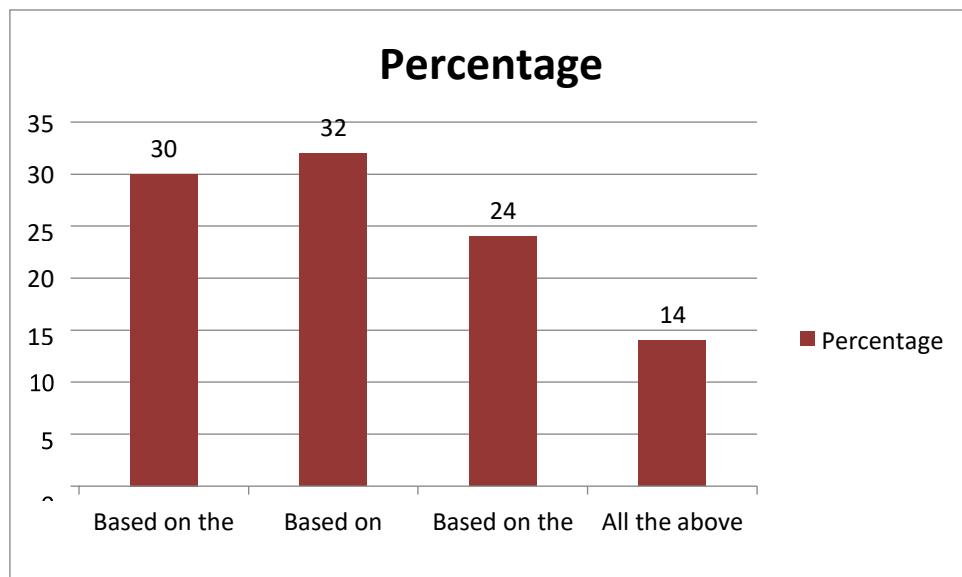
Interpretation: From the above graph it is observed that 20% of the respondents are given importance to the monthly , 50% of the respondents are given importance to the periodically , 30% of the respondents are given importance to the annually and 12% of respondents are chosen none of these for company is conducting interview.

4. No of people being short listed on the time of interview

Table 4.4

Particulars	No of respondents	Percentage
Based on the gaps	15	30
Based on capabilities	16	32
Based on the interviewer	12	24
All the above	7	14
Total	50	100

Source: From Survey



Source: From the above table

Graph4.4

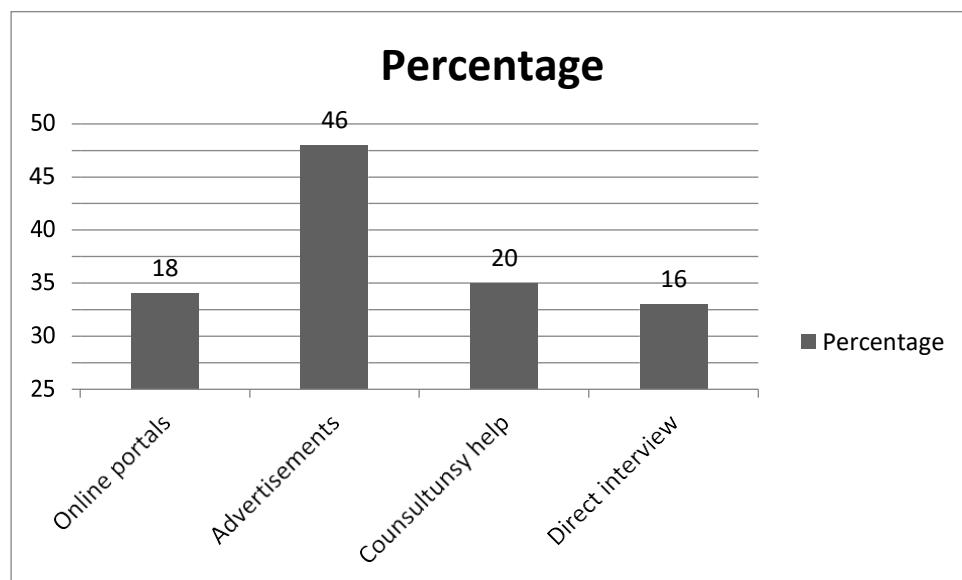
Interpretation: from the above graph it is observed that 30% of respondents are based on gaps, 32% respondents are based on capabilities, 24% respondents are based on the interviewer and 14% respondents are chosen all the above in short listing the candidates.

5. Interview criteria mostly used in the company

Table 4.5

Particulars	No of respondents	Percentage
Online portals	9	18
Advertisements	23	46
Consultancy help	10	20
Direct interview	8	16
Total	50	100

