Recruitment Process: a Case Study in Banking Sector

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Abstract

Recruitment is the process of seeking future employees of the stimulus, enabling employees to apply for a job in the organization. Adoption means allowing the selection of the right staff in this pool management to ensure that interested volunteers and employees provide a temporary swimming pool. Jobs are a positive process because the selection ratio increases to attract a large number of candidates for advertised jobs. Through recruitment, management, you can select the employees for different tasks. Simply put, recruitment is understood as the process of obtaining the applicant in search of a career you choose to find the right people.

Keywords: Banking, Recruitment, Employment, Candidature, Manpower.

Introduction

In most of the layman language the recruitment process is Attract the process of seeking talented candidates. When a new recruitment begins, the process begins when the application is submitted. As a result, sorting of applications to the new selection of staff. Or in other word we can say that the Excavation of manpower delivery is a process that takes effective measures to attract the right staff to effectively meet the personal planning and selection of efficient personnel(1).

Candidate recruitment is expected in future, along with staffing positions; the organization that precedes selection will help choose the right candidate in the right job manager Guy pool. The main purpose of the recruitment process is to speed up the selection process. Recruitment requirements are one of three types: planned, Anticipated and Unexpected(2).

Planned

That is the needs arising from changes in organization and retirement policy.

Anticipated

Anticipated needs are those movements in personnel, which an organization can predict by studying trends in internal and external environment.
Unexpected
The unexpected needs caused by death, death, accidents and diseases.

Phase of the recruitment process includes: function analysis and specifications personal development; Candidates through networking, advertising or another purchase method; Candidates meet the job requirements and tests (skills or personality assessment) review for personal use; Evaluate compliance with the motivation of the candidate and organizational requirements through interviews and other assessment techniques. Recruitment process includes creating and finishing, boarding of new employees, and creating information.

Jobs, depending on the size and culture of the organization, managers and HR managers and / or specialists employed can be done in-hold(3).

Purpose and Importance of Recruitment:
The general purpose of recruitment is as follows:
(1) To a pool of qualified candidates.
(2) Increase employment candidates with a minimum of cost.
(3) The lack of qualifications or significantly increase the likelihood of success of the selection process by effectively reducing the number of candidates with qualifications.
(4) It will help to reduce sales labor in the future.
(5) In conjunction with staff planning and job analysis activities to determine the current and future needs of the organization.
(6) Preparation and control for potential candidates a suitable candidate.
(7) Increase the efficiency of the organization and the individual in the short term and long term.
(8) To evaluate the effectiveness of using a variety of techniques and resources for all types of applicants.

Factors Affecting Recruitment:
Factors influencing recruitment include external and internal factors:

A. External Factors:
(1) The demand for and supply of specific skills in the labor market.
(2) When high unemployment in a particular region, you can become the company recruitment process easier.
(3) The main areas of labor market conditions with a view to the majority of recruitment of non-administrative, surveillance and middle management positions. However, it is important to have all of the Indian market conditions for executive and professional recruitment(4).
(4) Legal considerations: We have the central and state laws dealing with labor. They relate to the working conditions of industrial installations, compensation, pensions and the safety and health of employees. There are laws dealing with recruitment and selection.
(5) The image of the company, it is important to attract a large number of jobseekers(5).
Internal Factors:
There is a certain internal force in recruitment to be considered.
(1) Defining the policy: One of these factors is the internal policy of recruitment within or outside the organization.
(2) Temporary and Irregular Employees: Another policy is to adopt temporary and part-time employees. Organizations that temporarily rent and part-time employees do not receive adequate support.
(3) The local population: Multinational Enterprises (MNO) has recruited a policy regarding local citizens.
(4) Human Resources Plan: The Company in order for quick and easy approval to comply with the Human Resources Planning Program. Effective human resource planning will greatly facilitate recruitment activities.
(5) Size: Size is another internal factor that is the recruitment process. Large organizations are less difficult to use.
(6) Costs: The cost of recruitment is an internal factor to consider.

Details: Self-careful human resource planning and recruitment can be considered in advance to minimize the cost of hiring. For example, one of the cost-cutting measures increases the number of employees simultaneously. To ensure that it is efficient and cost effective to evaluate the quality, quantity and cost of recruitment.

