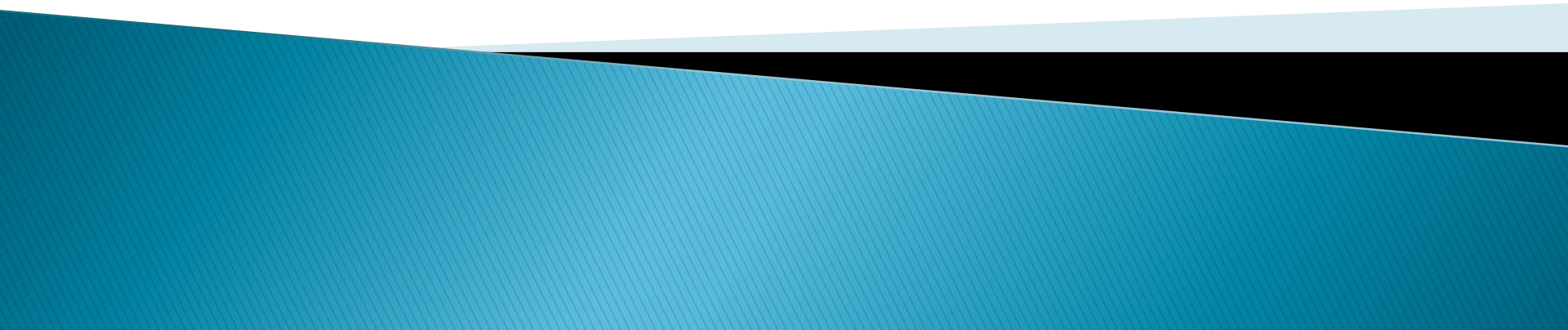


SOS POLITICAL SCIENCE AND PUBLIC
ADMINISTRATION
M.A.PUB.ADMN.202
SUBJECT NAME:PERSONNEL ADMINISTRATION IN
INDIA
UNIT-II
TOPIC NAME:RECRUITMENT OF PUBLIC PERSONNEL
IN INDIA

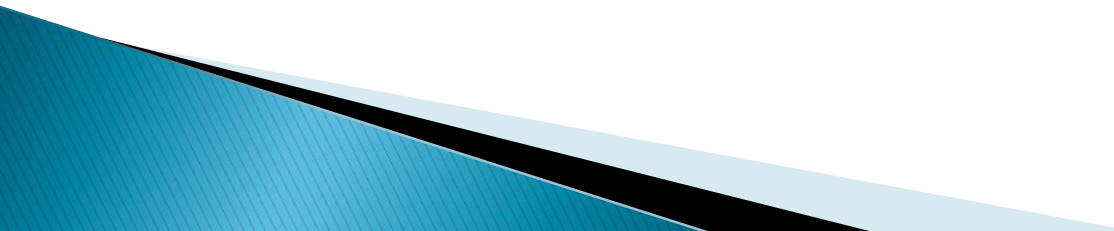


WHAT IS RECRUITMENT

Recruitment refers to the process of attracting, screening, and selecting qualified people for a job at an organization or firm.

Recruitment is the process of finding and attracting capable applicants to apply for employment required in an organisation, or to fill job vacancies.

Process of identifying and hiring best-qualified candidate (from within or outside of an organization) for a job vacancy, in a most timely and cost effective manner



