

A STUDY ON EFFECTIVENESS OF RECRUITMENT AND SELECTION AT ONGC KAVERI ASSET KARAIKAL

Submitted in partial fulfillment of the requirements for the award of Degree in

MASTER OF BUSINESS ADMINISTRATION

By

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**DEPARTMENT OF BUSINESS ADMINISTRATION
SCHOOL OF MANAGEMENT STUDIES**

SATHYABAMA

**INSTITUTE OF SCIENCE AND TECHNOLOGY
(DEEMED TO BE UNIVERSITY)**

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BONAFIDE CERTIFICATE

This is to certify that this Project Report is the bonafide work of **SIVANANDHINI T S 41410298** who carried out the project entitled "**A Study on effectiveness of recruitment and selection at ONGC Kaveri Asset, Karaikal**" under my supervision from December 2023 to March 2023.

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DECLARATION

I, **SIVANANDHINI T S (41410298)**, hereby declare that the Project Report entitled "**A Study on effectiveness of recruitment and selection at ONGC Kaveri Asset, karaikal**" done by me under the guidance of **Dr. S. JOYCE** is submitted in partial fulfillment of the requirements for the award of Master of Business Administration degree.

DATE:06.05.2023

PLACE:chennai

Sivanandhini
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CERTIFICATE

This is to certify that **Ms. T S SIVANANDHINI** Student of **Second year, MBA, Sathyabama Institute of Science and Technology**, has undergone Industrial Training at ONGC, Cauvery Asset, Karaikal from **21.12.2022 to 20.03.2023**.

She has successfully completed her project work/Inplant training in the discipline of Management. During the training/project, she took keen interest in the assigned work and was very sincere.

We wish her all success in her academic endeavors and life.

(M.GOPINATHAN)

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SIVANANDHINI T S

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ABSTRACT

The study entitled “**Effectiveness of recruitment and selection at ONGC Kaveri Asset, Karaikal**”. The study was done with the objectives of analyzing health, safety and welfare measures of the company, knowing the opinion and satisfaction level of employees about health measures, safety measures and welfare measures followed in the company. The labour health, safety and welfare are the measures of promoting the efficiency of labour. The various welfare measures provided by the employer will have immediate impact on the health, physical and mental efficiency of the worker and thereby contributing to the higher productivity.

The type of research adopted in this study is Descriptive Research. In this the sample universe is 700 and Convenience sampling method is used to collect data, the sample size was limited to 254. Questionnaire was used to collect the primary data. The tools that adopted in the study are Chi-Square, One way ANOVA and percentage analysis method based on the findings and interpretations, suitable suggestions were given to the company. From the study on labour health, safety and welfare measures, it was found that the organization has provided sufficient health and safety measures. But certain points have been identified that some employees are satisfied with the present welfare measures. In future, the management can well think of improving the welfare by consulting with employees.

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CHAPTER-1 INTRODUCTION

1.1. INTRODUCTION

Recruitment is an important function of the Human Resource Management in an organization, and it is governed by a mixture of various factors. Proactive HR Professionals should understand these factors influencing the recruitment and take necessary actions for the betterment of the organization.

When the market condition changes, the organization also needs to monitor these changes and discover how it affects the resources and analyze these functions for making recruitment an effective process.

We have internal Factors as well as external Factors that influence the recruitment process. In this chapter, we will be discussing these factors in detail.

Internal Factors: Organizations have control over the internal factors that affect their recruitment functions. The internal factors are –

- Size of organization
- Recruiting policy
- Image of organization
- Image of job

Size of Organization

The size of the organization is one of the most important factors affecting the recruitment process. To expand the business, recruitment planning is mandatory for hiring more resources, which will be handling the future operations.

Recruiting Policy

Recruitment policy of an organization, i.e., hiring from internal or external sources of organization is also a factor, which affects the recruitment

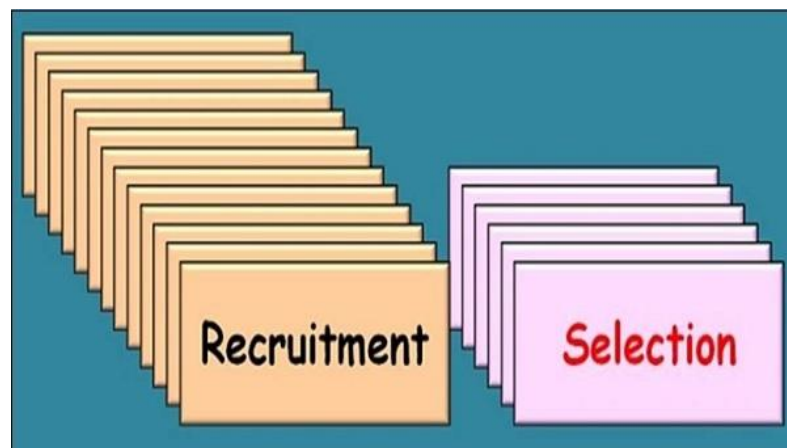
process. It specifies the objectives of the recruitment and provides a framework for the implementation of recruitment programs.

Image of Organization

Organizations having a good positive image in the market can easily attract competent resources. Maintaining good public relations, providing public services, etc., definitely helps an organization in enhancing its reputation in the market, and thereby attract the best possible resources.

Image of Job

Just like the image of organization, the image of a job plays a critical role in recruitment. Jobs having a positive image in terms of better remuneration, promotions, recognition, good work environment with career development opportunities are considered to be the characteristics to attract qualified candidates.



External Factors: External factors are those that cannot be controlled by an organization. The external factors that affect the recruitment process include the following –

Demographic factors

Demographic factors are related to the attributes of potential employees such as their age, religion, literacy level, gender, occupation, economic status, etc.

Labor market

Labor market controls the demand and supply of labor. For example, if the supply of people having a specific skill is less than the demand, then the hiring will need more efforts. On the other hand, if the demand is less than the supply, the hiring will be relative easier.

Unemployment rate

If the unemployment rate is high in a specific area, hiring of resources will be simple and easier, as the number of applicants is very high. In contrast, if the unemployment rate is low, then recruiting tends to be very difficult due to less number of resources.

Labor laws

Labor laws reflect the social and political environment of a market, which are created by the central and state governments. These laws dictate the compensation, working environment, safety and health regulations, etc., for different types of employments. As the government changes, the laws too change.

Legal considerations

Job reservations for different castes such as STs, SCs, OBCs are best examples of legal considerations. These considerations, passed by government, will have a positive or negative impact on the recruitment policies of the organizations.

Competitors

When organizations in the same industry are competing for the best qualified resources, there is a need to analyze the competition and offer the resources packages that are best in terms of industry standards.

Recruitment Process	
Step	Activity
1	Sending the resignation communication message to HR with request for initiating the recruitment process
2	Manager-HR directs the hiring team to start the recruitment process

3	Logging into the employment website and contacting different recruiters
4	Sourcing, identifying, and collecting the resumes of the candidates
5	Receiving relevant resumes
6	Shortlisting the resumes
7	Sending the shortlisted resumes to the department manager
8	Schedule interview dates
9	Calling the candidates for interview
10	Interviewers complete the feedback form and the feedback is shared with the HR
11	This process repeats for many candidates till the best candidates are finalized.
12	The HR team negotiates the package and compensation
13	Final confirmation and agreements
14	Send offer letter
15	Offer accepted

1.2. INDUSTRY PROFILE:

The oil and gas sector is among the eight core industries in India and plays a major role in influencing the decision-making for all the other important sections of the economy.



India's economic growth is closely related to its energy demand, therefore, the need for oil and gas is projected to increase, thereby making the sector quite conducive for investment. India retained its spot as the third-largest consumer of oil in the world as of 2021.



The Government has adopted several policies to fulfil the increasing demand. It has allowed 100% foreign direct investment (FDI) in many segments of the sector, including natural gas, petroleum products and refineries, among others. The FDI limit for public sector refining projects has been raised to 49% without any disinvestment or dilution of domestic equity in existing PSUs. Today, it attracts both domestic and foreign investment, as attested by the presence of companies such as Reliance Industries Ltd (RIL) and Cairn India. The industry is expected to attract US\$ 25 billion investment in exploration and production by 2022. India is already a refining hub with 21 refineries, and expansion is planned for tapping foreign investment in export-oriented infrastructure, including product pipelines and export terminals.

India's crude oil production in FY22 stood at 29.7 MMT.

The oil and gas industry refers to the exploration, extraction, refinement, and transport of oil and gas. It's a critical industry that powers economies around the world, providing the primary source of energy for transportation, heating, and electricity generation.

Exploration and Production: The oil and gas industry involves exploration of new resources and production of oil and gas. This process involves drilling wells in potentially productive areas, extracting oil and gas from these wells, and then transporting them to refineries or distribution facilities.

Refining: Once oil and gas are extracted, they usually require refining to remove impurities and make them usable products. Refining involves processing the oil and gas through a series of technologies that separate the petroleum into its component parts, such as gasoline, diesel, jet fuel, and residual fuel oils.

Transportation: After the oil and gas have been refined, they are transported to their final destination, usually through pipelines, ships or trucks.

Distribution and Marketing: The refined oil and gas are then sold to customers typically through gas stations or other fueling stations. The marketing and sale of oil and gas products can also include related services such as convenience stores, car washes, and other retail businesses.

Environmental Concerns: The oil and gas industry is a significant polluter, and there are concerns about its potential impact on the environment. Drilling and refining crude oil and natural gas often involve the use of potentially hazardous chemicals and can lead to spills or other environmental contamination.

Industry Structure: The oil and gas industry is highly competitive, with large integrated oil companies like ExxonMobil and BP competing with smaller independents. Additionally, there are many service providers that offer specialized services and support to the industry, such as equipment suppliers, drilling contractors, and engineering firms.

The price of oil and gas is highly volatile and subject to various economic and geopolitical fluctuations. This can create challenges for

companies operating in the industry, as changes in the price can impact their revenue and profitability.

The oil and gas industry has seen significant advancements in technology, especially in areas such as digitalization, automation, and hydraulic fracturing (fracking). These advancements have helped companies to optimize their operations, reduce costs, and increase efficiency.

Market Size: According to the IEA (India Energy Outlook 2021), primary energy demand is expected to nearly double to 1,123 million tonnes of oil equivalent, as India's gross domestic product (GDP) is expected to increase to US\$ 8.6 trillion by 2040.

As of September 2021, India's oil refining capacity stood at 248.9 MMTPA, making it the second-largest refiner in Asia. Private companies owned about 35% of the total refining capacity.

India is expected to be one of the largest contributors to non-OECD petroleum consumption growth globally. India's consumption of petrol products stood at 126.12 MMT in April-October, 2022. High Speed Diesel was the most consumed oil product in India and accounted for 38.84% of petroleum product consumption in FY22.

India's oil consumption stood at almost 4.9 million barrels per day (BPD) in 2021, up from 4.65 million BPD in 2020.

India's LNG import stood at 2,411 million metric standard cubic meters (MMSCM) in October 2022. Gross production of LNG was 2,883 MMSCM in the same month. According to the International Energy Agency (IEA), consumption of natural gas in India is expected to grow by 25 BCM, registering an average annual growth of 9% until 2024.

Type	Central Public Sector Undertaking
Traded as	NSE: ONGC BSE: 500312 BSE SENSEX Constituent NSE NIFTY 50 Constituent
ISIN	INE213A01029

Industry	Energy: Oil and gas
Founded	14 August 1956; 66 years ago
Headquarters	Dehradun, India
Area served	Worldwide
Key people	Rajesh Kumar Srivastava (Chairman)
Products	Petroleum, Natural gas, LNG, Lubricants, Petrochemicals, Electricity.
Revenue	▲ ₹539,199 crore (US\$68 billion) (2022)
Operating income	▲ ₹54,732 crore (US\$6.9 billion) (2022)
Net income	▲ ₹47,830 crore (US\$6.0 billion) (2022)
Total assets	▲ ₹585,449 crore (US\$73 billion) (2022)
Total equity	▲ ₹259,502 crore (US\$32 billion) (2022)
Owner	Ministry of Petroleum and Natural Gas, Government of India
Number of employees	27,165 (as of March 2022)
Divisions	• Mangalore Refinery and Petrochemicals Limited • ONGC Videsh • ONGC Petro-Additions Limited • ONGC Tripura Power Company • ONGC Mangalore Petrochemicals Limited
Subsidiaries	• Hindustan Petroleum • Imperial Energy Corporation • Petronet LNG
Website	www.ongcindia.com

Investments:

➤ According to the data released by Department for Promotion of Industry and Internal Trade (DPIIT), FDI inflows in India's petroleum and natural gas sector stood at US\$ 7.98 billion between April 2000-March 2022.

➤ Following are some of the major investments and developments in the oil and gas sector:

➤ India's crude oil production in April-October 2022 stood at 17.2 MMT.

➤ The total number of OMC retail outlets increased to 84,895, as of November 1, 2022, from 59,595 in FY17.

➤ As of August 1, 2022, India had 10,420 kms of crude pipeline network, with a capacity of 147.9 MMTPA.

➤ As of June 30, 2022, Gas Authority of India Ltd. (GAIL) had the largest share (57.74% or 19,524 kms) of the country's natural gas pipeline network (33,815 kms).

➤ In May 2022, ONGC announced plans to invest US\$ 4 billion from FY22-25 to increase its exploration efforts in India.

➤ In April 2022, Indian Oil Corporation Limited, Larsen & Toubro and Goldman Sachs-backed renewable energy producer ReNew Power formed a joint venture by signing a term sheet. This JV will develop green hydrogen projects, helping India cut down its carbon emissions.

➤ Exports of petroleum products from India reached 62.7 MMT in FY22. The value of these crude oil and petroleum products stood at US\$ 44.41 billion. In FY22, crude oil imports stood at 4.24 MBPD, which was worth US\$ 120.4 billion.

➤ In March 2022, the Board of IOCL approved plans to invest Rs. 7,282 crore (US\$ 932.6 million) for the development of City Gas Distribution (CGD) network in 9 geographical areas (GAs).

➤ In March 2022, the Board of Oil India approved an investment of Rs. 6,555 crore (US\$ 839.49 million) for Numaligarh petrochemical project.

➤ As of March, 2022, the oil sector's total installed provisional refinery capacity stood at 249.21 MMT, and IOC emerged as the largest domestic refiner with a capacity of 70.05 MMT.

➤ In January 2022, Indian Oil Corp. Ltd. (IOCL) announced plans to expand its city gas distribution (CGD) business, looking to invest Rs. 7,000 crore (US\$ 918.6 million).