Source: From Survey



Source: From the above table

Graph 4.5

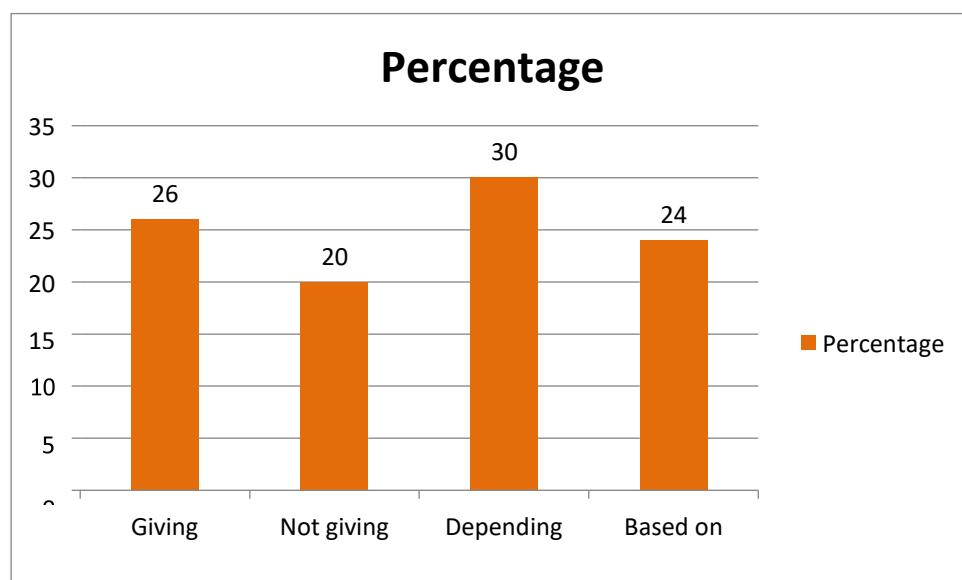
Interpretation: From the above graph it is observed that 18% of the respondents are online portals, 46% of the respondents are advertisements, 20% respondents are Consultancy help and 16% of respondents are chosen direct interview among most used interview criteria in the organization.

6. Preference to fresher's:

Table 4.6

Particulars	No of respondents	Percentage
Giving preference	13	26
Not giving preference	10	20
Depending upon projects	15	30
Based on requirement	12	24
Total	50	100

Source: From Survey



Source: From the above table

Graph 4.6

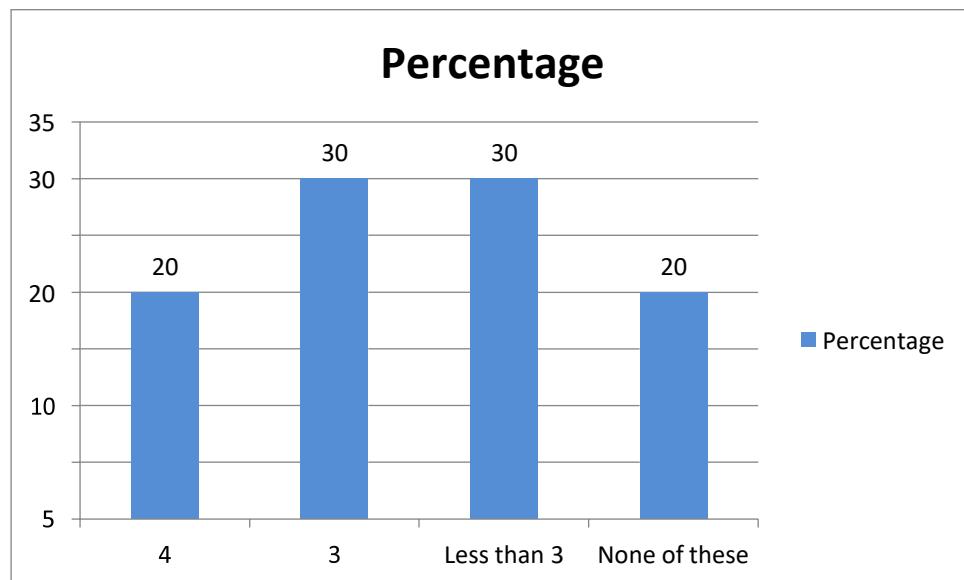
Interpretation: From the above graph it is observed that 26% of the respondents are chosen giving preference, 20% of the respondents are chosen not giving preference, 30% respondents are chosen depending upon projects and 24% of respondents are chosen based on requirement for giving preference to fresher's,

7. Rounds involved in short listing the candidates

Table 4.7

Particulars	No of respondents	Percentage
4	10	20
3	15	30
Less than 3	15	30
None of these	10	20
Total	50	100

Source: From Survey



Source: From the above table

Graph 4.7

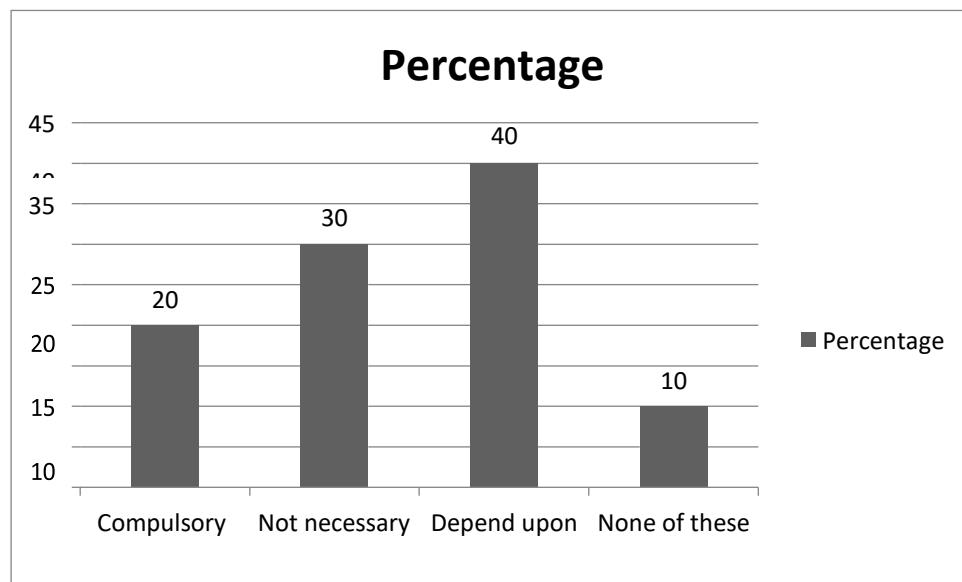
Interpretation: From the above graph it is observed that 20% of the respondents are chosen 4, 30% of the respondents are chosen 3, 30% respondents are chosen less than 3 and 20% of respondents are chosen none of these for rounds involved in screening the candidates.

