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## STUDY OF RECRUITMENT AND SELECTION PROCEDURE COMPANY: SUNFLAG IRON & STEEL COMPANY LTD. (SISCO) BHANDARA (M.S.)

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**ABSTRACT :** On the basis of the infrastructure and work strategy it was necessary to appoint the crucial skilled and unskilled employees in the Iron & Steel Plant Company Ltd. situated in Bhandara which is 70 Km away from Nagpur. It was also came to know that the raw material required for the manufacture of iron products is abundantly available in the vicinity of bhandara.

There are two basic questions taken rise in selection and requirement are namely :

1. where are the suitable candidates for vacant jobs available ? &
2. How can the be inform about the jobs available in the organization ?

The answer to the first question lies in identifying the sources of required kinds of personal and the answer to the second question deals with the techniques or methods to stimulating the prospective candidates to apply for vacant jobs in the organization.

**KEYWORDS :** Sunflag Steel Plant : Infrastructure and work strategy , Stimulating Techniques .

### ABOUT COMPANY

Sunflag Iron and Steel Co. Ltd. is a Prestigious Unit of the Sunflag Group. The Plant is Located in the Central Part of India, near Nagpur, at Bhandara, Maharashtra. Within a short period of its inception, Sunflag Iron and Steel Co. Ltd. has expanded its product mix in terms of grades , sizes and supply conditions in order to meet the demand of various user segments. Presently, the company produces wide variety of steels, tailor made to specific requirements of customers in various grades covering all categories like Carbon Steels, Alloy Steels, Free Cutting Steels, Spring Steels, Micro-alloyed Steels, Bearing Steels, Valve Steels, Cold Heading Quality Steels, Tool Steels and Stainless Steels.

Products are available in various profiles - Round Bars, Round Cornered Squares in straight bars, Round & Hexagonal wire Rods as coils, Hexagonal and Flat sections straight bars, as well as Bright Bars (Peeled/Drawn/Ground bars). These products are mainly used for manufacture of Automotive Transmission Gears, Drive Shafts, Steering System, Bearings, Exhaust System and Engine Components through hot forging, cold forming and machining operations. Thus the company has established itself as a major producer and reliable supplier of Alloy and Special Steels in Indian and Overseas Markets.

### Manufacturing Facilities:

✓ Iron Making (Mini blast furnace, Sponge Iron Plant, Sinter plant) ✓ Steel Making ( Electric Arc Furnace, Ladle Refining Furnace (2T nits), Vacuum Degassing, Argon oxygen Decarburization). ✓ Casting (Continuous casting & Ingot casting) ✓ Rolling Mills (Blooming Mill, Alloy Steel Mill, Bar & Section Mill) ✓ Bright Bar Making (Peeled and Ground, Drawn & Ground, SAPPD) Ni/ Heat Treatment (Hardening and Tempering, Normalizing, Annealing, Spheroidizing Annealing, Solution Annealing) ✓ Inspection ( Phased Array Ultrasonic Testing, Magnetic Flux Leakage Testing, Magnetic Particle Inspection, Anti Mix-up Testing) si/ Quality Assurance (ISWICE 17025 approved Testing laboratories by NABL) ✓ R&D

Setup (Scanning Electron Microscope with Electron Dispersive Spectroscopy, Ultrasonic Immersion Testing, Automatic Metallurgical Microscope with Automatic Image Analyzer).

Sunflag Iron and Steel Co. Ltd. is a prestigious unit of the SUN FLAG GROUP. The plant is located in the central part of India at Bhandara, Maharashtra & it is 70 Kms from Nagpur. The plant has a capacity to produce 500,000 tonnes per annum of high quality special steel using liquid pig iron and sponge iron as basic inputs. The main processes at the plant are, — Iron making (Mini Blast Furnace, Sponge Iron Plant, Sinter plant). — Steel Making — Continuous Casting — Rolling Mills — Heat Treatments — Bright Bar Making — Inspection — Quality Assurance

Sunflag steel was incorporated as a Public Ltd Company in the year 1989. Started as a Spring Steel producer, the company has been continuously upgrading its Manufacturing and Quality Assurance Facilities. The company acquired technical skills to produce variety of steel grades conforming to various national & international specifications and customer specific requirements in categories of Carbon Steels, Alloy Steels, Free & Semi Free Cutting Steels, Micro-Alloyed Steels, Stainless Steels, Spring Steels, Valve Steels, Bearing Steels, Cold Heading Quality Steels, and Tool Steels.