➤ In January 2022, Adani Total Gas Ltd (ATGL), a joint venture between the Adani Group and TotalEnergies, won licences to expand its City Gas Distribution (CGD) network to 14 new geographical areas, with an investment of Rs. 20,000 crore (US\$ 2.62 billion).

➤ In November 2021, Oil and Natural Gas Corp. Ltd (ONGC) announced that it invested up to Rs. 6,000 crore (US\$ 800 million) in its petrochemicals arm (ONGC Petro Additions Ltd.) to meet its equity requirements.

➤ In November 2021, Indian Oil, Bharat Petroleum Corporation Limited and Hindustan Petroleum Corporation Limited announced the launch of the Model Retail Outlet Scheme and a Digital Customer Feedback Programme called Darpan@petrolpump. These three oil PSUs have joined hands to launch model retail outlets to enhance service standards and amenities across their networks, which serve over six crore consumers every day.

Government initiatives :

➤ Some of the major initiatives taken by the Government of India to promote the oil and gas sector are:

➤ On May 21, 2022, the Government announced a reduction in excise duty of Rs. 8 (US\$ 0.10) per litre on petrol and Rs. 6 (US\$ 0.077) per litre on diesel.

➤ In May 2022, the government approved changes in the Biofuel Policy to bring forward the target for 20% ethanol blending with petroleum to 2025-26 from 2030.

➤ In the Union Budget 2022-23, the customs duty on certain critical chemicals such as methanol, acetic acid and heavy feed stocks for petroleum refining were reduced.

➤ In February 2022, , Minister of Petroleum & Natural Gas, and Housing & Urban Affairs, Mr. Hardeep Singh Puri, said that India will more than double its exploration area of oil and gas to 0.5 million sq. km. by 2025 and to 1 million sq. km. by 2030 with a view to increase domestic output.

➤ In December 2021, the Ministry of Petroleum and Natural Gas launched the seventh bid round under the OALP. Under this round, around 15,766 sq. km. Has been offered to investors.

➤ In November 2021, India announced that it will release 5 million barrels of crude oil from its strategic petroleum reserves in a concerted effort to bring down global crude oil prices. This is roughly equivalent to a day's consumption in the country.

➤ In November 2021, the government set up a committee to work out measures needed to make natural gas available to power plants at reasonably stable prices.

➤ In October 2021, the Union Ministry of Petroleum & Natural Gas approved a revised project cost of Rs. 28,026 crore (US\$ 3.8 billion) to increase refining capacity for the ongoing Numaligarh Refinery Expansion Project from 3 to 9 MMTPA.

➤ In September 2021, the Indian government approved oil and gas projects worth Rs. 1 lakh crore (US\$ 13.46 billion) in Northeast India. These projects are expected to be completed by 2025.

➤ In September 2021, India and the US agreed to expand their energy collaboration by focusing on emerging fuels. This was followed by a ministerial conference of the US-India Strategic Clean Energy Partnership (SCEP).

➤ In July 2021, the Department for Promotion of Industry and Internal Trade (DPIIT) approved an order allowing 100% foreign direct investments (FDIs) under automatic route for oil and gas PSUs.

➤ The Government is planning to set up around 5,000 compressed biogas (CBG) plants by 2023.

ROAD AHEAD:

Rapid economic growth is leading to greater outputs, which in turn is increasing the demand of oil for production and transportation. Crude oil consumption is expected to grow at a CAGR of 5.14% to 500 million tonnes by FY40 from 202.7 million tonnes in FY22. In terms of barrels, India's oil consumption is forecast to rise from 4.05 MBPD in FY22 to 7.2 MBPD in 2030 and 9.2 MBPD in 2050. Diesel demand in India is expected to double to 163

MT by 2029-30, with diesel and petrol covering 58% of India's oil demand by 2045. Demand is not likely to simmer down anytime soon, given strong economic growth and rising urbanisation.

Natural Gas consumption is forecast to increase at a CAGR of 12.2% to 550 MCMPD by 2030 from 174 MCMPD in 2021.

India is planning to double its oil refining capacity to 450-500 million tonnes by 2030. Energy demand of India is anticipated to grow faster than energy demand of all major economies globally on the back of continuous robust economic growth. Moreover, the country's share in global primary energy consumption is projected to increase to twofold by 2035.

1.3. COMPANY PROFILE:

[ONGC CAUVERY ASSET OFFICE]

Owner Of ONGC	:	The Government Of India
CEO Of ONGC	:	Rajarshi Gupta
Website	:	www.ongcindia.com
Sector	:	Community & Government Adminstration
Industry	:	General Public Adminstration Activities
No. Of Employees	:	1600+
Turn Over	:	2205 Crores (2022 Mar)
Established	:	1986
Address	:	Neravy 1St Main Road, Near ONGC School Neravy, Karaikal.

The **Oil and Natural Gas Corporation (ONGC)** is an Indian central public sector undertaking under the ownership of Ministry of Petroleum and Natural Gas, Government of India. It is headquartered in Dehradun. ONGC was founded on 14 August 1956 by the Government of India. It is the largest

government-owned-oil and gas explorer and producer in the country, and produces around 70% of India's crude oil (equivalent to around 57% of the country's total demand) and around 84% of its natural gas. In November 2010, the Government of India conferred the *Maharatna* status to ONGC.

In a survey by the Government of India for fiscal year 2019–20, it was ranked as the largest profit making Central Public Sector Undertaking (PSU) in India. It is ranked 25th among the Top 250 Global Energy Companies by Platts.

ONGC is involved in exploring for and exploiting hydrocarbons in 26 sedimentary basins of India, and owns and operates over 11,000 kilometers of pipelines in the country. Its international subsidiary ONGC Videsh currently has projects in 15 countries. ONGC has discovered 7 out of the 8 producing Indian Basins, adding over 7.15 billion tonnes of In-place Oil & Gas volume of hydrocarbons in Indian basins. Against a global decline of production from matured fields, ONGC has maintained production from its brownfields like Mumbai High, with the help of aggressive investments in various IOR (Improved Oil Recovery) and EOR (Enhanced Oil Recovery) schemes. ONGC has many matured fields with a current recovery factor of 25–33%. Its Reserve Replacement Ratio for between 2005 and 2013, has been more than one. During FY 2012–13, ONGC had to share the highest ever under-recovery of ₹ 89765.78 billion (an increase of ₹ 17889.89 million over the previous financial year) towards the under-recoveries of Oil Marketing Companies (IOC, BPCL and HPCL). On 1 November 2017, the Union Cabinet approved ONGC for acquiring majority 51.11% stake in Hindustan Petroleum Corporation Limited (HPCL). On Jan 30th 2018, Oil & Natural Gas Corporation acquired the entire 51.11% stake of HPCL.

HISTORY OF ONGC:

In 1955, Government of India decided to develop the oil and natural gas resources in the various regions of the country as part of Public Sector development. With this objective, an Oil and Natural Gas Directorate was set up in 1955 under the then Ministry of Natural Resources and Scientific Research.

During pre-independence, the Assam Oil Company in the North-Eastern and Attock Oil company in North-Western part of undivided India were the only oil companies producing oil in the country. The major part of Indian sedimentary basins was deemed to be unfit for development of oil and gas resources.

After independence, the Government realized the importance of oil and gas for rapid industrial development and its strategic role in defence. Consequently, while framing the Industrial Policy Statement of 1948, the development of the hydrocarbon industry in the country was considered to be of utmost necessity.

Until 1955, private oil companies mainly carried out exploration of hydrocarbon resources of India. Assam Oil Company was producing oil at Digboi, Assam (discovered in 1889) and the Oil India Ltd. (a 50% joint venture between Government of India and Burmah Oil Company) was engaged in developing two fields Naharkatiya and Moran in Assam. In West Bengal, the Indo-Stanvac Petroleum project (a joint venture between Government of India and Standard Vacuum Oil Company of USA) was engaged in exploration work. The vast sedimentary tract in other parts of India and adjoining offshore remained largely unexplored.



In 1955, Government of India decided to develop the oil and natural gas resources in the various regions of the country as part of Public Sector development. With this objective, an Oil and Natural Gas Directorate was set up in 1955 under the then Ministry of Natural Resources and Scientific

Research. The department was constituted with a nucleus of geoscientists from the Geological survey of India.

A delegation under the leadership of Mr. K D Malviya, the then Minister of Natural Resources, visited several countries to study the oil industry and to facilitate the training of Indian professionals for exploring potential oil and gas reserves. Foreign experts from USA, West Germany, Romania and erstwhile USSR visited India and helped the government with their expertise. Finally, the visiting Soviet experts drew up a detailed plan for geological and geophysical surveys and drilling operations to be carried out in the 2nd Five Year Plan (1956-57 to 1960-61).

In April 1956, the Government of India adopted the Industrial Policy Resolution, which placed mineral oil industry amongst the Schedule 'A' industries, the future development of which was to be the sole and exclusive responsibility of the state.



Soon, after the formation of the Oil and Natural Gas Directorate, it became apparent that it would not be possible for the Directorate with limited financial and administrative powers to function efficiently. So in August, 1956, the Directorate was raised to the status of a commission with enhanced powers, although it continued to be under the government. In October 1959, the Commission was converted into a statutory body by an act of Parliament, which enhanced powers of the commission further. The main functions of the Oil and Natural Gas Commission subject to the provisions of the Act, were "to plan, promote, organize and implement programmes for development of Petroleum Resources and the production and sale of petroleum and petroleum products produced by it, and to perform such other functions as the

Central Government may, from time to time, assign to it". The act further outlined the activities and steps to be taken by ONGC in fulfilling its mandate.

1961 – 1990



Since its inception, ONGC has been instrumental in transforming the country's limited upstream sector into a large viable playing field, with its activities spread throughout India and significantly in overseas territories. In the inland areas, ONGC not only found new resources in Assam but also established new oil province in Cambay basin (Gujarat), while adding new petroliferous areas in the Assam-Arakan Fold Belt and East coast basins (both inland and offshore).

ONGC went offshore in early 70's and discovered a giant oil field in the form of Bombay High, now known as Mumbai High. This discovery, along with subsequent discoveries of huge oil and gas fields in Western offshore changed the oil scenario of the country. Subsequently, over 5 billion tonnes of hydrocarbons, which were present in the country, were discovered. The most important contribution of ONGC, however, is its self-reliance and development of core competence in E&P activities at a globally competitive level.

1990 onwards



The liberalized economic policy, adopted by the Government of India in July 1991, sought to deregulate and de-license the core sectors (including petroleum sector) with partial disinvestments of government equity in Public Sector Undertakings and other measures. As a consequence thereof, ONGC was re-organized as a limited Company under the Company's Act, 1956 in February 1994.

After the conversion of business of the erstwhile Oil & Natural Gas Commission to that of Oil & Natural Gas Corporation Limited in 1993, the Government disinvested 2 per cent of its shares through competitive bidding. Subsequently, ONGC expanded its equity by another 2 per cent by offering shares to its employees.

During March 1999, ONGC, Indian Oil Corporation (IOC) - a downstream giant and Gas Authority of India Limited (GAIL) - the only gas marketing company, agreed to have cross holding in each other's stock. This paved the way for long-term strategic alliances both for the domestic and overseas business opportunities in the energy value chain, amongst themselves.

In the year 2002-03, after taking over MRPL from the A V Birla Group, ONGC diversified into the downstream sector. ONGC has also entered the global field through its subsidiary, ONGC Videsh Ltd. (OVL). ONGC has made major investments in Vietnam, Sakhalin, Columbia, Venezuela, Sudan, etc. and earned its first hydrocarbon overseas revenue from its investment in Vietnam.

Maharatna ONGC is the largest crude oil and natural gas Company in India, contributing around 75 per cent to Indian domestic production.

ONGC's quest for energy goes deeper than setting new benchmarks in deep-water drilling in the Krishna Godavari Basin or finding new frontiers of energy. Global decline in crude prices notwithstanding, we have taken significant investment decisions diligently and aggressively, reversing the production trend in offshore. And now we are venturing into deeper offshore plays in our quest for energy security. It is this journey that has placed us among Fortune "World's Most Admired Companies".

ONGC was set up under the visionary leadership of Pandit Jawahar Lal Nehru. Pandit Nehru reposed faith in Shri Keshav Dev Malviya who laid the foundation of ONGC in the form of Oil and Gas division, under Geological Survey of India, in 1955. A few months later, it was converted into an Oil and Natural Gas Directorate. The Directorate was converted into Commission and christened Oil & Natural Gas Commission on 14th August 1956.

"Not only had India..set up her own machinery for oil exploration and exploitation... an efficient oil commission had been built where a large number of bright young men and women had been trained and they were doing good work" said Pandit JawaharLal Nehru, India's first Prime Minister to Lord Mountbatten, on ONGC in 1959.

In 1994, Oil and Natural Gas Commission was converted in to a Corporation, and in 1997 it was recognized as one of the Navratnas by the Government of India. Subsequently, it has been conferred with Maharatna status in the year 2010.

In its 60 years of illustrious journey, ONGC has crossed many a milestone to realize the energy aspirations of India. The journey of ONGC, over these years, has been a tale of conviction, courage and commitment. ONGCs' superlative efforts have resulted in converting earlier frontier areas into new hydrocarbon provinces. From a modest beginning, ONGC has grown to be one of the largest E&P companies in the world in terms of reserves and production.

ONGC as an integrated Oil & Gas Corporate has developed in-house capability in all aspects of exploration and production business i.e., Acquisition, Processing & Interpretation (API) of Seismic data, drilling, work-

over and well stimulation operations, engineering & construction, production, processing, refining, transportation, marketing, applied R&D and training, etc.

Accreditation, Certification & Memberships held:

- ISO 17025 accreditation
- ISO 17020 accreditation
- ISO 9001 certification
- ISO 14001 certification
- OHSAS 18001 certification
- GAFTA registered superintendent & surveyor member
- FOSFA registered superintendent member
- IFIA membership

1.4. OBJECTIVE OF THE STUDY:

PRIMARY OBJECTIVE:

To study about effectiveness of recruitment and selection at ONGC kaveri asset karaikkal.

SECONDARY OBJECTIVE:

1. To find out the Recruitment and Selection process handled in the organization.
2. To evaluate the sources of recruitment and Selection process.
3. To analyse the consequences in Recruitment and Selection.
4. To provide the suggestion for Recruitment and Selection process.

1.5. NEED FOR THE STUDY:

1. Candidates are selected based on the UGC NET Score and Personal Interview, and the final selection will be based on educational qualification and personal interview performance.

2. An effective recruitment and selection policy not only fulfills the requirements of a job but also ensures that an organization will continue to maintain its commitment to providing equal opportunity to employees.

Adherence to such a policy will let you hire the best possible candidates for your organization.