8. According to you written test compulsory for screening the candidates

Table 4.8

Particulars	No of respondents	Percentage
Compulsory	10	20
Not necessary	15	30
Depend upon the time	20	40
None of these	5	10
Total s	50	100

Source: From Survey



Source: From the above table

Graph 4.8

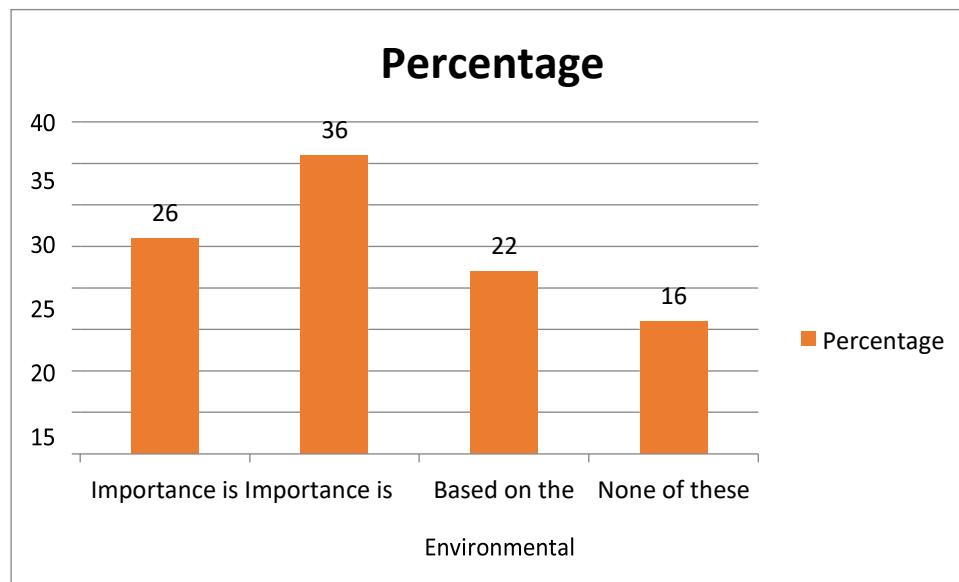
Interpretation: From the above graph it is observed that 20% of the respondents are chosen compulsory, 30% of the respondents are chosen not necessary, 40% respondents are chosen depend upon the time and 10% of respondents are chosen none of these for written test in interview.

9. Is internal promotions are given importance in your organization?

Table 4.9

Particulars	No of respondents	Percentage
Importance is given	13	26
Importance is not given	18	36
Based on the environmental conditions	11	22
None of these	8	16
Total	50	100

Source: From Survey



Source: From the above table

Graph 4.9

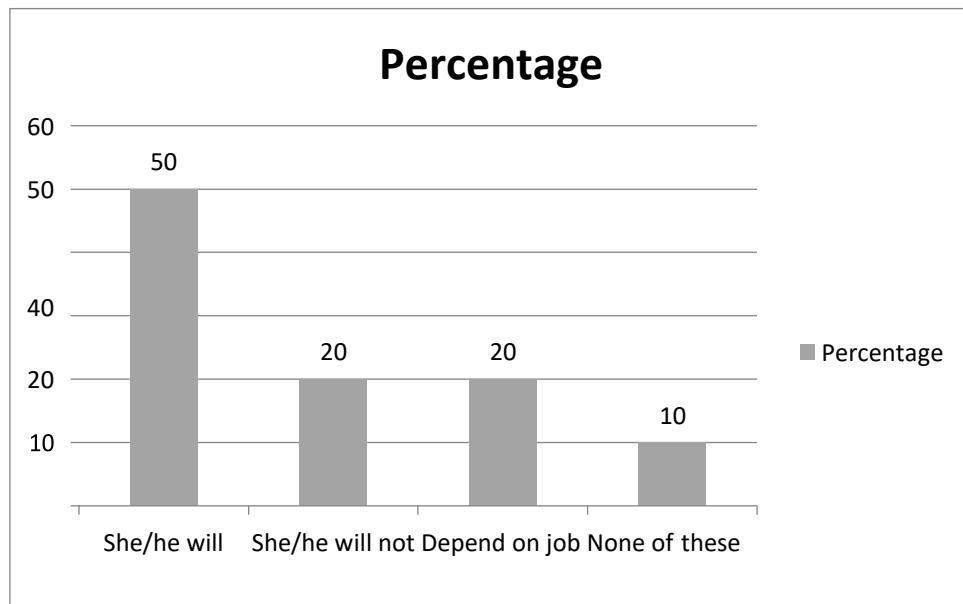
Interpretation: From the above graph it is observed that 26% of the respondents are chosen importance is given, 36% of the respondents are chosen importance is not given, 22% respondents are chosen based on the environmental conditions and 16% of respondents are chosen none of the above for giving importance to internal promotions.