Recruitment in the Bank
The appointing authority has made recruitment of the top management and middle management in the bank. There are three modes of recruitment in the bank, namely
a. By direct recruitment
b. By taking persons on deputation from Government or from sister cooperative institutions.
c. By promotion

If the merit of internal promotion is not at risk, a good habit can be. Also, to recruit people with the same idea can be a bad habit in leading behavior in organizations that are indignant in diversity.

Banks are usually right to recognize members and strict guidelines, but in connection with the decision work, employment, training costs, salaries, and despite the people recruiting for the fact that, given the advantage, huge spending in hiring decisions and they do not show the same bet. Employee tenure and replacement were separate from the selection procedure.

1. The vacancies falling in grade I include:
   General Manager, Senior Manager, Assistant General Manager, Deputy General Manager grade. Manager of A Grade branch,

2. The vacancies falling in grade II include:
   Branch manager /accountants, IT Manager and Manager are filled up by promotions and direct recruitment on the basis of merit cum seniority basis.
3. **The vacancies falling in Grade III:**
   Assistant Manager/IT Assistant/field inspector/branch Manager of C Grade branch/ steno are filled up by promotions of employees from the immediately next lower category on the basis of seniority cum merit basis.

4. **The vacancies in grade IV which includes:**
   Clerks/Executive /supervisors/steno typists/God own keeper/typist/recovery supervisor, are filled up by direct recruitment, if minimum educational qualification prescribed are fulfilled. A provision exists for direct recruitment of officers in Grade III to Grade I in the ratio of 3:1. Most of the Bank's employment is through IBPS (Institute of Banking Personnel Selection) Mumbai. Upon receipt of applications from candidates, it will be investigated to determine their eligibility. The jobseeker must meet the following conditions(10).

**Educational Qualifications:**
1. You can nominate everyone for the presidency for the government, including public officials. In this case the qualifications will be given.
2. The Executive Director is appointed by the provincial government. In general, the people of State Government Administrative Services have previously been appointed as Managing Director. Terms are often determined by the government.
3. For the post of Manager the required qualification is to have
   1. The second class degree of a recognized university
   2. Associate of Indian Banking Institute
   3. 5 Years experience in banking line

4. For the post of Deputy General Manager the required qualification is to have:
   1. A first class Degree of a recognized University
   2. Associate of Indian Institute of Banking
3. A minimum of 5 years commercial or co-operative Banking experience in supervisory capacity

5. **For the post of Assistant General Manager the required qualification is to have:**
   1. A high second class Degree of recognized University with at least 55 percent marks
   2. Associate of Indian Institute of Banking
   3. 5 year experience in responsible capacity in commercial or co-operative Bank.

6. **For the post of Assistant manager the required qualification is to have**
   1. The second class degree of a recognized university
   2. Also pass in short hand and type writing from a recognized institute.(in case of steno)

7. **For the post of executive Assistant the required qualification is to have**
   1. A candidate belonging to general category:
      Matriculation with at least 60 percent marks
      Or 10+2 with at least 55 percent marks
      Or Graduate/Post Graduate (with at least 50 percent marks
      Or B.com/M.com with at least 45 percent marks
   2. Also pass IN Hindi and English shorthand and typewriting from a recognized institute (in case of steno)
   (a) Candidates belonging to SC/ST/OBC: Concession/Grace of 5 percent in marks
   (b) 15 percent reservation to the trained Secretaries of PACS/Employees of other Co-operative Societies.
   Second division in Matric/ Higher Secondary or equivalent of a recognized University/ Board or a Graduate.

3. A minimum of 5 year continuous service as secretary of Primary Agricultural Credit Society/ Employee of other co-operative societies.

4. Should be below 40 years of age on the date of application.

8. **For the post of subordinate staff the required qualification is:**
   1. At least Middle Pass
   2. Ability to handle gun

9. **For the post of I.T. Manager the required qualification is to have:**
   MCA/ B.Tech./ B.E./ Computer Science/ Electronic/ Engineering with one year experience in programming in different languages or various Hardware Platform (Micro and Mini computers) preferably in Banking and Co-operative Sector Or Master Degree in Maths/ Operation research/ Statistics/ Physics with post Graduation Diploma and application from a recognized University/ Institution of at least one year duration with one year experience in programming(10).

10. **For the post of I.T. Assistant the required qualification is:**
   I. B.A./B.Com./B.Sc. with Math/ statistics/ operation research/physics with diploma in computer application from recognized University/ institution with one year experience in computer operation, Data processing and programming concepts.