1.6. SCOPE & SIGNIFICANCE OF THE STUDY:

The scope of Recruitment and Selection is very wide and it consists of a variety of operations. Resources are considered as most important asset to any organization. Hence, hiring right resources is the most important aspect of Recruitment. Every company has its own pattern of recruitment as per their recruitment policies and procedures.

The scope of Recruitment and Selection includes the following operations –

1. Dealing with the excess or shortage of resources.
2. Preparing the Recruitment policy for different categories of employees.
3. Analyzing the recruitment policies, processes, and procedures of the organization.
4. Identifying the areas, where there could be a scope of improvement.
5. Streamlining the hiring process with suitable recommendations.
6. Choosing the best suitable process of recruitment for effective hiring of resources.

Any organization wants its future to be in good and safe hands. Hence, hiring the right resource is a very important task for any organization.

CHAPTER-2 REVIEW OF LITERATURE

2.1 REVIEW OF LITERATURE:

1. **"A Systematic Literature Review of Recruitment Effectiveness in Organizations"** by Majeed, Hafeez, and Muhammad (2021) found that employee referrals, social media, and online job portals were the most effective sources of recruitment. The review also highlighted the importance of having a strong employer brand, positive candidate experience, and using a variety of selection methods for improving recruitment effectiveness.

2. **"A Review of Recruitment Effectiveness Research"** by Hausdorf, Strohmeier, and Niessen (2020) analyzed 61 studies on recruitment effectiveness published between 2000 and 2019. The review found that recruitment effectiveness was positively associated with using a variety of recruitment sources, using structured interviews, and providing a positive candidate experience. The review also identified the need for more research on the use of social media and employer branding in recruitment.

3. **"Recruitment and Selection: A Review of Research and Practice"** by Robertson and Smith (2018) provided an overview of the literature on recruitment and selection, including effectiveness. The review identified the importance of aligning recruitment practices with organizational goals and values, using a variety of recruitment sources, and providing a positive candidate experience. The review also highlighted the need for more research on the use of technology in recruitment and the impact of diversity on recruitment effectiveness.

4. **"The Changing Nature of Work: Skills and Talent Management"** by Dobbs, Madgavkar, Manyika, Woetzel, and Labaye (2021) identified the most important skills for jobs in the future. These skills include cognitive and emotional capabilities, technological literacy, creativity, social and emotional intelligence, and adaptability. The review also highlighted the need for

continuous learning and upskilling to remain competitive in the changing job market.

5. **"A Review of Skills Mismatch: Concepts, Measurement, and Policy Implications" by Duval, de Serres, and Besson (2020)** analyzed the literature on skills mismatch, which occurs when the skills of the workforce do not match the requirements of the job market. The review identified the need for better measurement of skills mismatch, as well as policies that promote lifelong learning, skill development, and collaboration between employers, educators, and policymakers.

6. **"Skills for the Fourth Industrial Revolution: An Analysis of Companies' Reports" by Alonso-González and Viñas-Bardolet (2020)** analyzed the reports of 10 companies from different industries on the skills needed for the Fourth Industrial Revolution. The review identified a set of core skills, including digital literacy, critical thinking, creativity, communication, collaboration, and adaptability. The review also highlighted the need for new skills, such as data analytics, artificial intelligence, and cybersecurity.

7. **"Employee Engagement: A Review of Current Research and Its Implications" by Macey and Schneider (2021)** reviewed the literature on employee engagement, which is defined as the extent to which employees are committed to their work and feel a sense of connection to their organization. The review identified the drivers of engagement, which include meaningful work, supportive leadership, career development, and organizational culture. The review also highlighted the benefits of engagement, such as higher productivity, lower turnover, and better customer satisfaction.

8. **"A Systematic Review of Employee Engagement: Definitions, Antecedents, and Outcomes" by Saks (2020)** analyzed 174 studies on employee engagement published between 2000 and 2019. The review found that engagement was positively related to job satisfaction, organizational commitment, and performance. The review also identified the antecedents of

engagement, which include job characteristics, organizational support, leadership, and work-life balance.

9. **"The State of Employee Engagement Research: A Comprehensive Literature Review" by Salanova, Agut, and Peiró (2019)** reviewed the literature on employee engagement and identified the factors that influence engagement, including job demands and resources, leadership, social support, and job crafting. The review also highlighted the need for more research on the role of individual differences, such as personality and values, in engagement.

10. **"Hiring: A Literature Review and Future Research Agenda" by Huang, Cable, and Xu (2021)** reviewed the literature on hiring, which focused on the selection and recruitment of job candidates. The review identified the factors that influence the effectiveness of hiring, including the job requirements, the selection methods, and the recruiter characteristics. The review also highlighted the need for more research on the impact of technology on hiring.

11. **"The Process of Hiring: A Review and Future Research Agenda" by Schleicher, Day, and Unckless (2020)** reviewed the literature on the hiring process, which includes job analysis, recruitment, selection, and onboarding. The review identified the best practices for each stage of the hiring process, such as using valid and reliable selection methods and providing effective onboarding programs. The review also highlighted the need for more research on the role of diversity and inclusion in hiring.

12. **"Recruitment and Selection: A Review of Recent Literature" by Collins and Han (2019)** reviewed the literature on recruitment and selection, which focused on the strategies and methods used to attract and select job candidates. The review identified the factors that influence the effectiveness of recruitment and selection, including the job characteristics, the recruiter characteristics, and the candidate characteristics. The review also highlighted

the need for more research on the impact of social media and artificial intelligence on recruitment and selection.

13. **"The Impact of Conscription on Military Effectiveness: A Literature Review" by Berman and Hansen (2021)** reviewed the literature on conscription, which is the mandatory enlistment of individuals into military service. The review identified the impact of conscription on military effectiveness, which includes the size and quality of the military force, the morale and motivation of soldiers, and the public support for military actions. The review also highlighted the challenges of implementing conscription, such as the potential for social and political unrest.

14. **"Conscription and Democracy: A Systematic Literature Review" by Lührmann and Lindberg (2020)** reviewed the literature on conscription and democracy, which focused on the relationship between conscription and political stability. The review identified the impact of conscription on democratic governance, which includes the role of the military in politics, the legitimacy of the government, and the ability of citizens to influence policy decisions. The review also highlighted the trade-offs of conscription, such as the tension between national security and individual freedoms.

15. **"The Ethics of Conscription: A Comprehensive Literature Review" by Pethig and LaFollette (2019)** reviewed the literature on the ethics of conscription, which focused on the moral and political justifications for mandatory military service. The review identified the ethical considerations of conscription, which includes the potential harm to individuals, the fairness of the conscription process, and the impact of conscription on democratic values. The review also highlighted the need for more research on the alternatives to conscription, such as a volunteer military.

16. **"Apprenticeship: A Systematic Literature Review" by Haigh and Storey (2021)** reviewed the literature on apprenticeship, which is a form of work-based training that combines on-the-job learning with classroom

instruction. The review identified the benefits of apprenticeship, which includes increased productivity and innovation, reduced skills shortages, and improved social mobility. The review also highlighted the challenges of implementing apprenticeship, such as the potential for skills mismatches and the need for effective governance.

17. **"The Effectiveness of Apprenticeships: A Systematic Literature Review" by Bryson and Forth (2020)** reviewed the literature on the effectiveness of apprenticeship, which focused on the impact of apprenticeship on skills development, wages, and employment outcomes. The review identified the positive effects of apprenticeship, which includes increased skills and productivity, higher wages, and better job prospects. The review also highlighted the need for more research on the long-term effects of apprenticeship and the role of employer engagement.

18. **"Apprenticeship in the United States: A Literature Review" by Field, Montoya, and Smith (2019)** reviewed the literature on apprenticeship in the United States, which focused on the history, policy, and practice of apprenticeship. The review identified the challenges of expanding apprenticeship in the United States, such as the lack of awareness among employers and the limited funding and infrastructure for apprenticeship programs. The review also highlighted the potential of apprenticeship to address skills shortages and promote economic mobility.

19. **"Motivations for Military Enlistment: A Review of the Literature" by Carter and Hanks (2021)** reviewed the literature on motivations for military enlistment, which focused on the reasons why individuals join the military. The review identified the various factors that influence enlistment decisions, such as patriotism, education and job opportunities, financial incentives, and family traditions. The review also highlighted the need for more research on the impact of military service on mental health and well-being.

20. **"Enlistment Standards in the U.S. Military: A Review of the Literature" by Tice and Lerner (2020)** reviewed the literature on enlistment standards in the U.S. military, which focused on the requirements for physical and mental health, education, and criminal history. The review identified the challenges of maintaining high enlistment standards, such as the potential for recruitment shortfalls and the need for flexibility in the face of changing demographics. The review also highlighted the potential trade-offs of lowering enlistment standards, such as the impact on military readiness and the potential for ethical concerns.

21. **"Enlistment and Retention in the All-Volunteer Force: A Literature Review" by Sorenson, Radin, and Rauhut (2019)** reviewed the literature on enlistment and retention in the all-volunteer force, which focused on the factors that influence recruitment and retention of military personnel. The review identified the various factors that influence enlistment and retention decisions, such as pay and benefits, job satisfaction, and quality of life. The review also highlighted the challenges of recruiting and retaining diverse talent in the military.

22. **"The Appointment Scheduling Problem: A Review of Literature" by Yang and Averbakh (2021)** reviewed the literature on the appointment scheduling problem, which is a common problem in healthcare and service industries. The review identified the various factors that influence appointment scheduling, such as patient preferences, provider availability, and resource constraints. The review also highlighted the challenges of designing effective appointment scheduling policies, such as the need for flexibility and adaptability.

23. **"The Effectiveness of Appointment Reminders: A Systematic Literature Review" by Desveaux et al. (2020)** reviewed the literature on the effectiveness of appointment reminders, which are interventions designed to reduce missed appointments in healthcare settings. The review identified the positive effects of appointment reminders, which includes increased attendance rates and improved patient satisfaction. The review also

highlighted the need for more research on the optimal timing and mode of delivery for appointment reminders.

24. **"Appointment Scheduling in Primary Care: A Systematic Literature Review" by Foster and Moulton (2019)** reviewed the literature on appointment scheduling in primary care, which focused on the factors that influence access to care and patient satisfaction. The review identified the various factors that influence appointment scheduling in primary care, such as wait times, appointment availability, and communication with providers. The review also highlighted the need for more research on the impact of appointment scheduling policies on patient outcomes.

25. **"Employment Interventions for Individuals with Autism Spectrum Disorder: A Review of the Literature" by Roux et al. (2021)** reviewed the literature on employment interventions for individuals with autism spectrum disorder (ASD). The review identified the various types of employment interventions, such as job coaching, skills training, and supported employment. The review also highlighted the need for more research on the effectiveness of employment interventions for individuals with ASD and the factors that influence successful employment outcomes.

26. **"Workplace Discrimination and Mental Health: A Systematic Literature Review" by Okechukwu et al. (2020)** reviewed the literature on workplace discrimination and mental health. The review identified the various types of workplace discrimination, such as racial and gender discrimination, and the negative impact of discrimination on mental health outcomes, such as depression and anxiety. The review also highlighted the need for more research on effective interventions to prevent workplace discrimination and mitigate its impact on mental health.

27. **"Workplace Interventions to Promote Mental Health and Wellbeing: A Systematic Review and Meta-analysis" by Li et al. (2019)** reviewed the literature on workplace interventions to promote mental health and well-being. The review identified the various types of workplace

interventions, such as mindfulness training, physical activity programs, and work-life balance initiatives. The review also highlighted the positive effects of workplace interventions on mental health and well-being outcomes, such as reduced stress and improved job satisfaction.

28. **"The Role of Socialization Tactics in Onboarding: A Review of the Literature" by Tang et al. (2021)** reviewed the literature on the role of socialization tactics in onboarding. The review identified the various types of socialization tactics, such as formal orientation programs, mentoring, and job previewing, and their impact on new employee outcomes, such as job satisfaction and turnover. The review also highlighted the need for more research on the role of socialization tactics in promoting organizational socialization and reducing socialization barriers.

29. **"A Systematic Review of Onboarding Practices for New Employees: Recommendations for Hospitality Organizations" by Andriotis and Agiomirgianakis (2020)** reviewed the literature on onboarding practices for new employees in the hospitality industry. The review identified the various components of effective onboarding programs, such as pre-boarding, orientation, training, and ongoing support. The review also highlighted the importance of tailoring onboarding programs to the unique needs and characteristics of the hospitality industry.

30. **"Onboarding New Employees: A Review of the Literature and Proposed Model" by Bauer et al. (2019)** reviewed the literature on onboarding new employees and proposed a model of onboarding. The review identified the various stages of the onboarding process, such as pre-boarding, orientation, and integration, and the factors that influence successful onboarding outcomes, such as job fit and socialization. The review also highlighted the need for more research on the impact of onboarding on employee engagement and retention.

31. **"The Role of Personality in Staffing: A Review of the Literature" by Erdogan and Bauer (2021)** reviewed the literature on the role

of personality in staffing. The review identified the various personality traits that are relevant for staffing decisions, such as conscientiousness and emotional stability, and their impact on job performance and turnover. The review also highlighted the need for more research on the role of personality in diverse contexts and the potential biases that can arise in staffing decisions based on personality assessments.

32. "Diversity in Staffing: A Review of the Literature and Directions for Future Research" by Anderson and Jackson (2020) reviewed the literature on diversity in staffing. The review identified the various dimensions of diversity, such as race, gender, and age, and their impact on organizational outcomes, such as creativity and innovation. The review also highlighted the need for more research on effective strategies for promoting diversity in staffing, such as inclusive recruitment practices and diversity training.

33. "The Impact of Social Media on Staffing: A Systematic Literature Review" by Kuipers et al. (2019) reviewed the literature on the impact of social media on staffing. The review identified the various ways in which social media is used in staffing, such as recruitment and selection, and the potential benefits and risks associated with these practices. The review also highlighted the need for more research on the effectiveness and ethical considerations of using social media in staffing.

34. "The Role of Socialization in Induction: A Review of the Literature" by Tang et al. (2021) reviewed the literature on the role of socialization in induction. The review identified the various types of socialization tactics, such as formal orientation programs, mentoring, and job previewing, and their impact on new employee outcomes, such as job satisfaction and turnover. The review also highlighted the need for more research on the role of socialization in promoting organizational socialization and reducing socialization barriers.

35. **"Induction and Onboarding: A Systematic Review of the Literature" by Coetzee and Stoltz (2020)** reviewed the literature on induction and onboarding. The review identified the various components of effective induction and onboarding programs, such as orientation, training, and mentoring, and their impact on new employee outcomes, such as job satisfaction and organizational commitment. The review also highlighted the need for more research on the role of technology in induction and onboarding programs.