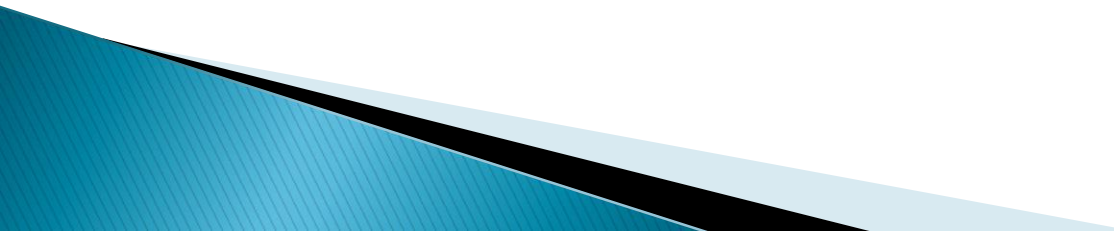
THE USES AND IMPORTANCE OF RECRUITMENT

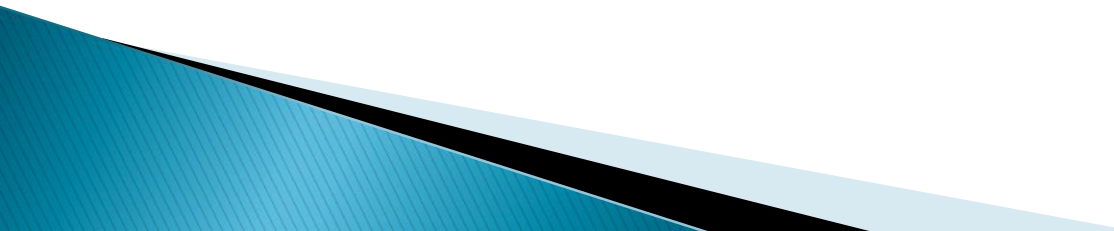
Staffing – recruitment used to ensure that the organization has enough staff with a pool of qualified candidates.

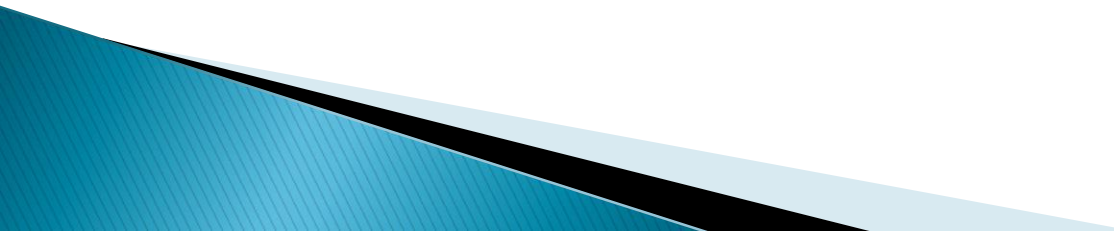
Selection – recruitment process ensure the right candidate employed for the right job by reducing the numbers of obviously under-qualified and over-qualified applicants.

Performance – To increase Organizational and individual performance and effectiveness in the short and long term plans.

RECRUITMENT PROCESS

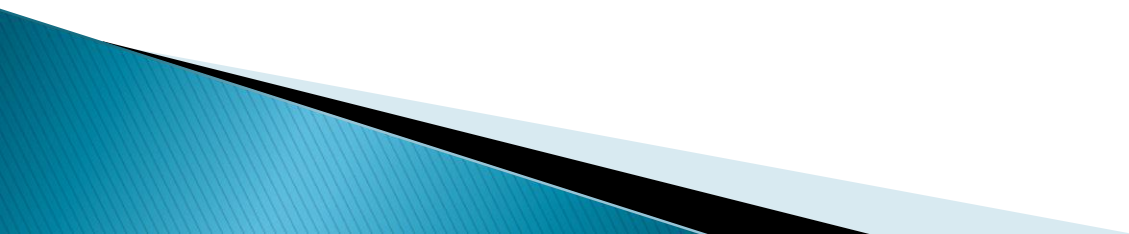
- ▶ Determining what your exact hiring needs are (Job analysis)
 - ▶ Initiating a recruitment action (Sources of recruitment)
 - ▶ Issuing a vacancy announcement for the position (Job Advertisement)
 - ▶ Marketing the position to get high quality applicants (Application & Shortlist candidates)
- 