10. Preparation of the interviewer before the interview?

Table 4.10

Particulars	No of respondents	Percentage
She/he will prepare	25	50
She/he will not prepare	10	20
Depend on job position	10	20
None of these	5	10
Total	50	100

Source: From Survey



Source: From the above table

Graph 4.10

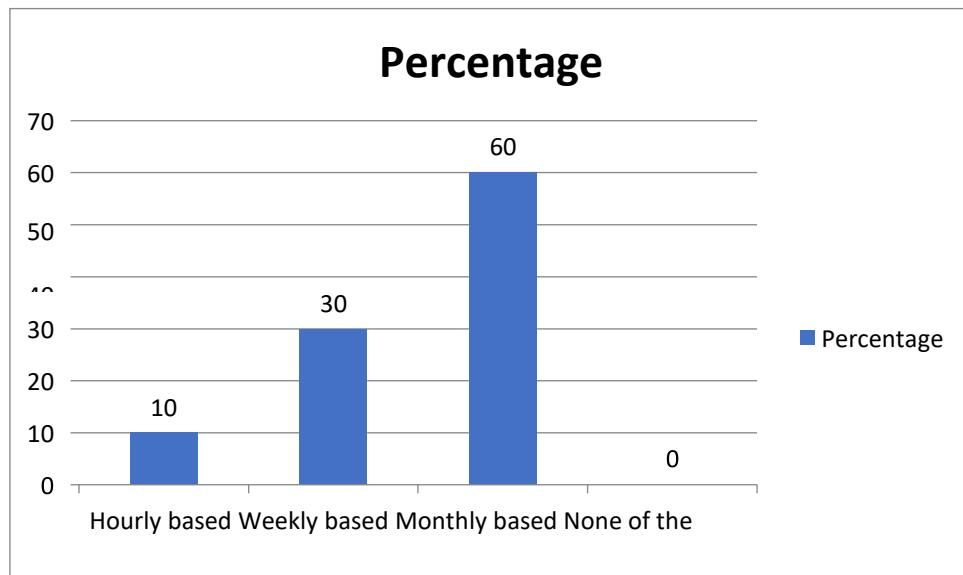
Interpretation: From the above graph it is observed that 50% of the respondents are chosen she/he will prepare, 20% of the respondents are chosen she/he will not prepare, 20% respondents are chosen depend upon the job position and 10% of respondents are chosen none of the above for preparation of the interviewer before the interview.

11. Payment system in your organization?

Table 4.11

Particulars	No of respondents	Percentage
Hourly based	5	10
Weekly based	15	30
Monthly based	30	60
None of the above	0	0
Total	50	100

Source: From Survey



Source: From the above table

Graph 4.11

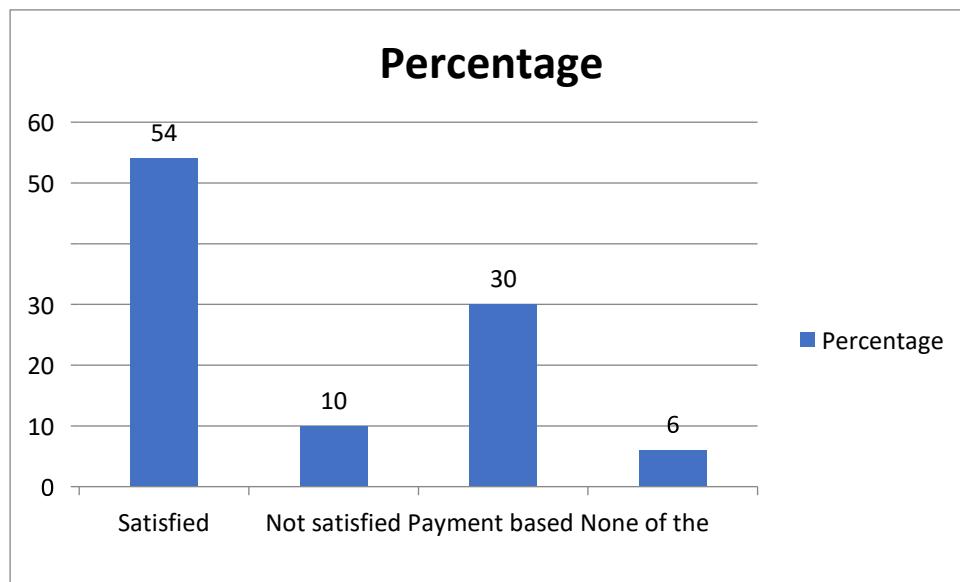
Interpretation: From the above graph it is observed that 10% of the respondents are chosen hourly based, 30% of the respondents are chosen weekly based, 50% respondents are chosen monthly based payment system in the organization.

12. Satisfaction with current job?

Table 4.12

Particulars	No of respondents	Percentage
Satisfied	27	54
Not satisfied	5	10
Payment based	15	30
None of the above	3	6
Total	50	100