36. **"A Systematic Literature Review of the Effectiveness of Induction Programs" by Palmer and Callagher (2019)** reviewed the literature on the effectiveness of induction programs. The review identified the various factors that influence the effectiveness of induction programs, such as program design, timing, and support, and their impact on new employee outcomes, such as job satisfaction and performance. The review also highlighted the need for more research on the impact of induction programs on organizational outcomes, such as productivity and retention.

37. **"Selection for Admission: A Review of the Literature" by Lievens and De Fruyt (2021)** reviewed the literature on selection for admission. The review identified the various selection methods used in admission decisions, such as interviews, cognitive ability tests, and personality assessments, and their impact on academic and job performance. The review also highlighted the need for more research on the ethical considerations of using selection methods in admission decisions.

38. **"Diversity and Inclusion in College Admissions: A Review of the Literature" by McDonough (2020)** reviewed the literature on diversity and inclusion in college admissions. The review identified the various strategies used to promote diversity and inclusion in college admissions, such as affirmative action and test-optional policies, and their impact on student outcomes, such as academic achievement and social mobility. The review also highlighted the need for more research on the long-term impact of diversity and inclusion policies on student outcomes.

39. **"The Role of Emotional Intelligence in Admission: A Systematic Literature Review"** by Keramati et al. (2019) reviewed the literature on the role of emotional intelligence in admission decisions. The review identified the various emotional intelligence measures used in admission decisions, such as the Mayer-Salovey-Caruso Emotional Intelligence Test, and their impact on academic and job performance. The review also highlighted the need for more research on the relationship between emotional intelligence and other factors, such as personality traits and cognitive ability.

40. **"A Review of Orientation Programs in Higher Education"** by Paraiso and Mendoza (2021) reviewed the literature on orientation programs in higher education. The review identified the various components of effective orientation programs, such as academic and social integration, and their impact on student outcomes, such as academic success and retention. The review also highlighted the need for more research on the role of technology in orientation programs.

41. **"The Impact of Supervisor Support in New Employee Orientation: A Review of the Literature"** by Azhar et al. (2020) reviewed the literature on the impact of supervisor support in new employee orientation. The review identified the various forms of supervisor support, such as feedback and mentoring, and their impact on new employee outcomes, such as job satisfaction and organizational commitment. The review also highlighted the need for more research on the role of supervisor support in reducing socialization barriers.

42. **"Orientation and Onboarding in Healthcare: A Systematic Review of the Literature"** by Yu and Hendricks (2019) reviewed the literature on orientation and onboarding in healthcare. The review identified the various components of effective orientation and onboarding programs, such as orientation sessions, preceptorship programs, and feedback mechanisms, and their impact on new employee outcomes, such as job

satisfaction and turnover. The review also highlighted the need for more research on the impact of orientation and onboarding programs on patient outcomes.

43. **"Contracting in Public Procurement: A Review of the Literature" by Tiemessen et al. (2021)** reviewed the literature on contracting in public procurement. The review identified the various factors that influence contracting decisions, such as contract duration and risk allocation, and their impact on project outcomes, such as cost and quality. The review also highlighted the need for more research on the impact of contracting on social and environmental outcomes.

44. **"Contracting and Trust: A Review of the Literature" by Zou et al. (2020)** reviewed the literature on contracting and trust. The review identified the various factors that influence trust in contracting relationships, such as contract design and enforcement mechanisms, and their impact on relationship outcomes, such as cooperation and performance. The review also highlighted the need for more research on the role of cultural and institutional factors in shaping contracting relationships.

45. **"The Role of Contracting in Supply Chain Management: A Systematic Literature Review" by Huo et al. (2019)** reviewed the literature on the role of contracting in supply chain management. The review identified the various forms of contracting, such as relational contracting and incentive-based contracting, and their impact on supply chain outcomes, such as cost and flexibility. The review also highlighted the need for more research on the impact of contracting on social and environmental outcomes.

46. **"Immigrant Integration Policies and Outcomes: A Systematic Review" by Block et al. (2021)** reviewed the literature on immigrant integration policies and outcomes. The review identified the various types of integration policies, such as language training and employment programs, and their impact on immigrant outcomes, such as labor market participation

and social inclusion. The review also highlighted the need for more research on the differential impact of integration policies on various immigrant groups.

47. "Integration of Technology in Education: A Review of Literature" by Kumari and Kumar (2020) reviewed the literature on the integration of technology in education. The review identified the various forms of technology integration, such as blended learning and flipped classrooms, and their impact on student outcomes, such as academic achievement and engagement. The review also highlighted the need for more research on the impact of technology integration on teacher professional development.

48. "Integration of Healthcare Services: A Systematic Review of the Literature" by Walston et al. (2019) reviewed the literature on the integration of healthcare services. The review identified the various forms of integration, such as coordinated care and integrated service delivery models, and their impact on patient outcomes, such as health status and satisfaction. The review also highlighted the need for more research on the impact of integration on health equity and cost effectiveness.

49. "Patient Registration and Triage in Emergency Departments: A Review of the Literature" by Renner and Ludwig (2021) reviewed the literature on patient registration and triage in emergency departments. The review identified the various factors that influence the efficiency and effectiveness of registration and triage processes, such as staffing levels and use of technology, and their impact on patient outcomes, such as wait times and satisfaction. The review also highlighted the need for more research on the impact of registration and triage on health equity.

50. "Registration and Tracking of Clinical Trials: A Review of the Literature" by Ribeiro et al. (2020) reviewed the literature on the registration and tracking of clinical trials. The review identified the various challenges in the registration and tracking of clinical trials, such as incomplete and inaccurate reporting, and their impact on research integrity and patient safety.

The review also highlighted the need for more research on the impact of registration and tracking on trial transparency and public trust.

51. **"Voter Registration and Turnout: A Systematic Review"** by **Bhatti and Hansen (2019)** reviewed the literature on voter registration and turnout. The review identified the various factors that influence voter registration and turnout, such as accessibility and mobilization efforts, and their impact on electoral outcomes, such as representation and legitimacy. The review also highlighted the need for more research on the impact of registration and turnout on political engagement and democratic participation.

52. **"Membership in Organizations: A Systematic Review of the Literature"** by **van der Meer and de Lange (2021)** reviewed the literature on membership in organizations. The review identified the various factors that influence membership, such as social identity and personal values, and their impact on organizational outcomes, such as participation and satisfaction. The review also highlighted the need for more research on the impact of membership on community building and social capital.

53. **"Professional Membership Organizations: A Review of the Literature"** by **Bennett and Wu (2020)** reviewed the literature on professional membership organizations. The review identified the various benefits of professional membership, such as networking and career development opportunities, and their impact on professional outcomes, such as job satisfaction and advancement. The review also highlighted the need for more research on the impact of professional membership on diversity and inclusion.

54. **"Membership in Online Communities: A Systematic Review"** by **Yang et al. (2019)** reviewed the literature on membership in online communities. The review identified the various factors that influence membership in online communities, such as social influence and perceived value, and their impact on user outcomes, such as engagement and loyalty.

The review also highlighted the need for more research on the impact of online community membership on social support and well-being.

2.2 Recruitment and selection Concepts:

Legal issues: an established recruiting and selection process can help to ensure the hiring process is both fair and transparent. Workers are assured they won't have to face any type of discrimination and they will have the assurance that their personal information is kept private.

A process of actively searching and hiring applicants for a job role is known as recruitment. A process of choosing suitable applicants from the shortlisted candidates is known as selection. It is an activity to boost the candidate pool.

Recruitment is the process of attracting qualified candidates for a job role and Selection is the process of identifying and selecting the right candidate for that job. The contributions of each employee play a pivotal role in the sustenance and growth of a business.

The selection process can be defined as the process of selection and shortlisting of the right candidates with the necessary qualifications and skill set to fill the vacancies in an organisation. The selection process varies from industry to industry, company to company and even amongst departments of the same company.

CHAPTER-3 RESEARCH METHODOLOGY

3.1. Research Methodology:

The research methodology is scientific and systematic for pertinent information on specific topic. It is a careful investigation or inquiry especially through search for new facts in any branch of knowledge. Research is a systematized effort to gain knowledge and hence, it helps to practical knowledge in study various steps that are generated adopted by a research in studying his research problem along with the logic behind them.

3.2. Research Design:

The type of research is descriptive in nature; since an attempt was made to find out inter relationship between variables.

3.3. Source of Data:

Data is collected from both primary and secondary sources.

Primary Data:

Primary data are collected through a structured questionnaire. A well-structured questionnaire has been prepared given to the respondents by the research.

Secondary Data:

Secondary data are collected from the published data available within the company and also from the Internet and Intranet.

3.4. QUESTIONNAIRE DEVELOPMENT:

Questionnaire was divided into two sections. First part was designed to know the general information about customers and the second part contained the respondent's opinions about customer's satisfaction.

- Basic information
- Personal details
- Research related questions

3.5. Sample Size:

There are 250 employees in the organization. The sample size consist of over 121 of employees from the organization. The method we are using in this is study is simple random sampling method. it is about randomly selecting a subset from the population. Each member has an equal chance of being selected.

Sampling Unit:

The design adopted for this study is descriptive research design. This design was chosen as it hence chooses accurately the characteristics of a particular system helped to study the availability of the system as well as the constant that might restrict as effectiveness.

Sampling Method:

A sampling technique in which a simple is selected on the basis of convenience and case.

4.1. Percentage Analysis:

Percentage analysis has been done to obtain the percentage of respondents Highly Satisfaction, Satisfaction, Highly dissatisfaction and dissatisfaction for each factor. Percentage analysis can be calculated as follows; First of all, frequently i.e. the total population is noted in a tabular column. Then the percentage is calculated by dividing each frequently with the total population and then multiplied by 100. Then the values are noted in the column as a percentage.

Percentage analysis = (No. of respondents/ Total No. of Respondent) * 100

Chi - Square Test:

A chi - square test, also referred to as chi - square test or x2 test, in any statistical hypothesis test in which the sampling distribution of the test

static is a chi - squared distribution when the null hypothesis is true. Also considered a chi – square test is a test in which this is asymptotically true, meaning that the sampling distribution (if the null hypothesis is true) can be made to approximate a chi – squared distribution as closely as desired by making the sample size large enough.

The formula for chi – square is:

$$\Sigma = (oi - ei)^2 / ei$$

Where,

Σ is the sum

O is the Observed frequency

E is the expected frequency

Tools For Analysis:

Percentage Analysis

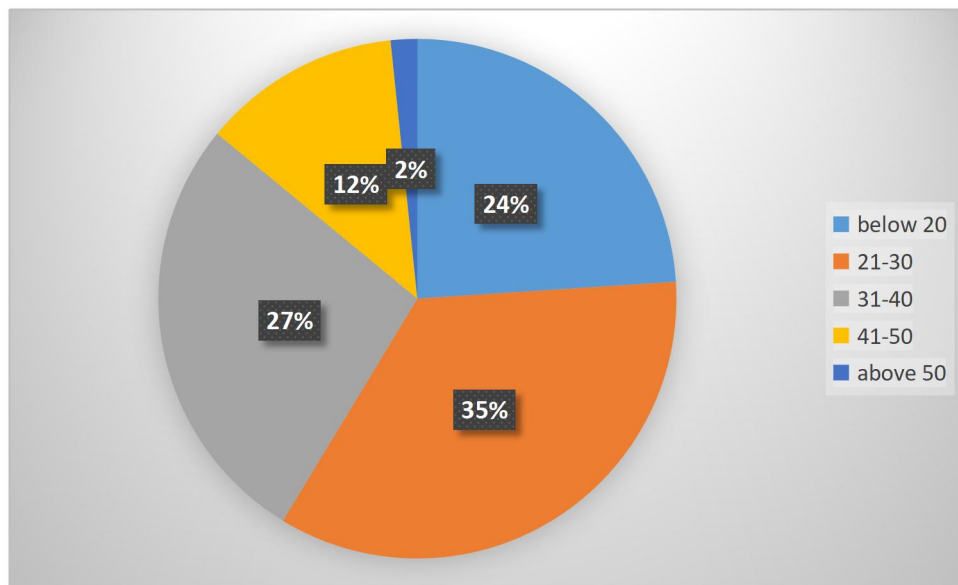
Chi - Square Test

One-way ANOVA

CHAPTER-4 DATA ANALYSIS AND INTERPRETATION:

4.1. AGE PERCENTAGE ANALYSIS

S. No.	PARTICULARS	No. OF RESPONDENT	No. OF PERCENTAGE ANALYSIS
1	Below 20	29	24
2	21 – 30	42	34.7
3	31 – 40	33	27.3
4	41 – 50	15	12.4
5	Above 50	1	1.7
		120	100

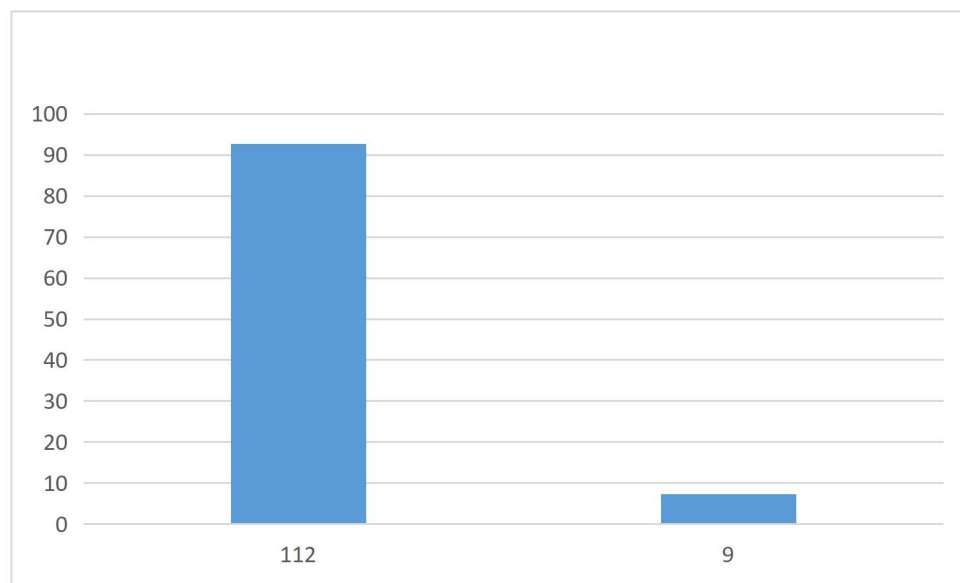


INTERPRETATION: From the survey it is observed that there are employees aged below 20 is 29 and that is 24 percent. The age between 21 – 30 is 42 and that is 34.7 percent. The age between 31 – 40 is 33 and that is 27.3 percent. The age between 41 – 50 is 15 and that is 12.4 percent. The age between above 50 is 2 and that is 1.7 percent.

