

## A Study on Recruitment & Selection Process in Amara Raja Power Systems Ltd, Tirupati

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### ABSTRACT

The human resources are the foremost important assets of an organization. The success or failure of a corporation is largely dependent on the caliber of the people working there in. Without positive and artistic contributions from people, organizations cannot progress and prosper to achieve the goals or the activities of an organization, therefore, they have to recruit people with requisite skills, qualifications and knowledge. A good recruitment & selection process increases organizational outcomes. The human resources department plays a vital role in recruitment & selection process. Because they find the effective candidates for the organization. The main objective of this study is to know the management policies and HR practices While selecting the right candidates for right positions in the company. This study mainly focus on the recruitment and selection process in Amara Raja power systems ltd. Data analysis is done with statistical tools like percentage & column charts analysis and tables.

**KEYWORDS:** Recruitment, Selection, Human Resources

### INTRODUCTION

The human resources are the foremost important assets of an organization. The success or failure of a corporation is largely dependent on the caliber of the people working there in. Without positive and artistic contributions from people, organizations cannot progress and prosper. so as to achieve the goals or the activities of an organization, therefore, they have to recruit people with requisite skills, qualifications and knowledge. While doing so, they need to keep the present as well as the future requirements of the organization in mind. The recruitment and selection is that the major function of the human resource department and recruitment process is the first step towards creating the competitive strength and the recruitment strategic advantage for the organizations.

Recruitment process is searching the candidates for employment and stimulating them to apply for jobs in the organization". Recruitment activity is about links between the employers and the job seekers.

- Edwin. B. Flippo

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Selection is a process of finding and placing the capable candidates for employment, it begins when new recruits are select and ends when their applications are approved. The pool of applications from which new employees are selected.

### Review Of Literature: (Othman et al. 2019)

Recruitment is defind set of general activites for an organization to catch the attention of job applicants that candidates abilities needed to help the company to achieve the goals & objectives.

### (Khan & Abdullah,2019)

According to Khan & abdhullah, HR department responsible for to find the candidate for right position.

### Objectives of the study:

- To know the recruitment and selection process in Amara Raja Power Systems Limited, Tirupati
- To study the management policies in recruitment and selection.
- To know the methods by which potential candidates are communicated about the vacancies.

**Methodology:**

About 80 onroll employees of the organization at random sample were taken out of 160 employees for the study. The data was collected of well framed questions and information gathered through intracting with employees of the organization. The data was primary data.

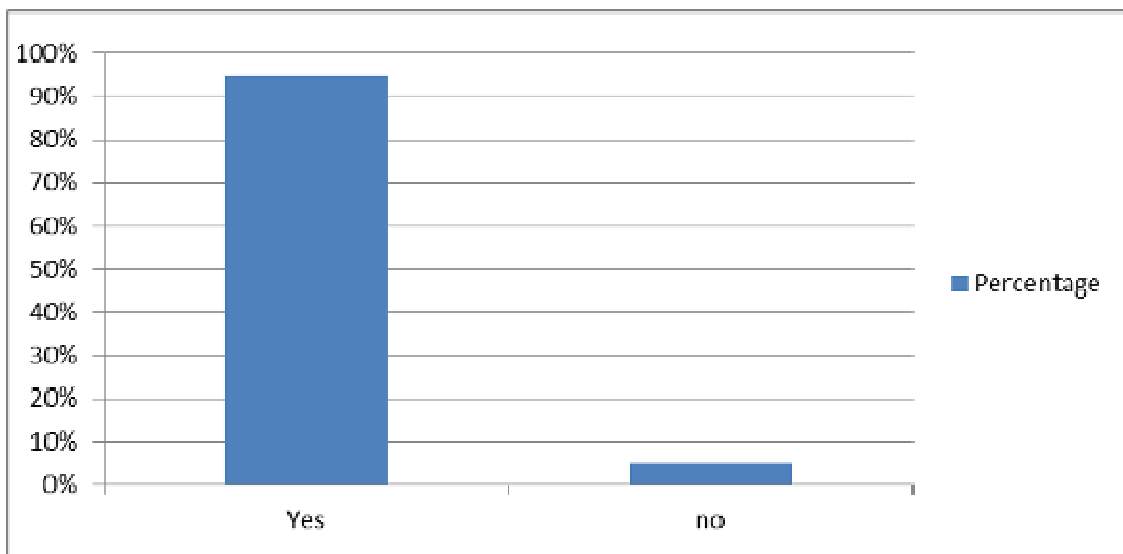
**Scope of the study:**

- This study has been confined to the employees of Amara Raja Power Systems Limited, Tirupati.
- This study mainly focuses on the employee’s requirements and the Recruitment and Selection process at Amara Raja Power Systems Limited.