- ▶ Interviewing those candidates that you believe can perform the work of the position.
 - ▶ Selecting the “best qualified” candidate for each and every position you advertise based on selection criteria.
 - ▶ Retaining the employees once you have them (Notifying the successful candidate to take up the job;
 - ▶ rejecting applicants that they have not been chosen).
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- ▶ Recruitment is a process of securing applicants to fill vacant positions. • Recruitment and selection are the phases of the same process. • Recruitment is a positive process of searching the employees. • Selection is a negative process, it involves rejection of unsuitable candidates
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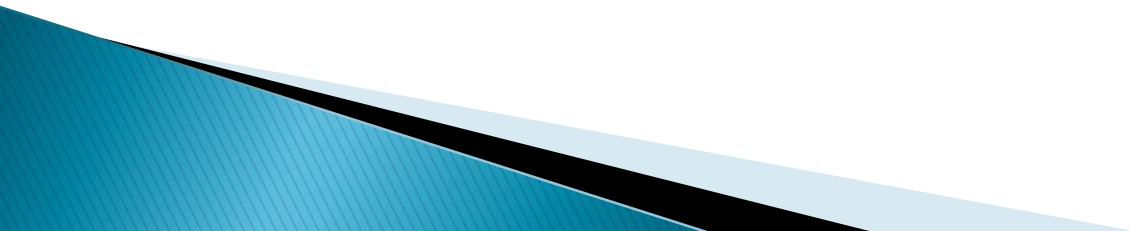
Recruitment process involves a systemic procedure from searching the candidates to arrange and conducting the interviews and requires many resources and time.

1. Identify vacancies 2. Preparing the job specification and person specification 3. Advertising vacancies 4. Managing response 5. Short listing 6. Arrange interviews 7. Conducting interviews



RECRUITMENT PROCESS OF CIVIL SERVICES

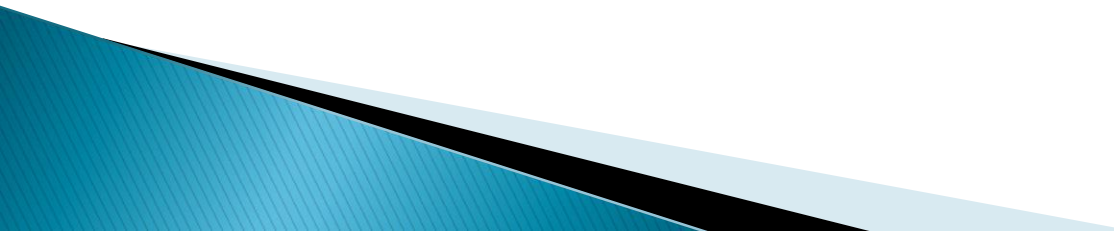
Advertisement, Application Form, Preliminary Exams ,Main Exam
,Interview, Personality Test Selection ,Post Allotment, Training



- ▶ **ADVERTISEMENT** • Civil Services Examination is conducted for recruitment of candidates for 24 different posts for a certain number of vacancies. • For Civil Services 2013, there are a total of 1000 vacancies. • Newspapers, television and official website of UPSC i.e. www.upsc.gov.in starts showing notifications of release date of application form and examination date.
- ▶ **APPLICATION FORM** • Application forms are released at the end of May and to be filled till the end of June. Well the date keeps on changing on yearly basis i.e. this year application form have to be filled up to 19 June,2015. • e-Admission Certificate: The eligible candidates are issued an e-Admission Certificate three weeks before the commencement of the examination

PRELIMINARY EXAMS • The selection process consists of two stages. • The first stage is Civil Services (Preliminary) Examination. • TYPE: objective • The Civil Services (Prelims) exam will have two objective type papers. Each of the two papers carries a total of 200 marks. Each paper is of 2hr duration.

This exam is only a screening test. It implies that the marks that you score in the Preliminary exam will not be carried forward for final merit list. • Preliminary exam marks are useful in taking you to the Main exam.