INFERENCE: From the study it is observed that majority of the employees aged between 21 – 30 and that is 35 percentage.

Table 4.1.2: Gender of Respondents:

Particular	No. of Respondents	Percentage
Male	112	92.6
Female	8	7.4
Total	120	100

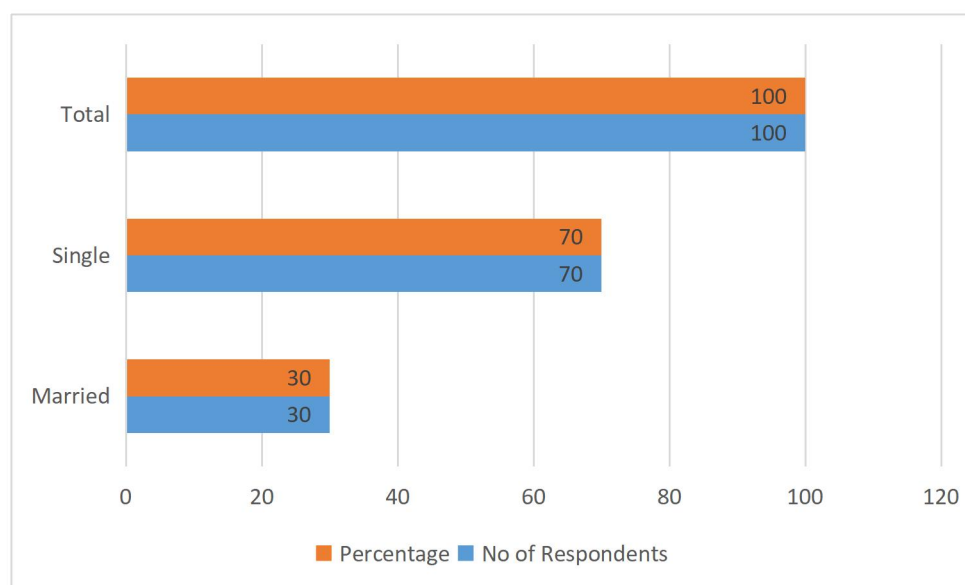


INTERPRETATION: From the survey it is observed that there are 112 male employees that is 92.6 percentage and female employees are 9 and that is 7.4 percentage.

INFERENCE: It is observed that from the above chart that majority of the gender is male and that is 92.6 percentage.

Table 4.1.3: Marital Status:

Particular	No. of Respondents	Percentage
Married	30	30
Single	90	70
Total	120	100

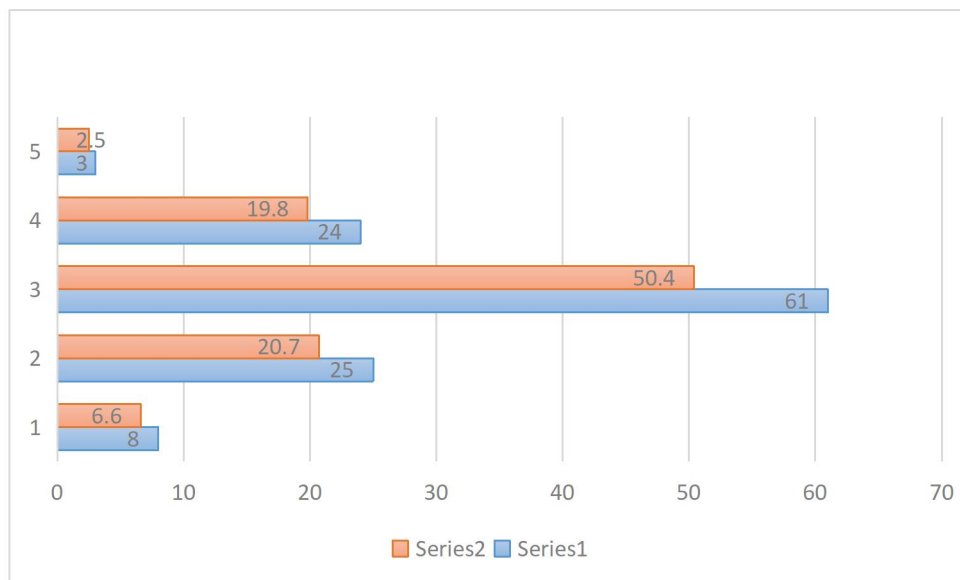


Sources of Primary Data (Question No.3)

Inference: From the above been table it has been interpreted that 30 % of the respondents are married & 70% of respondent are single.

Table 4.1.4: Educational Qualification:

S. No.	PARTICULARS	No. OF RESPONDENT	No. OF PERCENTAGE ANALYSIS
1	H.S.C	8	6.6
2	Diploma	25	20.7
3	Undergraduate	61	50.4
4	Postgraduate	24	19.8
5	Above Postgraduate	2	2.5
		120	100

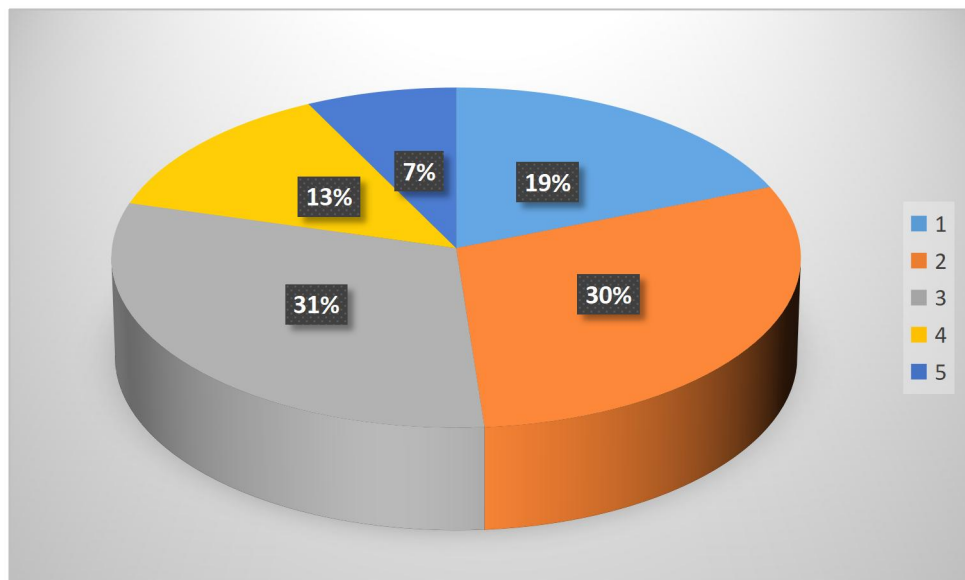


INTERPRETATION: From the survey it is observed that education of the respondents H.S.C is 8 and that is 6.6 percent. Diploma is 25 and that is 20.7 percent. Undergraduate is 61 and that is 50.4 percent. Postgraduate is 24 and that is 19.8. above post graduate is 2 and that is 2.5.

INFERENCE: It is observed that majority of the employees are undergraduate and that is 50 percentage.

Table 4.1.5: Experience of Employees:

EXPERIENCE OF EMPLOYEES	NO. OF RESPONDENTS	PERCENTAGE
Less than 5 years	23	19
5-10 years	36	29.8
10-15 years	37	30.6
15-20 years	16	13.2
Above 20 years	8	7.4
	120	100

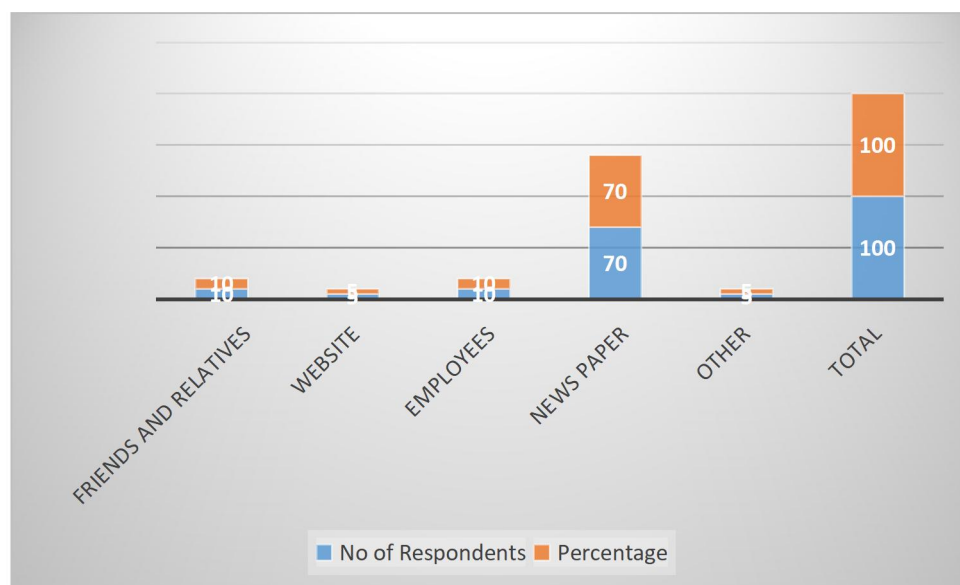


INTERPRETATION : From the survey it is observed that the experience of the employees are less than 5 years is 23 and that is 19 percent. 5 to 10 years is 36 and that is 29.8. 10 to 15 years is 37 and that is 30.6. 15 to 20 years is 16 and that is 13.2. Above 20 years is 9 and that is 7.4. percent.

INFERENCE: it is observed that many of the employees are working for a longer period of time.

Table 4.1.6: Awareness about job vacancy:

AWARENESS OF JOB VACANCY	No. OF RESPONDENTS	PERCENTAGE
Friends and relatives	10	10
Website	5	5
Employees	10	10
News paper	70	70
Other	4	5
Total	120	100

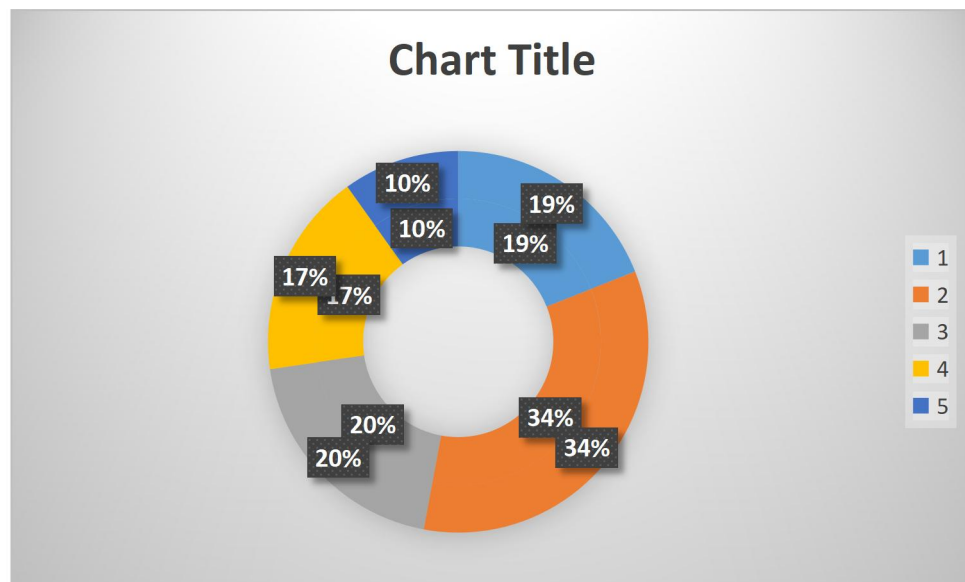


Sources of Primary Data (Question No.6)

INFERENCE: From the above been table it has been interpreted that 10 % of the respondents know about the job vacancy through newspaper, 5% of the respondents know about the job vacancy through website, 10% of the respondents know about the job vacancy through employees, 70% of the respondents know about the job vacancy through friends and relatives, 5% of the respondents know about the job vacancy through others.

Table 4.1.7: Information published media adopted:

S. No.	PARTICULARS	No. OF RESPONDENT	PERCENTAGE ANALYSIS
1	Strongly agree	23	19
2	Agree	41	33.9
3	Neutral	24	19.8
4	Disagree	21	17.4
5	Strongly Disagree	11	9.9
		120	100



INTERPRETATION: From the survey it is observed that are well planned and employees that strongly agree is 23 and that is 19 percent. Agree is 41 and that is 33.9 percent. Neutral is 24 and that is 19.8 percent. Disagree is 21 and that is 17.4 percent. Strongly disagree is 12 and that is 9.9 percent.

INFERENCE: it is observed that majority of the people have Agree that training is well planned and that is 35 percent.

Table 4.1.8: Perception about image of the company in advertisement:

PERCEPTION ABOUT IMAGE OF THE COMPANY IN AD	No. OF RESPONDENTS	PERCENTAGE
Proud	34	28.3%
Excellent	60	50%
Good	19	15.8%
Nothing	7	5.8%
Total	120	100

Sources of Primary Data (Question No.8)

INFERENCE: From the above been table it has been interpreted that 20 % of the respondents felt proud, 30% felt excellent, 50% felt good.