Products are available in various profiles — Round Bars, Round Cornered Squares in straight bars, Round & Hexagonal wire Rods as coils, Hexagonal and Flat sections straight bars, as well as Bright Bars (Peeled/Drawn/Ground bars). These products are mainly used for manufacture of Automotive Transmission Gears, Drive Shafts, Steering System, Bearings, Exhaust System and Engine Components through hot forging, cold forming and machining operations. Our products also being supplied to Indian Railways, Ordnance Factories, Power Sectors & other General Engineering areas for manufacture of critical application components. In order to meet the market demands for new grades/applications, improve existing processes and

products and to support our esteemed customers in their efforts for localization of their steel requirements, Sunflag Iron & Steel Co. Ltd. has entered into Technical Collaboration with Daido Steel Company, Japan in the year 2010. This association has proven useful for improvement in Production Process and Product Quality, Development of New Grades, Localization of Steel by the Automobile OEMs. Apart from catering to the Domestic steel requirements, Sunflag Steel also exports to South East Asian Countries, Middle Eastern Countries, European Countries and The United States.

## Nature of Work

Every year young people from all over the world search and apply for their dream internships. Demographics of those applying for coveted internship spots has changed over the years, with high school seniors, college freshman, and college sophomores all vying for positions historically reserved for college juniors and seniors. With all of these new candidates in the mix, employers are rethinking recruitment strategies.

## Why Summer Internship in Sunflag Steel?

Summer internships are usually eight to twelve weeks long and follow the school semesters. Depending on when the student gets out of school, a summer internship usually starts in May or June and continues through August. The most common timeframe for summer internships is to begin right after Memorial Day and to run through the end of the first week of August.

Other Than Experience, What's in It for You? These opportunities can be full-time or part-time, paid or unpaid. All unpaid internships should follow the Guidelines set out by the Department of Labor in the

FLSA (Fair Labor Standards Act). Typically, students are able to receive college credit for their internships, but each school has different policies regarding internship credit.

## Why Pursue an Internship?

Internships provide students with hands-on learning experience even as they gain a glimpse into the real world, giving them a front row seat to a potential career choice. They go into the internship thinking they want to work at a specific company or in a specific industry and they come out of the internship either having confirmed those thoughts or having decided to pursue something completely different. The idea is that they get to know now rather than when they graduate. So many people move into jobs they dislike after graduation because they didn't know any better.

Internships also provide networking opportunities. If you ask most college students about their professional network, they'll admit it doesn't exist. Internships change that. Students leave internships with a Rolodex of professional contacts who can help them gain future employment, whether by serving as a reference or by alerting them to job opportunities.

## Work Provide

In Summer Internship, our Company Guide Mr. Yogesh Maske gave us so much information about company's structure regarding to board of directors and management structure in company. Also he gave us information about recruitment process. Recruiting is the process of generating a pool of qualified applicants for organizational jobs. Recruitment involves searching for and obtaining qualified job candidates in such numbers that the organization can select the most

appropriate person to fill its job needs. In addition to filling job needs, the recruitment activity should be concerned with satisfying the needs of the job applicants. Consequently, recruitment does not only attract individuals to an organization; but also increases the chance of retaining them once they are hired. This can be affected by recruiting people that can 'fit' within the culture of the firm.

They gave us Following information regarding to this project:

## Need of the study

Modern business has been undergoing changes at the fast rate due to changes in the technology, liberisation of economies; etc.. The changes in the business resulted in the severe competition. The business should have knowledgeable employees to have competitive advantage over the competitors. In the words of Thyagarajan, Managing Director, Glaxo, "organization that have world class ambitions will need to nurture knowledge workers" As Adi B.Godrej, Chief Executive Officer, Godrej Soaps puts it, "all corporate strengths dependent on people."

So the best employees can be meet through effective `Recmitment and Selection procedure'.So, in this growing competition recruitment and selection is not remain as an easy task. Ineffective recruitment and selection can make the organization out of the competition. So the purpose of the study is to learn Recruitment and Selection procedure through the SIP program.

## Objective of the study & Sources

To study nature of the job to be filled

To study the type of the personnel

To study the sources of recruitment

To study the selection procedure

Support the organization ability to acquire, retain and develop the best talent and skills.