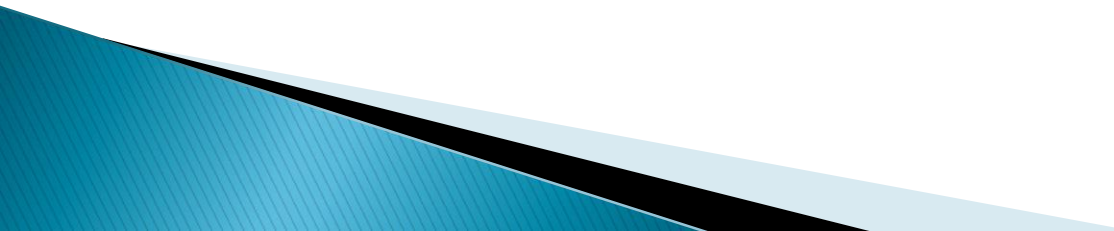
MAIN EXAM • The second stage is the Main Examination. • The number of candidates admitted to the MAIN examination (Written Test & Interview) is usually 12 to 13 times the number of vacancies. • The Written test comprises nine papers (which includes two qualifying papers and seven compulsory papers) of conventional essay type.

As per the notification released by UPSC in March 2013, each of the seven compulsory papers carries 250 marks. Thus, the maximum possible marks obtainable in all the seven compulsory papers put together are 1750.

INTERVIEW • The interview carries 275 marks. Marks, thus, obtained by candidates in the MAIN examination and the interview combined (out of a maximum possible 2025) will determine their final ranking. • Candidates will be allotted various services keeping this final ranking and their individual preferences

PERSONALITY TEST The Personality test will be scored on the basis of the following factors:

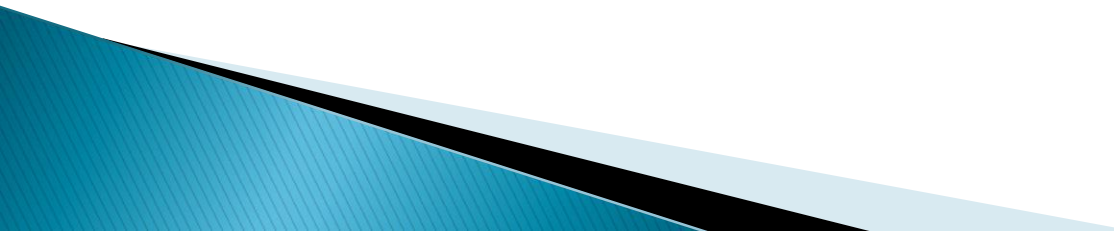
- Mental alertness
- Critical powers of assimilation
- Clear and logical exposition
- Social traits
- Interest and knowledge of current affairs
- Balance of judgment
- Variety and depth of interest
- Ability for social cohesion
- Leadership skills
- Intellectual and moral integrity



SELECTION • The MAIN examination and the interview combined (out of a maximum possible 2025) will determine their final ranking. The candidate is then selected accordingly for: • Indian Administrative Service (IAS) • Indian Forest Service (IFS) • Indian Police Service (IPS) • A congratulatory message from MOS is then send to the candidates who are selected

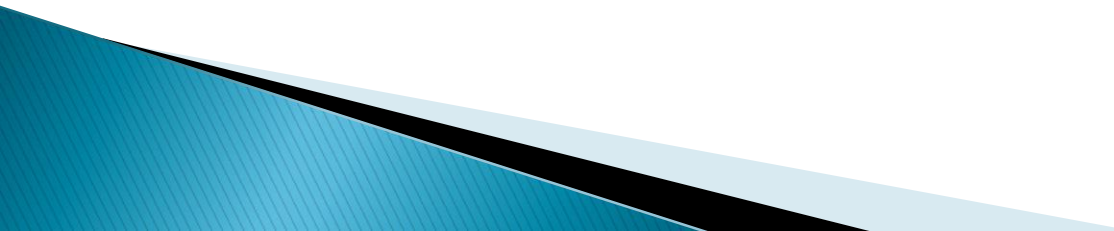
POST ALLOTMENT • In case of 88% respondents, their present service was amongst the first five choices. For 95% IFS officers, 98% IAS officers and 90% officers of IPS, their present service was among the first five choices. However, the same holds true for only 44% Indian Postal Service officers and 46% IRPS officers.