**Data Analysis & interpretation:**

**Table 1: Are you aware about Recruitment & selection process in this organization**

Opinion	Respondents	Percentage
Yes	75	95%
No	5	5%
Total	80	100%

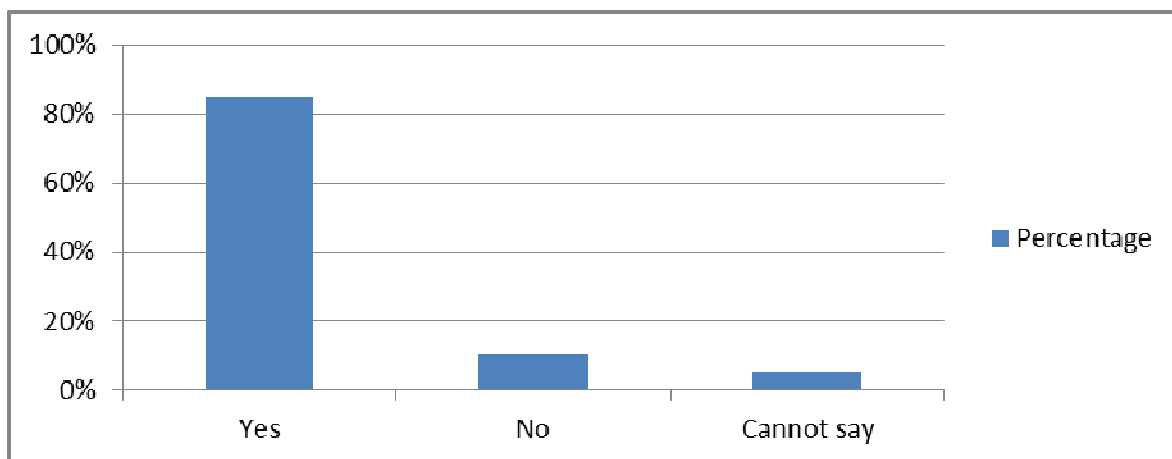


**INTERPRETATION:**

From the above analysis 95% of the respondents have a good awareness about recruitment and selection process in organization. remaining 5% of employees says they have less awareness on R&S.

**Table-2: Is your company maintains recruitment & selection system in systematic manner?**

Opinion	No of respondents	Percentage
Yes	65	85%
No	10	10%
Cannot say	5	5%
Total	80	100%

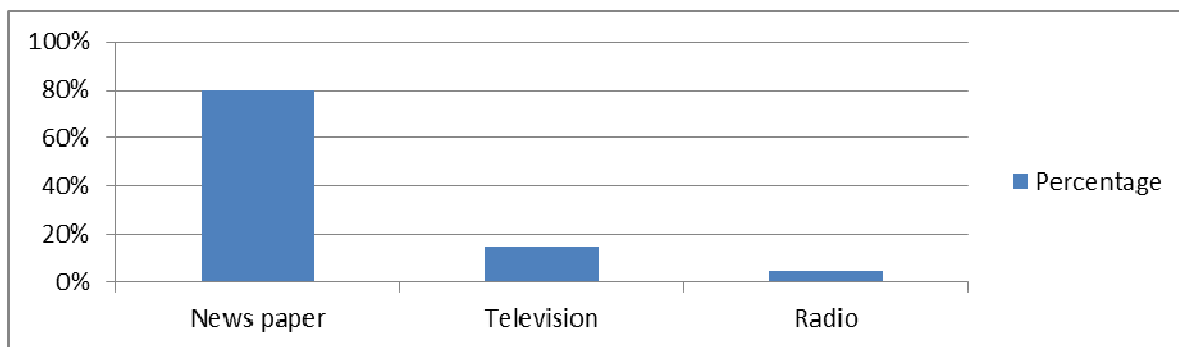


**INTERPRETATION:**

From the above data, observe that 85% of employees are accepting that the company was following a good recruitment & selection system, 10% of employees says no, 5% of respondents says cannot say about the system.

**Which media is highly suitable for recruitment in your company.**

Opinion	Respondents	Percentage
News paper	60	80%
Television	10	15%
Radio	10	5%
Total	80	100%



**INTERPRETATION:**

In the company, 80% of respondents opinion is newspaper is suitable media for recruitment in Organization, because it will easily click the people, 15% says television, 5% says Radio.

**Findings:**

- From this survey 95% of the respondents have a good awareness about recruitment and selection process in organization
- From this survey, it is clear that majority of 50% employees are highly satisfied with the recruitment procedure in the organization.
- Majority of respondents said that, there is a bias in the selection of employees.
- From this study 80% of respondents opinion is newspaper is suitable media for recruitment in Organization.
- From this survey 80% of the employees responded the company was following excellent recruitment & selection system.

**Suggestions:**

- The company may be suggested to adopt the recruitment and selection procedure free from personal bias and prejudice so the organization may get genuine candidates to the right job.
- As far as the modes to know the vacancies of recruitment, the company may go for advertisement in the newspapers or any other mass media and employment exchanges for effective transfer of the vacancy information besides other modes.
- Not all the employees satisfied HR clearly defines the job description & job specifications in the recruitment process the company ensures that there is 100% satisfaction in the company.

**Conclusion:**

This study reveals the Process of recruitment and selection in Amara Raja Power Systems Limited in karakambadi. The overall study has given the step by step process in the first function of human resource management that is, acquisition and the Policies and Strategies followed by the company and how well the organization is prepared towards achieving its goals and objectives by handling the human resource in a proper way.

This study, though confined to the area of Studying the recruitment and selection process, has also infused the organizational behavior, culture and the process of work flow which gave me an opportunity in understanding the real environment of business operations.

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