

## RECRUITMENT AND SELECTION-WITH REFERENCE TO TATA MOTORS

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DOI: <https://www.doi.org/10.58257/IJPREMS34823>

### ABSTRACT

Earlier references: In western countries HRM had its primitive beginning in 1930s. Not much thought was given on this subject in particular and no written records or documents interesting to note HRM concepts was available, in ancient philosophies of Greek, Indian and Chinese. This is not to suggest that industrial establishment and factories system, as it is known today, existed in ancient Greece, India or china. The philosophy of managing human being, as a concept was found developed in ancient literatures in general and in Indian philosophy in particular. Personnel functions: Till 1930s, it was not felt necessary to have a separate discipline of management called “Personnel management”. In fact, this job was assigned as part of the factory manager. Adam Smith’s concept of factory was that it consists of three resources, land, labour and capital. This factory manager is expected to “procure, Process and peddle” labour as one of the resources.

**Keywords:** Recruitment Process, Selection Criteria, Motors Company.

### 1. INTRODUCTION

The first time when such a specialist “person” was used; it was to maintain a “buffer” between employer and employee to meet the “legitimate need” of employees. However, it is the employer who decided what “legitimate need” of employees is. In fact, the specialist “person” was more needed to prevent “unionization” of employees. This was the case before 1930-s all over the world.

Environmental Influences on HRM: Since 1930s, certain developments took place, which greatly contributed, to the evolution and growth of Human Resources Management (HRM). These developments are given below:

- Scientific Management
- Labour Movements
- Government Regulations.

#### SCOPE OF HUMAN RESOURCE MANAGEMENT

The Scope of HRM is in deed fast. All major activities in the working life of worker from time of his entry in an organization until he / she leaves, come under the preview of HRM. Specifically, the activities included are Human Resource planning, Job analysis and design, Recruitment, Selection, Orientation and placement, Training and development, Performance appraisal and Job evaluation, employee and executive remuneration and communication, employee welfare, safety and health, industrial relations and the like.

HRM is becoming a specialized branch giving rise to a number of specialized areas like:

- Staffing
- Welfare and Safety
- Wages and Salary Administration
- Training and Development

Figure.1. Scope of HRM

#### INTRODUCTION OF RECRUITMENT AND SELECTION PROCESS:

Recruitment and selection is the process of identifying the need for a job, defining the requirements of the position and the job holder, advertising the position and choosing the most appropriate person for the job. Retention means ensuring that once the best person has been recruited, they stay with the business and are not “poached” by rival companies. Undertaking this process is one of the main objectives of management. Indeed, the success of any business depends to a large extent on the quality of its Staff.

Recruiting employees with the correct skills can add value to a business and Recruiting workers at a wage or salary that the business can afford, will reduce costs.

“Recruitment” is the process of attracting individuals on a timely basis in sufficient number and with appropriate qualifications and encouraging them to apply for jobs in an organization. In practice, recruitment is often very demanding and seldom so straight forward. Experts believe that recruitment and selection will be the top challenges of the 90’s.

“Selection” is the process to choose the individual who can most successfully Performed the job from the pool of qualified candidates. The selection procedure Involves the functions n device adopted in a given company to ascertain whether the candidate’s specifications are matched with the job specifications and requirements or not.

## 2. REVIEW OF LITERATURE

**Title:** A Study on A Study On Investment Avenues With Particular **ARTICLE: 1**

**Title:** A Study of the Recruitment and Selection process: SMC Global

**Author:** Neeraj Kumari

**Source:** Industrial Engineering Letters

**Abstract:**

Better recruitment and selection strategies result in improved organizational outcomes. With referenceto this context, the research paper entitled Recruitment and Selection has been prepared to put a light on Recruitment and Selection process. The main objective is to identify general practices that organizations use to recruit and select employees and, to determine how the recruitment and selection practices affect organizational outcomes at SMC Global Securities Ltd. The research methodology applied is the exploratory. The data was collected through well structured questionnaires. The source of data was both primary and secondary. Sample size was 30. Data analysis has been done with the help of SPSS software. The company considered portals as the most important medium of hiring employees. The employees working in the company consider the employee references are one of the most reliable source of hiring the new employees. Company always takes in consideration the cost-benefit ratio. Keywords: Recruitment, Selection, Reference, Interview, Hiring, Performance.