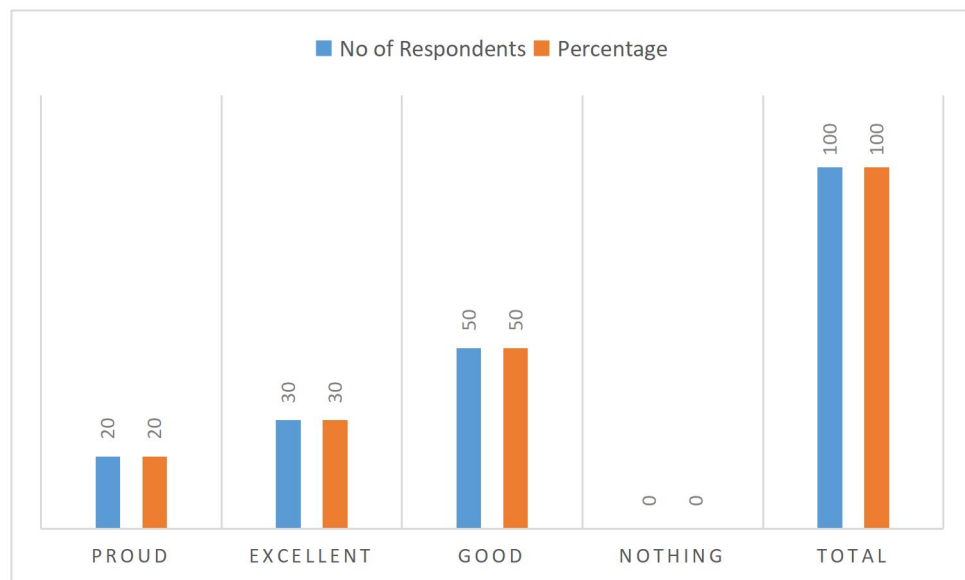
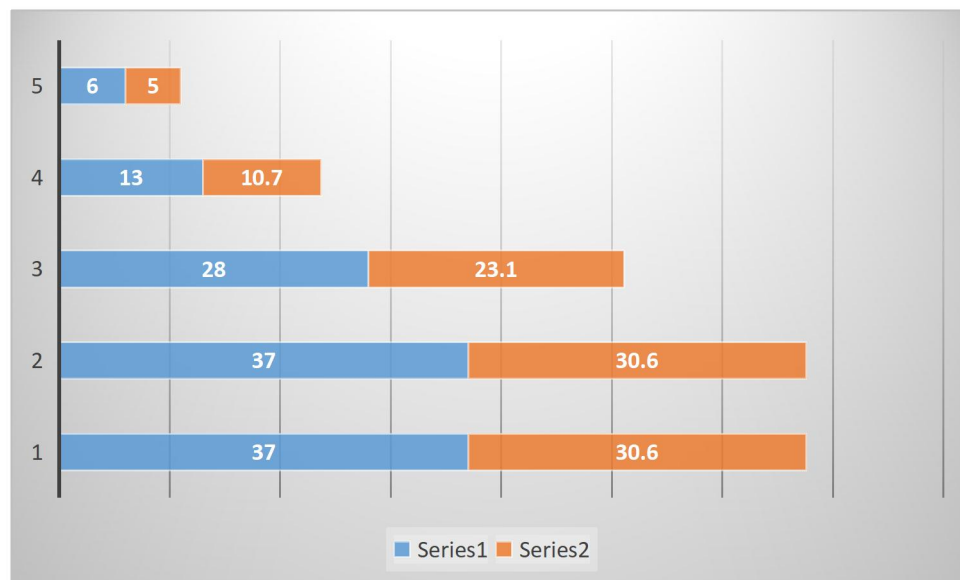


Table 4.1.9: Strictness of the management policy:

S. No.	PARTICULAR	No. OF RESPONDENT	PERCENTAGE ANALYSIS
1	Strongly agree	37	30.6
2	Agree	37	30.6
3	Neutral	28	23.1
4	Disagree	13	10.7
5	Strongly Disagree	6	5
		120	100

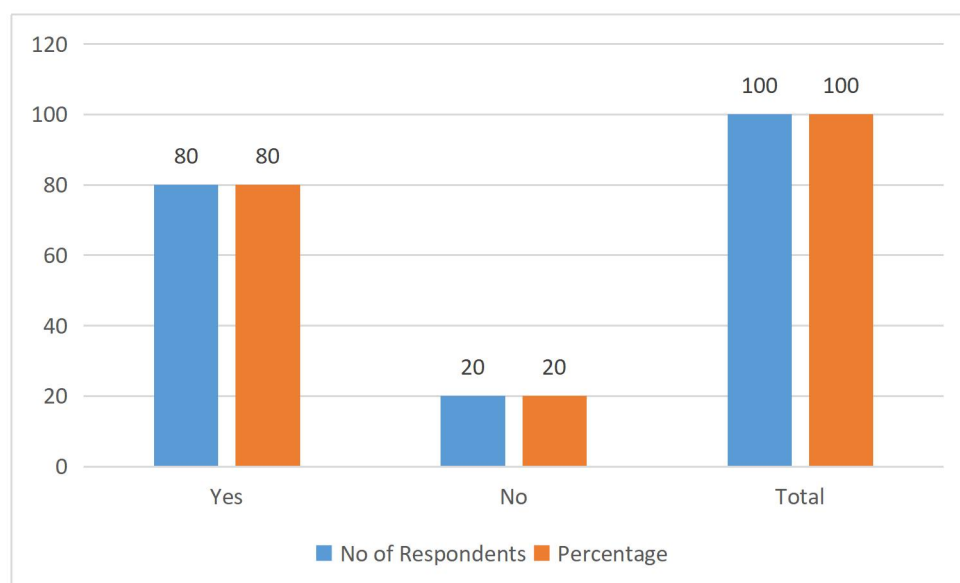


INTERPRETATION: From the survey it is observed that is helpful in personal growth are strongly agree is 37 and that is 30.6 percent. Agree is 37 and that is 30.6 percent. Neutral is 28 and that is 23.1 percent. Disagree is 13 and that is 10.7 percent. Strongly disagree is 6 and that is 5 percent.

INFERENCE: It is observed that there is equal opinion on both agree and strongly agree and that is 31 percent.

Table 4.1.10: Qualification matches job specification:

QUALIFIED MACHES JOB SPECIFICATION	No. OF RESPONDENTS	PERCENTAGE
Yes	88	73.3%
No	32	26.7%
Total	120	100

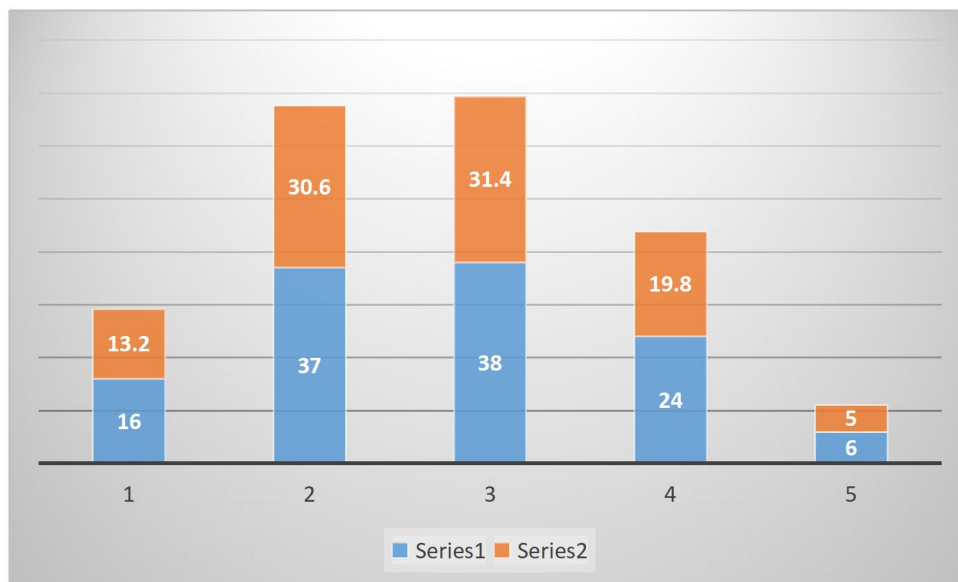


Sources of Primary Data (Question No.10)

INFERENCE: From the above table it has been interpreted that 80% of the respondents felt that their qualification match the job specification and 20% of the respondents felt that their qualification never match the job specification.

Table 4.1.11: Sources of recruitment:

S. No.	PARTICULAR	No. OF RESPONDENT	PERCENTAGE ANALYSIS
1	Excellent	16	13.2
2	Good	37	30.6
3	Average	38	31.4
4	Below Average	24	19.8
5	Bad	5	5
		120	100

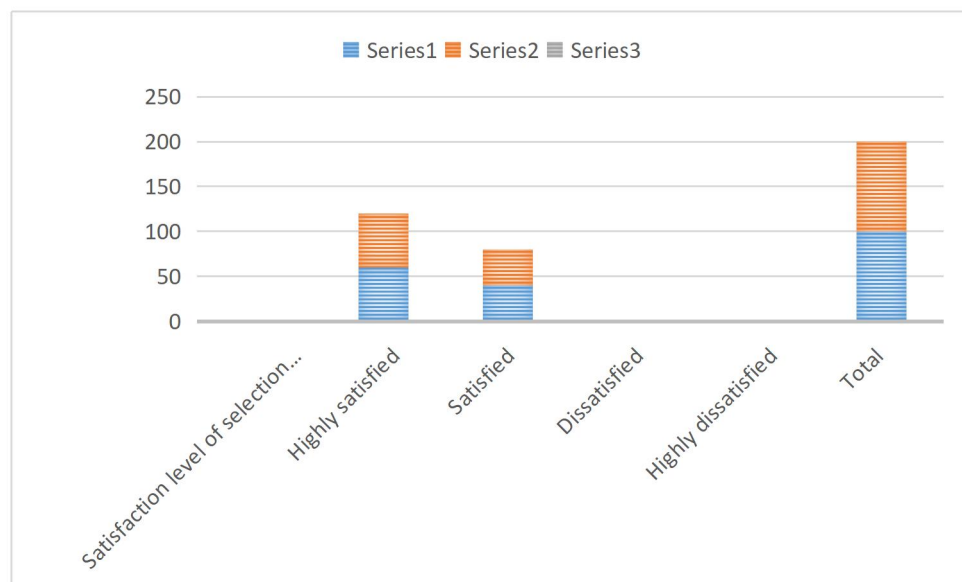


INTERPRETATION: From the survey it is observed that the opinion about present is excellent is 16 and that is 13.2 percent. Good is 37 and that is 30.6 percent. Average is 38 and that is 31.4 percent. Below average is 24 and that is 19.8 percent. Bad is 6 and that is 5 percent.

INFERENCE: It is observed that present training system is average and that is 31 percent.

Table 4.1.12: Satisfaction level of selection process:

SATISFACTION LEVEL OF SELECTION PROCESS	NO. OF RESPONDENTS	PERCENTAGE
Highly satisfied	32	26.7%
Satisfied	50	41.7%
Dissatisfied	31	25.8%
Highly dissatisfied	7	5.8%
Neutral	0	0
Total	120	100

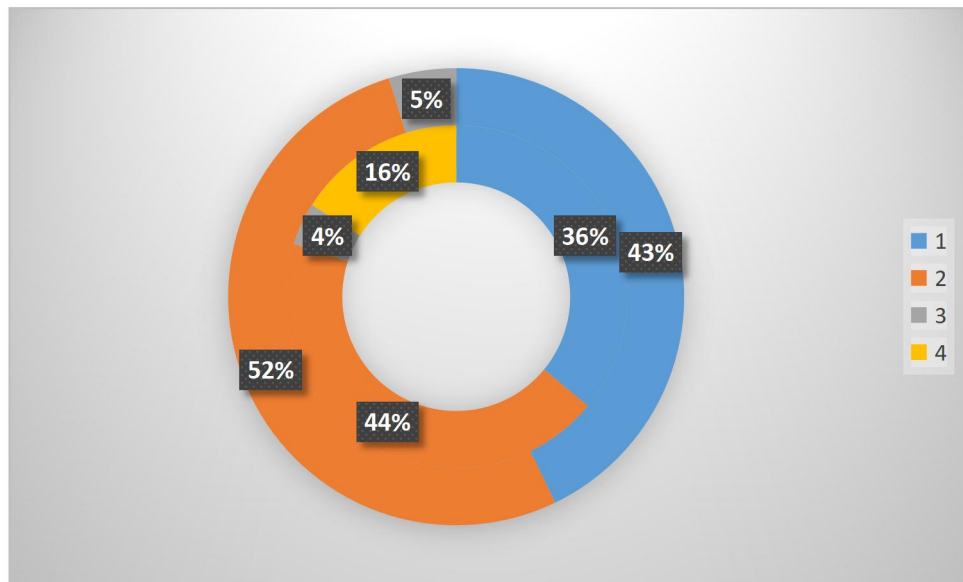


Sources of Primary Data (Question No.12)

INFERENCE: From the above table it has been interpreted that 60% of the respondents are highly satisfied about the selection process, 40% of the respondents are satisfied about the selection process.

Table 4.1.13: Approach of the interview:

APPROACH OF THE INTERVIEW	No. OF RESPONDENTS	PERCENTAGE
Excellent	40	40
Good	55	55
Average	5	5
Poor	0	0
Below Average	20	0
Total	120	100

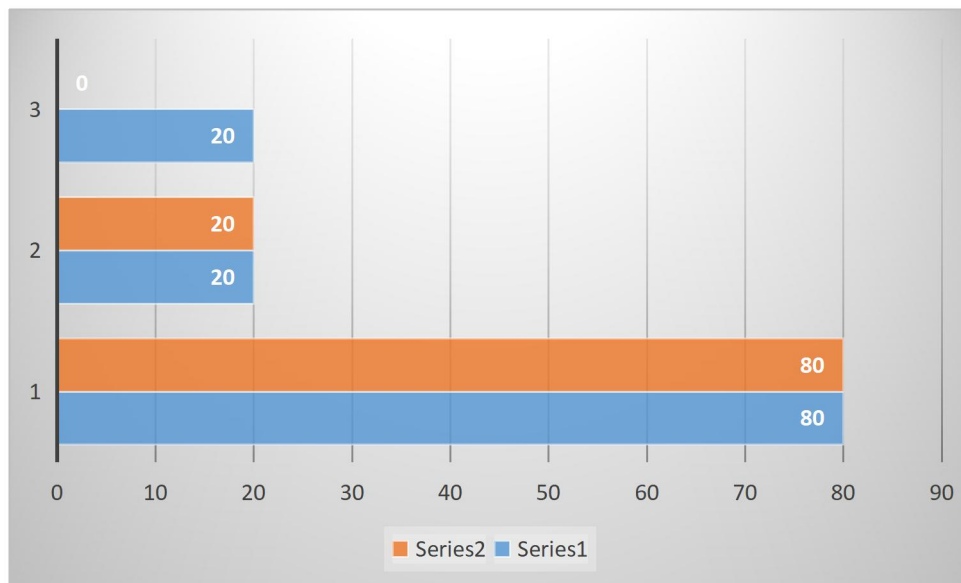


Sources of Primary Data (Question No.14)

INFERENCE: From the above table it has been interpreted that 40% of respondent felt excellent about the approach of the interview, 55% felt good, 5% felt average.