**Age:**
Date of application, unlike government practices, regardless of age, open to people aged between 18 and 40 years of
recruitment. The maximum age for initiating the service point is a special case can be limited in a number of years the Board of Directors.

(A) Has already been leased in cooperative or commercial banks or society.

(B) Which will be nominated as people and employees with special qualifications and experience in the bank. In addition, the retirement age for all employees of the Bank is 58 years old.

Reservations:
For the 4th year of the employee or the applicant, SC, ST, instructor and senior fighters are necessary attention. It is reserved for the above-mentioned categories, where the registered registrar cooperative companies often have a small number of ads.

Selection
Select a process for a staff of qualified candidates to select from providing services to organizations for employment. The selection process is divided into two courses for job candidates. Those who refused to receive those who received job offers(11). Therefore, the selection process is a negative function due to attempts to remove the applicant to leave the best results within the organization. John Dale defined (Dale Yodev) is a process divided into "starters are people who do not have jobs and candidates are offered a job."

Selection Procedure:
The selection process is to determine whether the candidate's specifications meet your job description and the requirements of the system features and equipment used in the company. Selection procedure is only valid for the following cases:
1. Must be clearly stated before the assignment is filled.
2. Employee specifications (physical, mental, social, behavioral, etc.) are clearly formulated.
3. are attracted to candidates for research.
Therefore, function analysis, recruitment and personal development plan is a prerequisite for the selection process. Once this process is complete, the collapse will not be able to use the best possible selection system

Essentials of Selection Procedure
If you meet the following requirements: The selection process can be successfully completed.
1. You must have the power to choose someone. This right is derived from the application employment form developed by analyzing the workload and employee.
2. You must have the manpower criteria that you can compare to future employees. That is, a comprehensive job description and job description must be provided in advance.
3. There must be a sufficient number of candidates that can be selected for the number of employees required.

Significance of Selection Process
Personnel selection and complexity of the organization is important and is a continuous function. The ability of the organization to effectively achieve and develop goals in a dynamic environment depends greatly on the effectiveness of the selected program. Personnel policy in selecting the right
people is not the case, employer-employee relationship between the rest of the functions is not effective. Choosing the right people is a valuable asset of the organization made the wrong choice when the staff is responsible for the organization(12).

Factors Affecting Selection Decisions
Objective of choice would be to classify or remove people we think they are not eligible to meet the job requirements and the organization has the goal to work by creating as many people as possible. Therefore, adoption, but this choice is that the positive trend is to some extent the negative trend. Selected candidates will have to determine different factors. Among the most important:
(a) Profile matching.
(b) Organizational and social environment.
(c) Successive hurdles.
(d) Multiple correlations

Profile Matching:
A temporary decision (known persons) on the selection of candidates will be determined in advance. Score one candidate has assured of this test will be used as a basis for determining the success or failure of other candidates in each phase. Typical decisions about well-known candidates are from the interview stage. Tilt the note available for biometric data and job description of the candidate(13).

Organizational and social environment:
Excellent job candidates can fail as a result of successful employees in a variety of organizations and social environment. Therefore, we need to design the candidate as well as the official statement in accordance with environmental and social requirements of your organization.

Consecutive obstacles:
In this way obstacles are raised, at all stages of the selection process. Therefore, the applicant must successfully pass the exam for each device when the continuous obstacles.

Multiple Correlations:
The multiple correlations are based on the assumption that the lack of an element can divide by excessive amounts of other elements. Composite Index test scores are used to calculate the selected test. Accordingly, in the case of broader lines and multiple correlation methods are helpful, it is useful another method of successive obstacles.

Select explicit guidance policy in the most qualified and plan to choose the right candidate for job vacancies. The purpose of the selection decision is to choose to do the job the most successful candidates from the pool of qualified persons. Candidates for the decisions are taken by all the selection phase being routed. Choosing the right people easier the rest of HR management features. Contribution and dedication of our employees is the optimal level of employee - employer relationship is common sense(14).

Conclusion
Referring to the process of attracting, selecting, selection, and recruitment is aboard a person with a diploma. The employer’s brand development, including the Offer to Employees, is required at
strategic level. According to Edwin B. Shipley Po (Edwin B. Flippo), "Adoption is the process of stimulating search to apply for a job in the organization." Jobs are activities that employ employers and job seekers.

Reference