### **ARTICLE: 2**

**Title:** A STUDY ON RECRUITMENT AND SELECTION  
PROCESS

**Author:** THIRUVENKATRAJ T.R,

**Source:** International Journal of Business and Technopreneurs

**Abstract:**

Better recruitment and selection strategies result in improved organizational outcomes. Recruitment is the process of searching for prospective employees and stimulating them to apply for jobs in the organization. Selection may be defined as the process by which the organization chooses from among the applicants, those people whom they feel would best meet the job requirement, considering current environmental condition. In today’s Competitive business environment, organizations have to respond to the requirements for people. It is important for an organization adopt well structured recruitment policy, which can be implemented effectively to get the best results. This study helps the organization to identify the area of problem and suggest way to improve the recruitment and selection process, this study focus on understanding recruitment and selection process. Convenient sampling is used in this study. The sample size for the study is 100. The tools that are used in this study are Percentage analysis and Chi square test is used.

### **ARTICLE: 3**

**Title:** International Journal of Business and Tehnpreneurship

**Author:** Joseph Olawale Odeleye (BA, ASM, CFA

**Source:** Abeokuta Ogun State Nigeria

**Abstract:**

Increased imbalance between work life balance of employees is an alarming issue now-a-day. Therefore, objective of this study is to investigate the effects of work life balance and employee commitment with a special reference to selected commercial banks in AbeokutaOgun State. A structured questionnaire was used to gather data from the sample of fifty-eight (58), Taro Yamene’s formula was applied to determine the sample size which was selected from the total population. The desired sample size was selected by the use of convenience sampling techniques. The main research instrument used is questionnaire they were administered personally with severe questions relating to the

research objectives. Both independent and dependent variables are measure on Likert Scale rating. The Likert Scale assessment criteria are ranked on a 4-point scale. Statistical Package for Social Science (SPSS, version 23.0) program was used to analyze the data. Demographic data was produced by using frequency and percentage tables. The hypotheses were tested using Analysis of Variance (ANOVA) and Multiple Regression analysis. This study certainly answers the question regarding the impact of work life balance on employee commitment. Having discovered that work life balance has effect on employee commitment, it was recommended that employee should maximize to balance work and other responsibilities with their family members and also find time to take care of their health as well as participating in sports and recreations.

#### RESEARCH GAP:

we highlight five tensions that exist in recruitment and selection (R&S) today and that are centered around the 'efficiency press' and so called 'research-practice' gap. Identified tensions are desires for (1) innovation and efficiency, (2) customization and consistency, (3) transparency and effectiveness, (4) wide-reach and coherence, and (5) diversity and standardization

#### OBJECTIVES:

- ❖ To understand the financial statements of HDFC BANK
- ❖ To study the change in assets and liabilities of the company.
- ❖ To study the liquidity position of the firm.
- ❖ To study the financial health of the company using ratio analysis.

### 3. RESEARCH METHODOLOGY

#### Need For the Study

A well-diversified portfolio reduces unsystematic risk in a large way. Investor prefers among securities which yield higher return for the same risk or lower risk for the same return Investment decisions are based on investment objectives and constraints. Higher the time period of investment less is the uncertainties of investment.

#### Scope of the Study:

The scope of study is limited to collecting the financial data published in the annual reports of the company with reference to the objectives stated above. The main scope of the study is an analysis of the data with a view to suggest favorable solutions to the various problems related to Inventory Control Management.

#### Methodology

##### Sources of Data

Data we collected based on two sources.

- Primary Data.
- Secondary Data.

##### Primary Data

The Primary Data Are Those Information's, which are Collected afresh and for the First Time, And Thus Happen to Be Original in Character.

##### Secondary Data:

The secondary data are those which have already been collected by some other agency and which have already been processed. The sources of secondary data are annual reports, browsing the internet, and magazines.