Table 4.1.14: Employee perception towards their treatment during joining date:

TREATMENT DURING JOINING DATE	No. OF RESPONDENTS	PERCENTAGE
Very good	20	20
Good	80	80
Fair	0	0
Poor	0	0
Below Average	20	0
Total	120	100

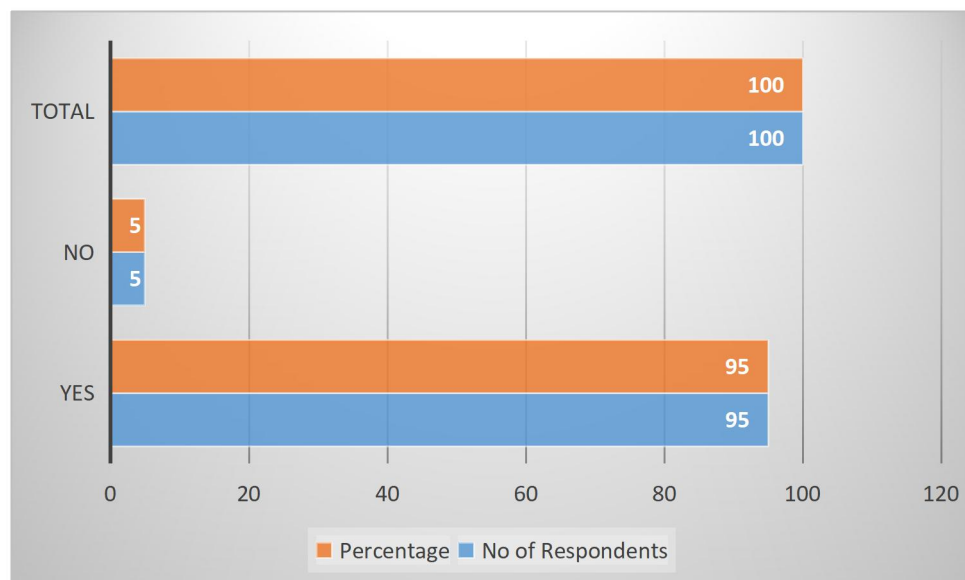


Sources of Primary Data (Question No.16)

INFERENCE: From the above table it has been interpreted that 80% of respondent felt good 20% felt very good.

Table 4.1.15: Orientation conducted by the HOD /supervisor:

ORIENTATION CONDUCTED BY THE HOD/SUPERVISOR	No. OF RESPONDENTS	PERCENTAGE
Yes	95	95
No	25	5
Total	120	100

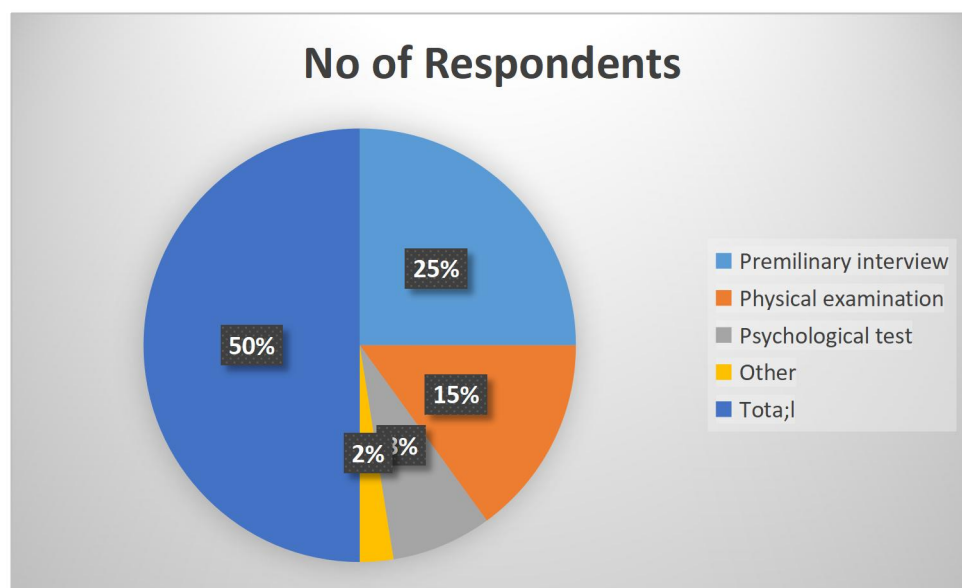


Sources of Primary Data (Question No.17)

INFERENCE: From the above table it has been interpreted that 95% of respondent said Yes and 5% of the respondent said no.

Table 4.1.16: Selection Process:

SELECTION PROCESS	No. OF RESPONDENTS	PERCENTAGE
Preliminary interview	50	50
Physical examination	30	30
Psychological test	15	15
Other	5	5
F2F	20	0
Total	120	100

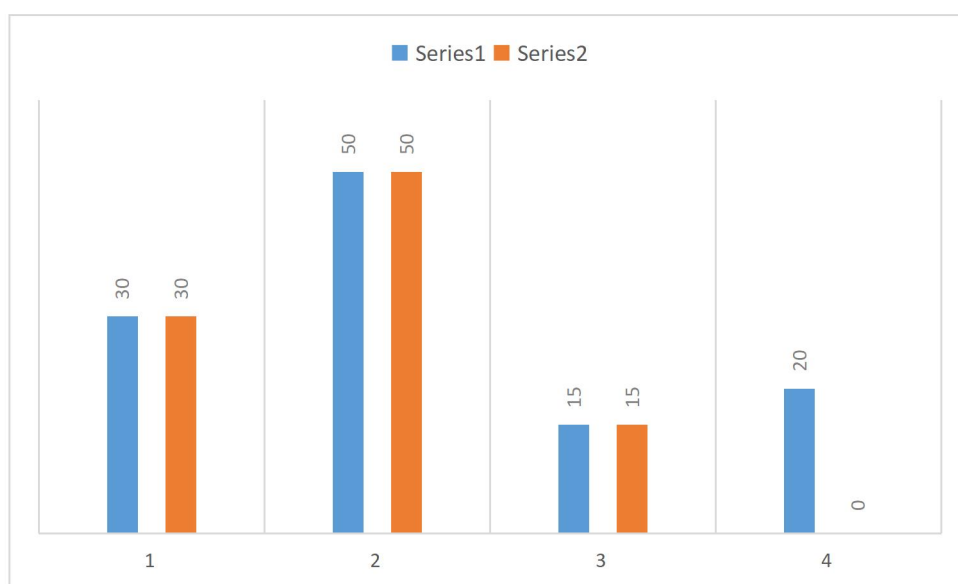


Sources of Primary Data (Question No.18)

INFERENCE: From the above table it has been interpreted that 20% of the respondents felt preliminary interview is important, 30% of the respondents felt physical examination is important, 15% of the respondents felt psychologist test is important, 5% of the respondents felt other sources are important.

Table 4.1.17: Time taken for screening to appointment:

DAYS	No. OF REPOENDENTS	PERCENTAGE
Immediately	30	30
Within week	50	50
More than month	15	15
None of the Above	20	0
Total	120	100



Sources: Primary Data (Question. No.19)

INFERENCE: From the above table it has been interpreted that 30% of respondents said immediately, 50% of respondents said within week, 15% of respondents said With in a month, 5% of respondents said more than a month.

3.6. HYPOTHESIS TESTING :

CHI SQUARE:

AIM: To Test the relationship between the gender and the experience of the employees.

H0: There is no significant association between the gender of the employees and the experience of the employees.

H1: There is significant association between the gender of the employees and the experience of the employees.

CASE PROCESSING SUMMARY:

	Valid		Missing		Total	
	N	Percent	N	Percent	N	Percent
Gender * Experience of the employees	120	100.0%	0	0.0%	120	100.0%

CHI SQUARE TEST:

	VALUE	df	ASYMPTOTIC SIGNIFICANCE (two sided)
PERSON CHI SQUARE	121.000 ^a	5	<0.001
LIKELIHOOD RATIO	64.088	5	<0.001
NO. OF VALID CASES	121		

a. 7 cells (58.3%) have expected count less than 5. The minimum expected count is .07.

INTERPRETATION: : P Value Is <.001 So H1 Is Accepted.

Therefore There Is Significant Difference Between The Gender Of The Employee And the experience of the employees.

4.3: ONE-WAY ANOVA:

HO: NULL HYPOTHESIS:

There is no significance difference between employees Experience and Job satisfaction.

H1: ALTERNATIVE HYPOTHESIS:

There is a significance difference between employees Experience and Job satisfaction.

4.3.3: ANOVA TEST:

Working					
	Sum of squares	df	Mean square	F	Sig.
Between groups	8.376	5	2.094	1.666	0.159
Within groups	297.86	237	1.257		
Total	306.236	241			

INFERENCE: From the above table 4.2.21, it is clear the comparison between the employees working years and career and development enumerates the value $(0.159) > 0.05$. Therefore, the null hypothesis is rejected. Hence, there is a significance difference between the employee experience and Job satisfaction.

CHAPTER-5

5.1. FINDINGS:

1. 35% of employees are male and 65% of employees are female
2. 30% of employees are married, 70% of employees are single.
3. 40% of employees have less than 0-5years experience in the company, 35% of employees has 5-10years experience in the company, 25% of employees has above 10 years experience in the company.
4. 5% of employees are know about the job vacancy through website, 70% of employees are know about the job vacancy through friends and relatives.
5. 40% of employees are highly satisfied, 60% of employees are satisfied with the information published in media.
6. 20% of employees felt proud, 50% of employees felt good above the image of the company in the advertisement.
7. 60% of employees are highly satisfied with strictness of the management policy, 40% of employees are satisfied with strictness of the management policy.
8. 80% of employees felt that their qualification match with the job specification, 20% of employees felt that their qualification never match with the job specification.
9. 5% of employees are recruited through campus interview is more effective, 50% of the employees are recruited through direct hiring is, advertisement.

10. 60% of employees are highly satisfied about the selection process, 40% of employees are satisfied about the selection process.

11. 55% of employees felt good about the approach of interview, 5% of employees felt average.

12. 80% of employees felt good, 20% of employees felt very good towards their treatment during joining date.

13. 95% of employees said Yes, 5% of employees said their will be no orientation conducted by the supervisors.

14. 50% of the employees felt preliminary interview is important, 5% of employees felt other sources are important.

15. 50% of employees said screening appointment was done within a week, 5% of employees said screening appointment was taken more than a month.

16. There is no Relationship between Age & Satisfaction About the selection process.

17. There is a significant difference between employees Experience and Job satisfaction.

5.2. SUGGESTIONS:

1. From the study, it is found that newspaper is the effective medium to advertise for mass recruitment.

2. The organization shall concentrate and conduct workshops.

3. Training programs to the employees in order to mold their career growth.

4. The organization shall increase the response level to the job seekers via e-mail or call.

5. The organization shall focus on internal recruitment too in order to promote and motivate the employees.

5.3. LIMITATIONS OF THE STUDY:

1. Process consumes a lot of time:

Recruitment is a lengthy process, and the recruitment agency might take a lot of time to find the correct candidates. A recruitment team isn't helpful when you want a candidate to fill a vacant position immediately.

2. Communication gap:

The only way to communicate with the recruitment team is via emails or telephones. There can be times where the team doesn't properly understand what the company wants and finds a wrong candidate.

On the other hand, the company's HR department is always there, so they can proactively search according to the company's need. They understand the business model in a better way as well.

3. Not practical for temporary hires:

Hiring a recruitment team for finding candidates for project work isn't ideal since the person is only going to work for a limited time. So, you will only have to bear the load of finding employees on a temporary basis.

In such circumstances, the cost of operation goes higher than the benefits the company gets on by making the hire.

5.4. CONCLUSION:

A study on Recruitment & Selection Process was helpful to know about the recruitment and selection process. This study inferred that most of the

employees are satisfied with the present process. This study was helpful to study the sources of recruitment and selection techniques & method used.

The study on recruitment and selection is HR professional is having big responsibility to hire a best person from the available talent pool. At the same time, one needs to be conscious. The employer should judge on individual merits and set the same standards for all. In the present scenario, "It is the biggest challenge for a HR manager to hunt for talent".

APPENDIX
ANNEXURE-1
A STUDY ON EFFECTIVENESS OF RECRUITMENT AND
SELECTION ON ONGC KAVERI ASSET KARAIKKAL.

1. Name(Optional) :

2. Age

(a) 20-25 (b) 25-35 (c) 35-45 (d) 45 above

3. Gender

(a) Male (b) Female

4. Marital status

(a) Married (b) Single

5. Educational qualification

(a) Diploma (b) UG Level (c) PG Level (d) HSC

6. How long you have been working in this company?

(a) 0-5 yrs. (b) 5-10yrs. (c) 10-15 yrs (d) above 15 yrs

7. From which source you have came to know about the vacancy in this company?

(a) Newspaper (b) Website (c) Employees (d) Friends and relatives

8. Are you satisfied with the information published in media adopted in organization?

(a) Highly satisfied (b) Satisfied (c) Dissatisfied (d) Highly dissatisfied
(e) Neutral

9. How do you feel about the images of the company in advertisement?

(a) Proud (b) Excellent (c) Good (d) Nothing (e) Neutral

10. Whether management policies are strictly followed while on recruitment?

- (a) Highly satisfied (b) Satisfied (c) Dissatisfied (d) Highly dissatisfied
(e) Neutral

11. Do you feel your job is equivalent to your qualification?

- (a) Yes (b) No

12. Which source of recruitment do you think is more perfective?

- (a) Direct hiring (b) Advertisement (c) Campus interview (d) Private & Public agencies (e) All the above

13. Are satisfied with the selection process in the company?

- (a) Highly satisfied (b) Satisfied (c) Dissatisfied (d) Highly dissatisfied

14. How agreeable are you with the fact that the external recruitment is effective than the internal recruitment?

- (a) Strongly agree (b) Agree (c) Neutral (d) Disagree (e) Strongly disagree

15. How do you feel about the approach of the interview?

- (a) Excellent (b) Good (c) Average (d) Poor

16. What did the interview try to find out?

- (a) Subjective knowledge (b) Skills (c) Attitude (d) All the above

17. How were you treated during joining date ?

- (a) Very good (b) Good (c) Fair (d) Poor

18. Have you been given orientation by the HOD/Supervisor during the joining time?

- (a) Yes (b) No

19. During selection process which one is considered important?

- (a) Preliminary interview (b) Physical examination (c) Psychological test

(d) Others

20. How Many days you have taken for joining in the company?

(a) Immediately (b) Within a week (c) Within a month (d) More than a month

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ANNEXURE – II RESEARCH ARTICLE

A STUDY ON EFFECTIVENESS OF RECRUITMENT AND SELECTION AT ONGC KAVERI ASSET KARAIKAL

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Abstract---"Effectiveness of recruitment and selection at ONGC Kaveri Asset, Karaikal" was the study's full title. The study's goals were to examine the company's health, safety, and welfare policies and to ascertain the employees' opinions and levels of satisfaction with the company's implementation of these policies. The measures of enhancing labour efficiency are labour health, safety, and welfare. The numerous welfare programmes offered by the company will have a direct impact on the worker's physical and mental well-being and efficiency, which will lead to increased production.