Determine present and future manpower requirements of the organization in coordination with planning and job analysis activities.

There are two basic questions in recruitment namely,

1) Where are the suitable candidates for vacant jobs available?

2) How can they be informed about the jobs available in the organization?

The answer to the first question lies in identifying the sources of required kinds of personnel and the answer to the second question deals with the techniques or methods of stimulating the prospective candidates to apply for vacant jobs in the organizations.

## Study about Recruitment and Selection Process in Sunflag

,Whenever there is a vacancy in the organization HR have to make a plan about the following :

- No of personnel required
- Type of the personnel required according to the Job specification
- Deciding the source of recruitment
- Strategy Development(where,how,when)

## Factors that attract the applicants

- Interesting work
- Wage / Salary
- Benefits
- Growth / Development Opportunities
- Job Security

## Sources of recruitment

Internal as well as External sources are used in the organization. • Source of the recruitment is decided according to the need, type of the candidate, and the no. of candidate required.

If they require a few no of candidates then they prefer the sources like transfer, promotion, referral, head hunters, and casual callers..

- If they have to fill a no of vacancies then they prefer the sources like advertisement, labour contractor.
- They also take campus interview in the nearby colleges like VNIT Nagpur, MIET Gondia, KITS college of Ramtek, Ramdeo Baba college of Engg. Nagpur, Government Polytechnique Nagpur, Gondia, Durg etc and gives an opportunity to the freshers for making their career in the organization.
- Mostly they gives the adds on the websites of the company for the vacancy.
- Internal source is mostly used for the senior most vacancy.
- The first preference is given to the present employees.

## Standard Recruitment policy and procedure

1. Ensure duly approved Manpower Requisition is received before initiating recruitment procedure.
2. Adhere to the sanctioned Manpower Budget and do the recruitment in line with the Company's Policy.

## EXPERIENCE /FEEDBACK OF SIP

my endeavor to get a strong stepping- stone for future leadership opportunities in my career I am very excited to be able to be a part of Thomson Reuters Leadership Development Program an internship that met all of my predefined criteria. It is close to 9 weeks now since I have joined Thomson Reuters and trust me; it has been a fabulous journey! I have been able to make meaningful contributions on my projects that are helping me to grow personally as well as professionally. Here are a few highlights of my Summer:

### Core project

I have been assigned a project with the Legal team in Thomson Reuters to develop an actionable customer 2-mentation model. This has given me a hands-on experience to practically use the nuances of Marketing and Sales, which I never could have learned from books, The best part is that my supervisors and team members have been very open to my suggestions. Even though I am an intern my ideas have always been welcomed and I have actually been able to execute them in such a short duration of time. I have also organized and led few group meetings, which have contributed in key decision making for the project I am working for. I am also leading interactions on part of my group with other businesses in Thomson Reuters and some external agencies, which is a huge opportunity for an intern. Overall, the responsibility and flexibility I have got on my project is outstanding.

### Team project

Apart from the core project, I am also part of a group project with five other interns. In this project, we are analyzing another business challenge that the company is facing. Besides giving me an opportunity to work on a challenging business problem, this has also led to great team bonding with other Summer Interns and multiple presentations & interaction opportunities with the top leadership team of the company.

## CONCLUSION

By studying the recruitment and selection procedure at Sunflag Iron and Steel Company Ltd. the following conclusions are drawn:

- The recruitment and selection procedure followed by SISCO is very systematic.
- The organization also gives the chance to the fresher to prove themselves.
- The freshers are appointed as trainees i.e. (DET,GET,GT) for a year which helps them to improve the qualities among themselves and be familiar with the practical work and working surrounding. Then the trainees are regularized to probation period for a year if they show good performance. This helps the organization to get a right candidate.
- Each source is not perfect one in itself, both have their respective drawbacks, so the company adopted both internal and external source of recruitment. Each source helps to overcome the drawbacks of each other. = Industrial peace prevails in the enterprise because of the promotional avenues along with this the employees are motivated to improve their performance.
- The Sunflag has different selection criteria for different jobs.
- The organization has adopted new technique of recruitment like Website or e-Recruitment to save the time and to reduce the cost of recruitment.

## SUGGESTIONS

- There should be an increase in the no of tests like aptitude test psychometric etc.
- Recruitment and selection procedure charts should be prepared so as to a get proper guide line.

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