- Thus, candidates are selected and the post is allotted according to the marks scored by each of them.



TRAINING • The training time varies for every post i.e. for 75 weeks for IAS, for IFS 36 months, for IPS 2 years which used to be 5 months earlier, etc.

DEFINITION:–

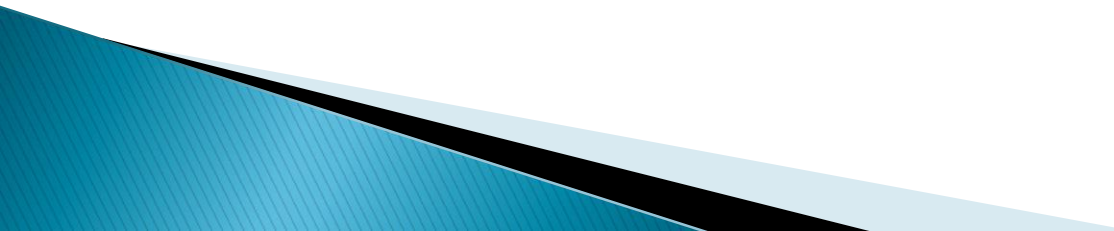
- Recruitment is the process of searching the candidates for employment and stimulating them to apply for jobs in the organization” .
 - “The recruitment is limited to specific steps taken to attract suitable candidates to apply for examination”
- 

PURPOSE OF RECRUITMENT

GENERAL PURPOSES: ▪ Recruitment is to provide a pool of potentially qualified job candidates.

SPECIFIC PURPOSE: ▪ Determine the present and future recruitments of the organization. ▪ Increase the pool of job candidates at minimum cost. ▪ Help in increase the success rate of the selection process by reducing the number of visibility under qualified or over qualified job application. ▪ Meet the original legal and social obligation regarding composition of its workforce.

.Help reduce the probability that job application once recruited and select, will leave the organization only after a short period of time. ▪ Begin the identifying and preparing potential job application how will be appropriate candidates. ▪ Increase organizational and individual effectiveness in the short term and long term. ▪ Evaluate the effectiveness of various recruiting techniques and sources for all types of job applicants.



NEEDS OF RECRUITMENT

- **PLANNED NEED:** The need arising from changes in organization and retirement policy.
- **ANTICIPATED NEED:** Anticipated needs are those movements in personnel, which an organization can predict by studying trends in internal and external environment.
- **UNEXPECTED NEED:** unexpected need involves resignation, death, accident, illness

SOURCES OF RECRUITMENT SOURCES

INTERNAL SOURCES:

Best employees can be found within the organisation... When a vacancy arises in the organisation, it may be given to an employee who is already on the pay-roll. Internal sources include promotion, transfer and in certain cases demotion. When a higher post is given to a deserving employee, it motivates all other employees of the organisation to work hard. The employees can be informed of such a vacancy by internal advertisement

1. Transfers

2. Promotion

3. Present employees



ADVANTAGES AND DISADVANTAGES OF INTERNAL SOURCES

ADVANTAGES ▪ Less costly ▪ Typically have a better knowledge of the internal candidates' skills and abilities

DISADVANTAGES ▪ Creative problems solving may be loose b the lack of new talents ▪ Politics probably has a greater impact on internal recruitment

External Sources

- Professional or trade association
- Advertisements
- Employment Exchange
- Campus recruitment
- Walk-ins
- Consultants
- Contractors
- 3. Modern Sources
- Walk-in
- Consult-in
- Tele recruitment (through World Wide Web)

ADVANTAGES DISADVANTAGES OF EXTERNAL SOURCES

Components of recruitment Policy

- The general recruitment policies and terms of the organisation
- Recruitment services of consultants
- Recruitment of temporary employees
- Unique recruitment situations
- The selection process
- The job descriptions
- The terms and conditions of the employment

Objectives of Recruitment

Determine the present and future manpower requirements in conjunction with its HRP and job-analysis activities. • Identify and prepare potential job applicants who will be appropriate candidates. • Increase the pool of job candidates at minimum cost. • Increases Success rate of selection

Objectives of Recruitment

Meet the organization's legal and social obligations regarding the demographic composition of its workforce. • Increase organizational and individual effectiveness in the short term and long term.