Descriptive research is the method used in this study. The sample size was set at 254 due to the sample universe being 700 and the convenience sampling method being utilised to gather data. The main data was gathered through the use of a questionnaire. Chi-Square, One-Way ANOVA, and the percentage analysis approach were the instruments used in the study. Based on the results and interpretations, the company was provided appropriate recommendations. The organisation has supplied adequate health and safety precautions, according to the study on labour health, safety, and welfare measures. However, it has been noted that there are some aspects of the current welfare measures that some employees find satisfactory. The management may wish to consider increasing employee welfare in the future.

Keywords---recruitment, company health, labour welfare.

Introduction

A combination of several elements govern recruitment, which is a crucial function of human resource management in an organisation. HR professionals that are proactive should be aware of the elements impacting recruiting and take the appropriate steps to improve the organisation.

When the market environment shifts, the organisation must also keep track of these shifts, determine how they affect the resources, and analyse these functions to ensure effective recruitment.

Both internal and external factors might have an impact on the hiring process. We will go into more detail about these aspects in this chapter.

Internal Elements: The internal factors that influence an organization's recruitment processes are under its control. The internal elements include –

- Organisational size
- hiring procedures
- public perception
- Job picture

Organisational Size

One of the key elements influencing the hiring process is the organization's size. Planning the appointment of additional personnel who will manage future activities is essential for growing a corporation.

Hiring procedures

The organization's hiring practises, such as whether to use internal or external resources, have an impact on the recruitment

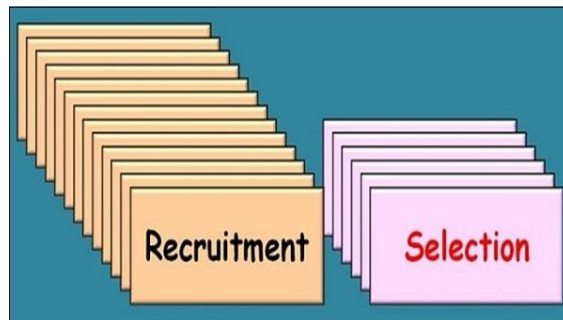
process. It gives a framework for putting recruitment programmes into action and describes the recruitment's goals.

Public perception

Companies with a positive reputation on the market are more likely to be able to recruit qualified personnel. An organisation can improve its reputation in the market and draw in the best resources by keeping up good public relations, offering public services, etc.

Picture of Job

The image of a position is just as important to recruitment as the image of an organisation. Jobs with a positive reputation in terms of greater pay, promotions, recognition, a nice work environment, and possibilities for professional development are seen to be the qualities to attract suitable individuals



External influences

An organisation is not able to control any external influences. The following are some examples of external influences that have an impact on the hiring process. –

Demographic influences

The characteristics of potential employees, such as their age, religion, literacy level, gender, occupation, economic standing, etc., are influenced by demographic considerations.

Job market

The labour market regulates both the supply and demand for labour. For instance, hiring will need extra work if there is a gap between the supply and demand of a particular expertise. On the other side, recruiting will be relatively simpler if demand is lower than supply.

Rate of unemployment

The recruiting of resources will be simple and easier in an area with a high unemployment rate because there are so many applications. In contrast, if the unemployment rate is low, recruiting is more challenging because there are less resources available.

Labour regulations

The social and political climate of a market, which is produced by the federal and state governments, is reflected in labour laws. For many sorts of employment, these rules specify the pay, working conditions, safety and health requirements, etc. Laws are subject to change along with the government.

Legal factors

The best examples of legal considerations include job reservations for members of certain castes, such as STs, SCs, and OBCs. Government-approved factors like these will affect organisations' hiring practises in either a good or bad way.

Competitors

There is a need to analyse the competition and present the resource packages that are best in terms of industry standards when organisations in the same industry are vying for the best qualified resources.

Process of Hiring	
Step	Activity
1	Notifying HR of your departure and requesting that the

	hiring process be started
2	The hiring team is given instructions by the HR manager to begin the hiring process
3	Accessing the employment website and getting in touch with various recruiters
4	Finding, locating, and gathering resumes of prospects
5	Receiving pertinent resumes
6	Narrowing down the resumes
7	Sending the department manager the resumes that made the short list
8	Set up interview times.
9	Scheduling interviews with the candidates
10	Interviewers complete the feedback form, and the HR is informed of their findings
11	The top prospects are chosen after many candidates have gone through this process
12	The HR team bargains for the benefits and pay
13	Complete agreement and confirmation
14	Sent an offer letter
15	Offer approved

Research Objective

1. To find out the Recruitment and Selection process handled in the organization.
2. To evaluate the sources of recruitment and Selection process.
3. To analyse the consequences in Recruitment and Selection.
4. To provide the suggestion for Recruitment and Selection process.

Literature Review

1. **"A Systematic Literature Review of Recruitment Effectiveness in Organizations"** by Majeed, Hafeez, and Muhammad (2021) found that employee referrals, social media, and online job portals were the most effective sources of recruitment. The review also highlighted the importance of having a strong employer brand, positive candidate experience, and using a variety of selection methods for improving recruitment effectiveness.
2. **"A Review of Recruitment Effectiveness Research"** by Hausdorf, Strohmeier, and Niessen (2020) analyzed 61 studies on recruitment effectiveness published between 2000 and 2019. The review found that recruitment effectiveness was positively associated with using a variety of recruitment sources, using structured interviews, and providing a positive candidate experience. The review also identified the need for more research on the use of social media and employer branding in recruitment.
3. **"Recruitment and Selection: A Review of Research and Practice"** by Robertson and Smith (2018) provided an overview of the literature on recruitment and selection, including effectiveness. The review identified the importance of aligning recruitment practices with organizational goals and values, using a variety of recruitment sources, and providing a positive candidate experience. The review also

highlighted the need for more research on the use of technology in recruitment and the impact of diversity on recruitment effectiveness.

4. "The Changing Nature of Work: Skills and Talent Management" by Dobbs, Madgavkar, Manyika, Woetzel, and Labaye (2021) identified the most important skills for jobs in the future. These skills include cognitive and emotional capabilities, technological literacy, creativity, social and emotional intelligence, and adaptability. The review also highlighted the need for continuous learning and upskilling to remain competitive in the changing job market.

5. "A Review of Skills Mismatch: Concepts, Measurement, and Policy Implications" by Duval, de Serres, and Besson (2020) analyzed the literature on skills mismatch, which occurs when the skills of the workforce do not match the requirements of the job market. The review identified the need for better measurement of skills mismatch, as well as policies that promote lifelong learning, skill development, and collaboration between employers, educators, and policymakers.

6. "Skills for the Fourth Industrial Revolution: An Analysis of Companies' Reports" by Alonso-González and Viñas-Bardolet (2020) analyzed the reports of 10 companies from different industries on the skills needed for the Fourth Industrial Revolution. The review identified a set of core skills, including digital literacy, critical thinking, creativity, communication, collaboration, and adaptability. The review also highlighted the need for new skills, such as data analytics, artificial intelligence, and cybersecurity.

7. "Employee Engagement: A Review of Current Research and Its Implications" by Macey and Schneider (2021) reviewed the literature on employee engagement, which is defined as the extent to which employees are committed to their work and feel a sense of connection to their organization. The review identified the drivers of engagement, which include

meaningful work, supportive leadership, career development, and organizational culture. The review also highlighted the benefits of engagement, such as higher productivity, lower turnover, and better customer satisfaction.

The Helplines Are

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Objectives of the Scheme

The development of petroleum resources, production and sale of petroleum and petroleum-derived products, and other issues related thereto, shall be planned, promoted, organised, and carried out.

Recruitment and selection Concepts:

Legal issues: A well-established hiring and selection process might help to guarantee a fair and open hiring process. Workers are given the guarantee that they won't experience any form of discrimination and that their personal information will be kept confidential.

Recruitment is the practise of actively seeking out and selecting candidates for a position. Selection is the process of selecting qualified candidates from the shortlist of applications. It serves to expand the pool of potential candidates.

Selection is the process of locating and choosing the most qualified applicant for a position, and recruitment is the process of luring qualified individuals to an open position. Each employee's contributions are crucial to the survival and expansion of the company.

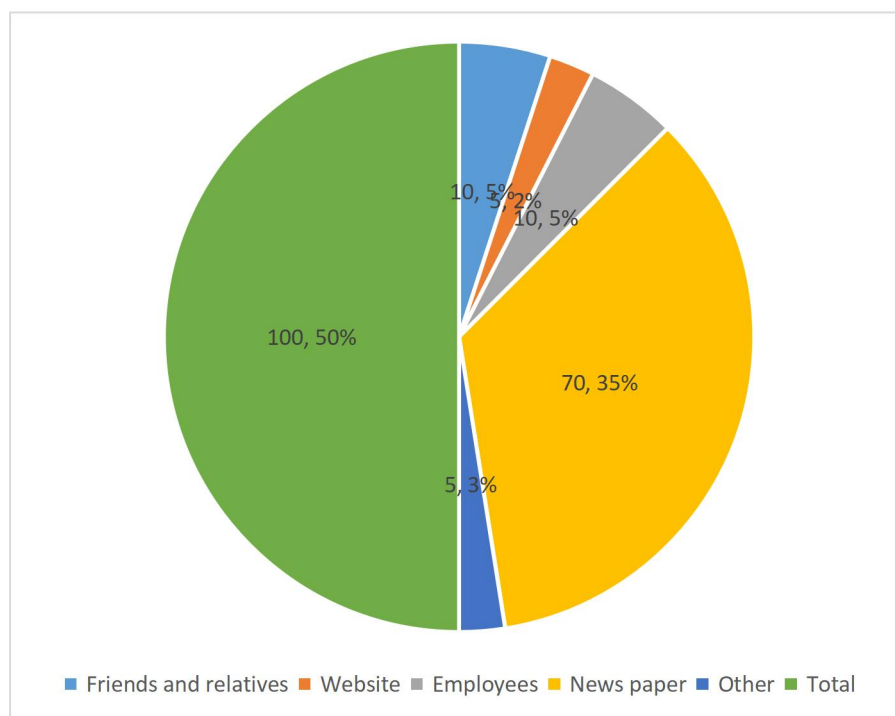
The process of choosing and shortlisting the best applicants with the required credentials and skill set to fill open positions in a company is known as the selection process. Industry, company, and even departments within the same company all have different selection procedures.

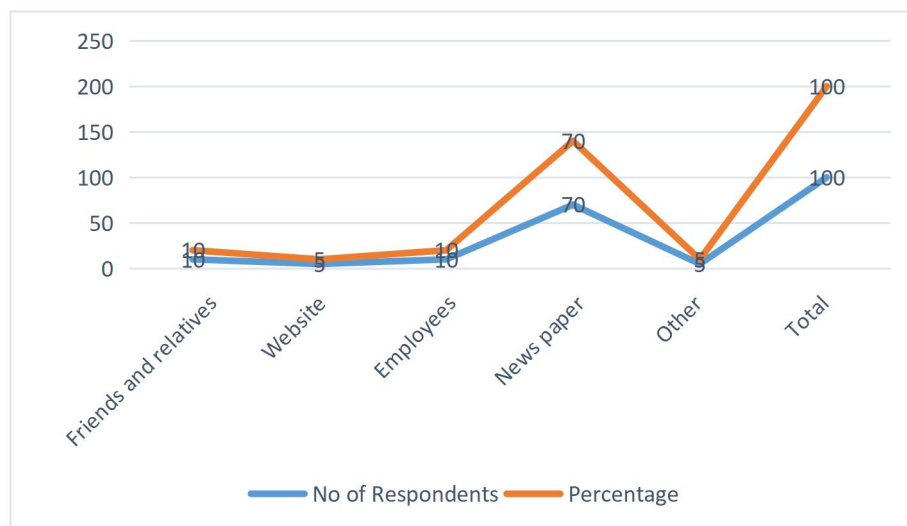
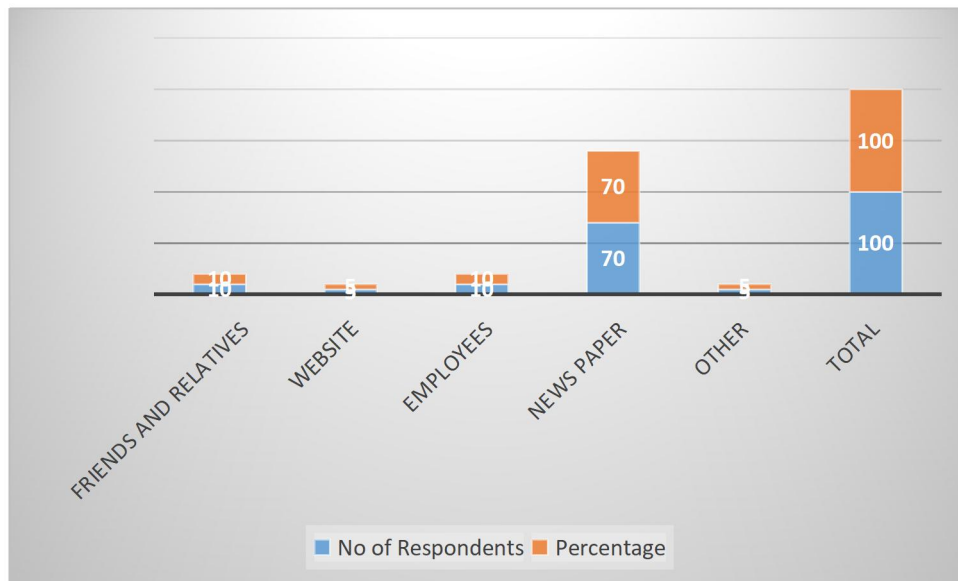
Research Methodology

For relevant data on a particular issue, a rigorous and systematic research process is used. It is a thorough investigation or inquiry, particularly one that looks for new information in any field of study. Research is an organised effort to learn new things; as a result, it aids in the study of numerous actions that are developed and taken by a researcher in researching his research topic, as well as the reasoning behind them.

Data Analysis

Chart.1: PIE Chart Analysis





From the above been table it has been interpreted that 10 % of the respondents know about the job vacancy through newspaper, 5% of the respondents know about the job vacancy through website, 10% of the respondents know about the job vacancy through employees, 70% of the respondents know about the job vacancy through friends and relatives, 5% of the respondents know about the job vacancy through others.

Conclusion

Knowing more about the recruitment and selection process was made possible by a study on the subject. According to this poll, the majority of employees are happy with the way things are currently being

done. The sources of the employed recruitment and selection approaches and methods were studied in this study.

According to a study on hiring and selection, HR professionals have a significant duty to select the best candidate from the talent pool. One must simultaneously be conscious. Employers should hold all employees to the same standards and evaluate them based on their own merits. The current situation makes finding talent the largest problem for an HR manager.

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