Source: From Survey



Source: From the above table

Graph 4.12

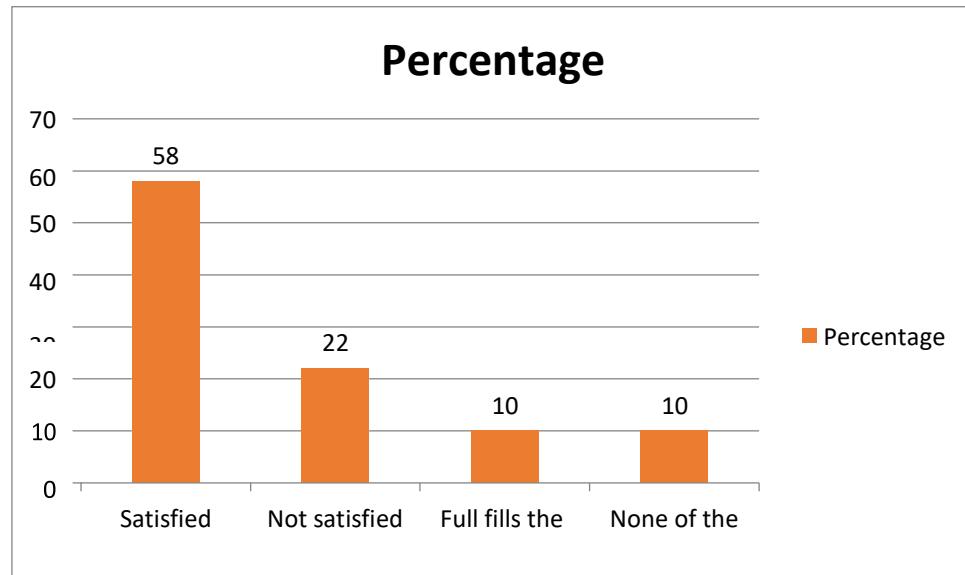
Interpretation: From the above graph it is observed that 54% of the respondents are satisfied, 10% of the respondents are not satisfied, 30% respondents are payment based and 6% of respondents are chosen none of the above of the satisfaction on the job in organization.

13. Satisfaction with present salary package?

Table 4.13

Particulars	No of respondents	Percentage
Satisfied	29	58
Not satisfied	11	22
Full fills the needs	5	10
None of the above	5	10
Total	50	100

Source: From Survey



Source: From the above table

Graph 4.13

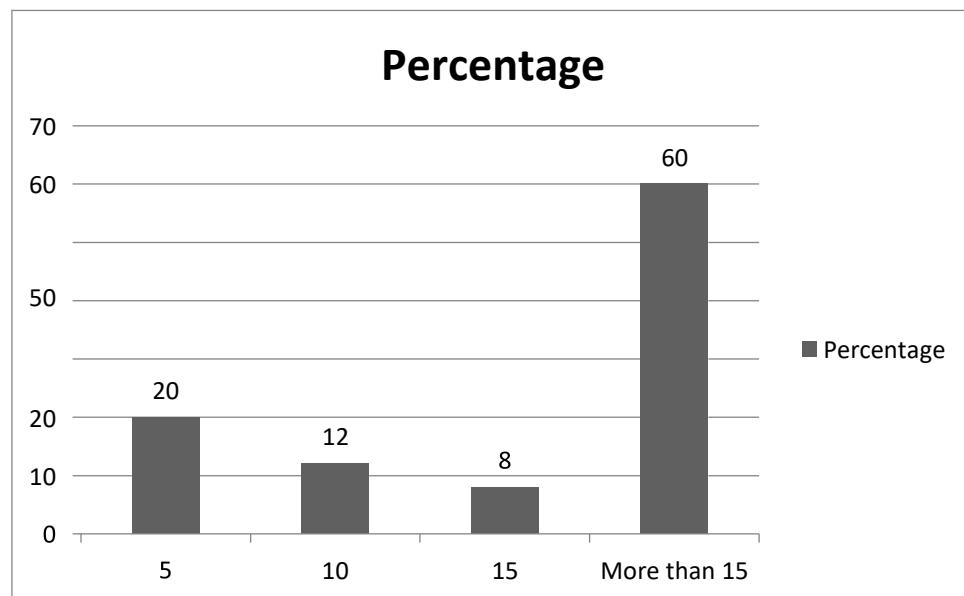
Interpretation: From the above graph it is observed that 58% of the respondents are satisfied, 22% of the respondents are not satisfied, 10% respondents are full filling their needs and 10% of respondents are chosen none of the above for salary, given by the organization.

14. Experience of the employees in the organization?

Table 4.14

Particulars	No of respondents	Percentage
5	10	20
10	6	12
15	4	8
More than 15	30	60
Total	50	100

Source: From Survey



Source: From the above table

Graph 4.14

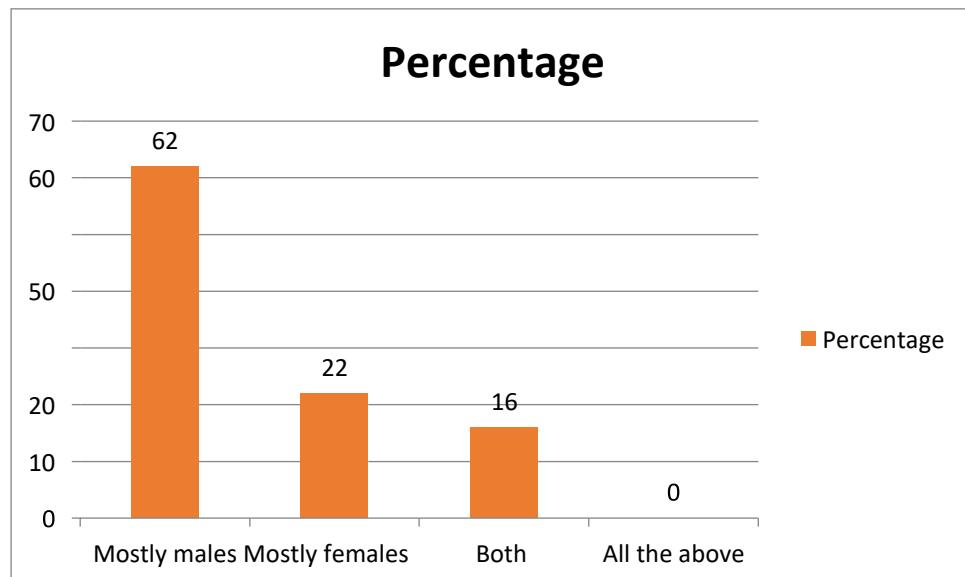
Interpretation: From the above graph it is observed that 20% of the respondents are having 5, 12% of the respondents are having 10, 8% respondents are having 15 and 60% of respondents are having more than 15 years of experience in the organization.