1. It includes data gathered from the annual reports of (HDFC BANK ).
2. Articles are collected from the official website of (HDFC BANK).

#### Methodology Used:

##### Types Of Financial Statements Adopted:

Following Two Types of Financial Statements Are Commonly Used in Analyzing the Firm's Financial Position

- a. Balance Sheet.
- b. Income Statements.

#### 4. DATA ANALYSIS & INTERPRETATION

##### Comparative Balance Sheet of (HDFC BANK) in the Year between 2022-2023

					(Rupees In crores)
		Years			Changes
Particulars	2022		2023	In Rupees	In Percentage
Liabilities					
\Share Capital	45.74		45.74	0.00	0.00
Reserves & Surplus	930.85		1780.24	349.39	
Revaluation Reserves	5.33		4.17	-1.21	-22.70
Loans					
Secured Loans	971.06		2036.27	565.21	58.21
Unsecured Loans	171.29		434.19	317.87	257.95
Deferred Tax Liabilities	0.00		0.00	0.00	0.00
Current Liabilities					
Provisions	330.39		345.29	19.90	4.51
Current Liabilities	570.67		665.87	95.20	19.68
Total	2975.33		4316.69	1836.36	44.91
Assets					
Net Block	1584.24		2004.35	720.16	66.42
Capital Wip	634.59		864.85	230.26	36.28
Investments	47.83		61.78	18.95	29.20
Current Assets					
Inventories	442.20		589.06	196.89	33.22
Sundry Debtors	273.07		380.20	157.15	39.22
Cash & Bank Balances	40.36		56.57	19.21	40.19
Total Current Assets	755.60		1525.80	270.20	35.76
Loans & Advances	452.89		554.62	151.73	22.46
Fixed Deposits	0.20		0.28	0.15	55.56
Total	2975.33		4316.69	1836.36	44.91

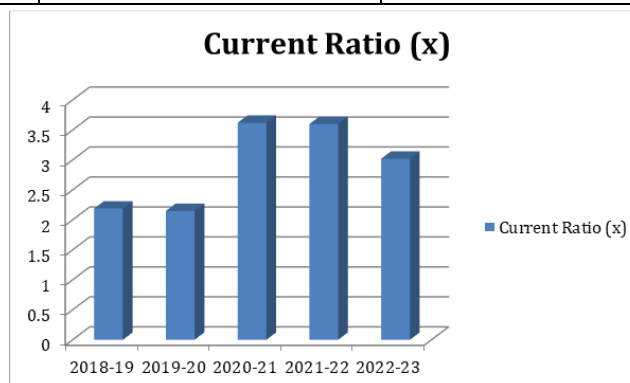
##### Interpretation of comparative balance sheet of 2022-2023

- Reserves & Surplus were increased to 37.53 % (percent) i.e., in Rupees 349.39 crores.
- Revaluation Reserves decreased to 1.21 % i.e., in Rupees 22.70 crores.
- Secured Loans are increased to 58.21 % i.e., in Rupees 565.21 crores. And Unsecured loans highly Increased to 257.95 %.
- Current liabilities and Provisions are increased to 19.68 and 4.51 respectively i.e., in Rupees 95.20 & 19.90 crores.

##### Current Ratio

YEAR	Current Ratio (x)	MEAN ( $\bar{X}$ )	Std. Deviation
2018-19	2.19		

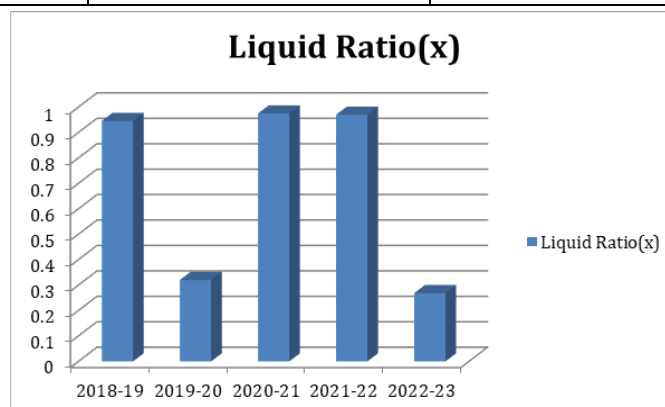
<b>2019-20</b>	2.15	2.9	1.05
<b>2020-21</b>	3.62		
<b>2021-22</b>	3.60		
<b>2022-23</b>	3.02		



**Inference:** From the above table it is inferred that the Current ratio status records the maximum for the financial year 2020-21 and it records the least for the financial year 2020-2021. The current ratio status revolves around the computed mean value (2.9) for the financial years 2018-19 and 2022-23.