Objectives of Recruitment

Qualification

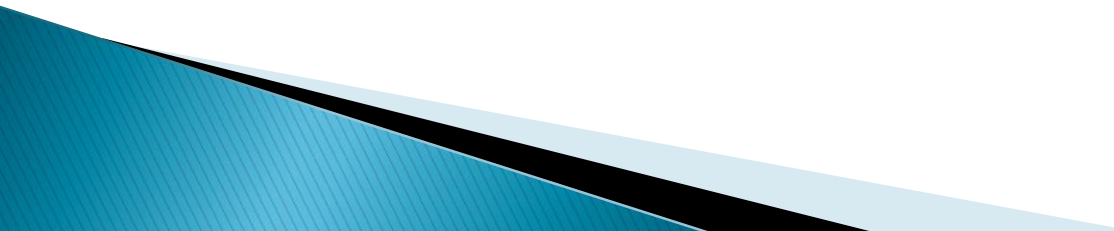
(i) General, and (ii) Special

General Qualifications:

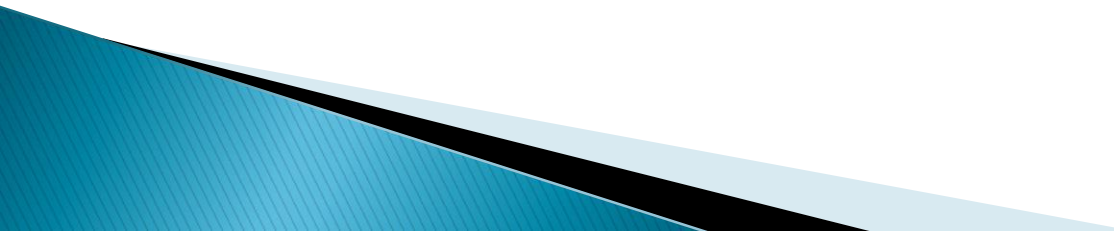
(i) Citizenship(ii) Domicile: (iii) Age

Special Qualifications:

- (i) Educational Qualification
- (ii) Experiences
- (iii) Technical Knowledge
- (iv) Personal Qualifications:



Examination of this problem reveals that generally the following methods have been adopted to determine the qualifications:

- (i) Personal judgment of the appointing officer,
 - (ii) Certificates of ability, character and education,
 - (iii) Record of previous experience—educational and professional,
 - (iv) Examinations—competitive and non-competitive.
- 

Types of Recruitment

Recruitment is the process of finding and hiring suitable candidates (from within internal or external of an organization) to fill the positions. The process involves searching, sourcing and selecting right candidates for the roles to the organization.

What is Recruitment.



Factors Affecting Recruitment :

All organizations whether large or small, do engage in recruiting activity, though not to the same extent. This differs with (I) the size of the organization ; (II) the employment conditions in the community where the organization is located ; (III) the effects of past recruiting efforts which show the organization's ability to locate and good performing people ; (IV) working conditions and salary and benefits packages offered by the organization which may influence turnover and necessitate future recruiting ; (V) the rate of growth of organization ; (VI) the level of season ability of operations and future expansion and production programmes and (VII) cultural, economic and legal factors etc.

METHODS OF RECRUITMENT:-

Direct:- These include sending travelling recruiters to the education and professional institutions, employees contact with public and manned exhibits.

Indirect:- Indirect methods involve mostly advertising in • Newspaper, • Radio, • Journals and • Technical magazines