15. Importance given to the candidates while selecting?

Table 4.15

Particulars	No of respondents	Percentage
Mostly males	31	62
Mostly females	11	22
Both	8	16
All the above	0	0
Total	50	100

Source: From Survey



Source: From the above table

Graph 4.15

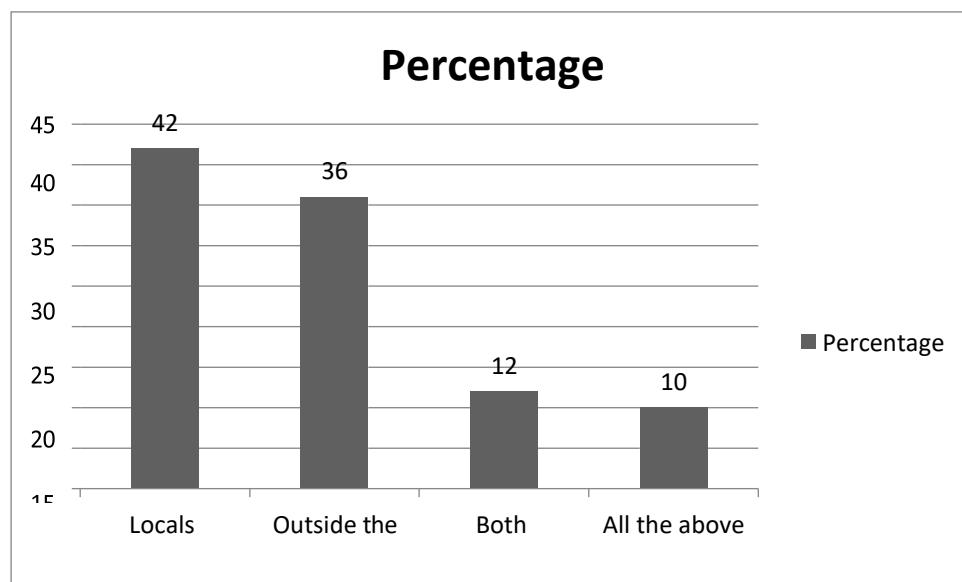
Interpretation: From the above graph it is observed that 62% of the respondents are chosen mostly males, 22% of the respondents are chosen mostly females, 16% respondents are chosen both for giving preference to gender in screening.

16. Consideration of geographical location of candidates while selecting?

Table 4.16

Particulars	No of respondents	Percentage
Locals	21	42
Outside the state	18	36
Both	6	12
All the above	5	10
Total	50	100

Source: From Survey



Source: From the above table

Graph 4.16

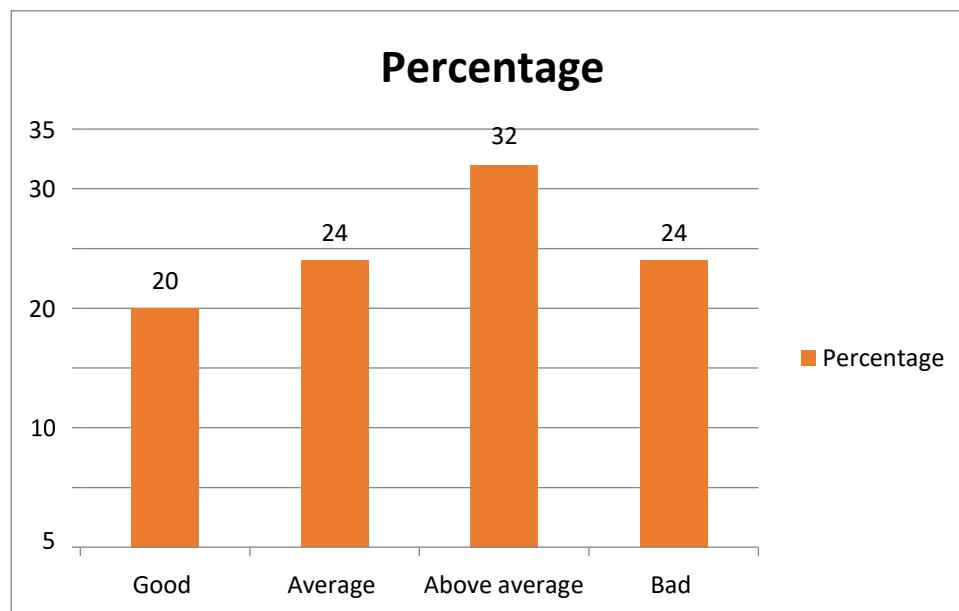
Interpretation: From the above graph it is observed that 42% of the respondents are chosen locals, 36% of the respondents are chosen outside the state, 12% respondents are chosen both and 10% of respondents are chosen all the above in considering the geographical location in screening the candidates.