#### Liquid Ratio

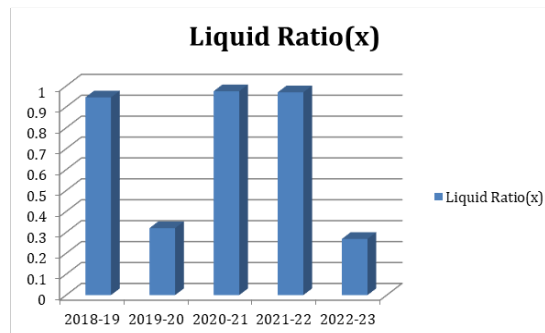
YEAR	Current Ratio (x)	MEAN ( $\bar{x}$ )	Std. Deviation
<b>2018-19</b>	0.94556	0.69	0.5209
<b>2019-20</b>	0.3204		
<b>2020-21</b>	0.975		
<b>2021-22</b>	0.9699		
<b>2022-23</b>	0.2685		



**Inference:** From the above table it is inferred that the Liquid Ratio status records the maximum for the financial year 2021-22 and it records the least for the financial year 2022-23. The liquid ratio status revolves around the computed mean value ( 0.69) for the financial years 2018-19 and 2022-23.

#### Gross Profit

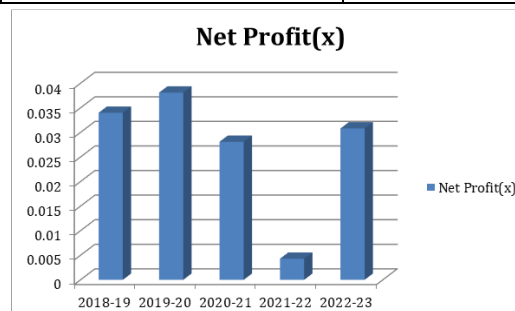
YEAR	Current Ratio (x)	MEAN ( $\bar{x}$ )	Std. Deviation
<b>2018-19</b>	3.49	3.208	0.8200
<b>2019-20</b>	3.71		
<b>2020-21</b>	2.88		
<b>2021-22</b>	2.28		
<b>2022-23</b>	3.43		



**Inference:** From the above table it is inferred that the Gross Profit status records the maximum for the financial year 19-20 and it records the least for the financial year 2021-22. The Gross Profit status revolves around the computed mean value (3.208) for the financial years 2018-19 and 2022-23.

#### Net Profit Ratio

YEAR	Current Ratio (x)	MEAN ( $\bar{x}$ )	Std. Deviation
2018-19	0.0340	0.01974	0.04324
2019-20	0.0381		
2020-21	0.0281		
2021-22	0.0043		
2022-23	0.0308		



**Inference:** From the above table it is inferred that the Net Profit status records the maximum for the financial year 19-20 and it records the least for the financial year 2020-21. The Net Profit status revolves around the computed mean value (0.01974) for the financial years 2018-19.

## 5. CONCLUSION

- The organization should adopt an appropriate capital structure.
- The company's debt-equity ratio is recorded more or less as 1.16 in the year 2018 and it is increased to 4.49 in the year 2022 (current year). The company should adopt a better debt equity mix in the future to control the fluctuations in returns.
- The company should control fluctuations in cash and bank balances as it impacts the current ratio of the company.
- The provisions are showing an increasing trend which indicates risk of debtors. The firm should implement an effective credit management policy. It should utilize its idle funds by decreasing provisions.
- The company should control the heavy increase of manufacturing & administration expenses as it is impacting the operating and net profit of the company.

## 6. REFERENCES

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