17. Opinion on screening of candidates?

Table 4.17

Particulars	No of respondents	Percentage
Good	10	20
Average	12	24
Above average	16	32
Bad	12	24
Total	50	100

Source: From Survey



Source: From the above table

Graph 4.17

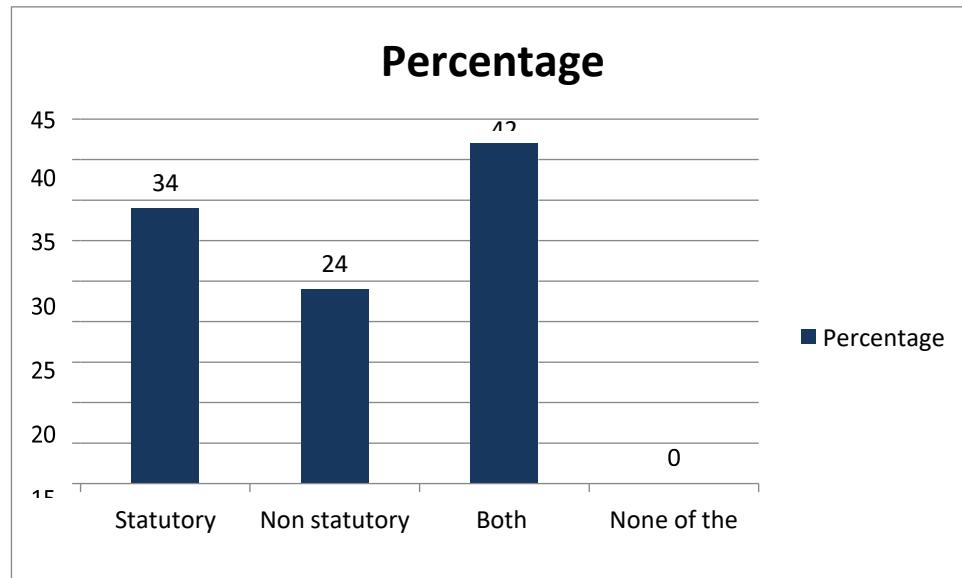
Interpretation: From the above graph it is observed that 20% of the respondents are chosen good, 24% of the respondents are chosen average, 23% respondents are chosen above average and 24% of respondents are chosen bad for screening the candidates in interview.

18. Facilities provided to employees/workers

Table 4.18

Particulars	No of respondents	Percentage
Statutory	17	34
Non statutory	12	24
Both	21	42
None of the above	0	0
Total	50	100

Source: From Survey



Source: From the above table

Graph 4.18

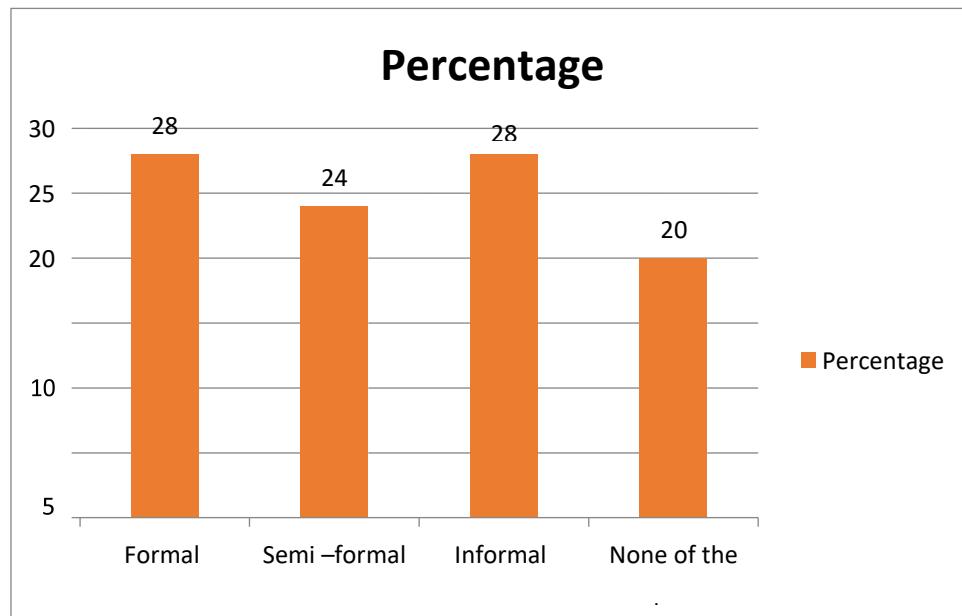
Interpretation: From the above graph it is observed that 34% of the respondents are chosen statutory, 24% of the respondents are chosen non statutory , 42% respondents are chosen both for facilities provided to employees in organization.

19. Describe the organization environment ?

Table 4.19

Particulars	No of respondents	Percentage
Formal	14	28
Semi – formal	12	24
Informal	14	28
None of the above	10	20
Total	50	100

Source: From Survey



Source: From the above table

Graph 4.19

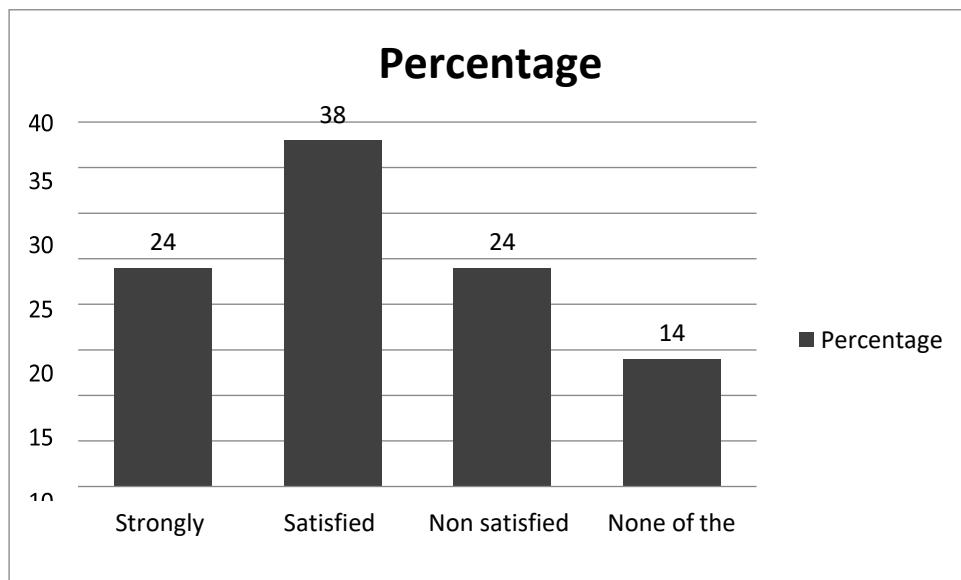
Interpretation: From the above graph it is observed that 28% of respondents are formal ,24% respondents are semi formal,28% respondents are informal and 20% respondents are chosen none of the above in describing the organization environment.

20. Satisfaction on organization environment?

Table 4.20

Particulars	No of respondents	Percentage
Strongly satisfied	12	24
Satisfied	19	38
Non satisfied	12	24
None of the above	7	14
Total	50	100

Source: From Survey



Source: From the above table

Graph 4.20

Interpretation: from the above graph it is observed that 38 % respondents are satisfied, 24% respondents are not satisfied, 14% respondents are none of the above and the 24% respondents are strongly satisfied about the organization environment.

CHAPTER -5

FINDINGS, SUGGESTIONS, AND CONCLUSION

SUGGESTIONS AND FINDINGS

FINDINGS:

- 54% of the respondents are satisfied with their jobs in the organization in their respective roles.
- Around 38% of the respondents are happy with the organization surroundings.
- 12% of the employees having more than 10 years of the experience in the organization.
- 22% of respondents are not happy with salary package
- 58% of the respondents are happy with salary package.
- 60% of the employees are monthly paid employees and 40% of the workers are weekly paid workers.
- Recruitment process is common as the other industries.
- Experience candidates are mainly taken into this company.
- Payment is on weekly and monthly basis.
- Monthly paid employees are permanent employees.
- Print media and websites are mostly used for advertising the requirement of the candidates into the organization.
- Male candidates are mostly given importance while recruiting.
- Some of the workers in the organization are not aware of recruitment and selection process.
- It is exporting their products to UK, GERMANY, and SOUTH AFRICA.

SUGGESTIONS

- It is suggested that female prospects also should be given equal preference while recruiting.
- It is most important to consider the skilled candidates than the experience ones.
- Need for implementing the new strategies in recruitment and selection.
- It is necessary to fill the gaps between required manpower and present manpower.
- Need for improving the hiring procedure.
- It is necessary to create some awareness about recruitment and selection inside the company.
- Company can promote their products in the local market.

CONCLUSION

The study concludes that Gowthami Solvent Oils Pvt. Ltd. follows traditional recruitment and selection methods, with a notable preference for male candidates due to operational constraints. However, the overall recruitment process aligns with industry practices, prioritizing technical skills and experience.

Employee satisfaction levels are relatively high, particularly with respect to salary and work environment. The company provides statutory benefits, recognizes employee contributions, and maintains cordial labor relations.

To enhance recruitment outcomes, the company should consider promoting diversity, updating selection strategies, and increasing awareness of recruitment practices among its workforce. These changes could further strengthen the company's human capital and overall performance.

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- ❖ Academic Repository: www.shodhganga.com

QUESTIONNAIRE

1. Based on your opinion which mode of quality should be given more importance?

- a) Technical Skills b) Communication ability c) Experience d) All the above

2. Tell the requirement of recruitment in your company?

- a) New projects b) update technology c) completion of work fastly d) all the above

3. How often your company is conducting the interview?

- a) monthly b) annually c) periodically d) none of these

4. No of people being short listed on the time of interview?

- a) Based on the gaps b) based on capabilities of candidates c) based on the interviewer
d) All the above

5. Type of Interview criteria mostly used in the company?

- a) online portals b) advertisements c) counsultunsy help d) direct interview

6. Company is giving preference to freshers?

- a) Giving preference b) Not giving preference c) Depending upon projects d) Based on requirement

7. Rounds involved in short listing the candidates?

- a) 4 b) 3 b) less than 3 d) None of these

8. According to you written test compulsory for screening the candidates?

- a) Compulsory b) Not necessary c) Depend upon the time d) None of these

9. Is internal promotions are given importance in your organization?

- a) Importance is given b) Importance is not given c) Based on the environmental conditions
d) none of the above

10. Preparation of the interviewer before the interview?

- a) She/he will prepare b) She/he will not prepare c) Depend on the job position d) None of the above

11. Payment system in your organization?

- a) Hourly based b) Weekly based c) Monthly based d) None of the above

12. Are you satisfied with the current job?

- a) Satisfied b) Not satisfied c) Payment based d) None of the above

13. Are you satisfied with the present salary package?

- a) Satisfied b) Not satisfied c) Full fills the needs d) none of the above

14. Experience of the employees in the organization?

- a) 5 b) 10 C) 15 d) more than 15

15. Importance given to the candidates while selecting?

- a) Mostly males b) Mostly females c) Both d) All the above

16. Consideration of geographical location of candidates while selecting?

- a) Locals b) outside the state c) Both d) All the above

17. Opinion on screening of candidates in your organization?

- a) Good b) Average c) Above average d) Bad

18. Facilities provided for employees/workers in your organization?

- a) Statutory only b) Non statutory only c) both d) None of the above

19. Describe the organization environment?

- a) Formal b) Semi-formal c) Informal d) None of the above

20. Satisfaction on organization environment?

- a) Good b) Satisfied c) Not satisfied d) None of the above