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A STUDY ON RECRUITMENT AND SELECTION AT INDIAN OIL CORPORATION-HYDERABAD

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Abstract

Human resource management includes selecting and recruiting new employees. The organization hopes that by hiring the most qualified candidates, it can achieve its aims and objectives. Searching for, evaluating, and ultimately selecting the most qualified candidates for available positions. This is a brief overview of effective strategies for selecting and recruiting new team members. Human resource management includes selecting and recruiting new employees. The organization hopes that by hiring the most qualified candidates, it can achieve its aims and objectives. Finding, screening, interviewing, and ultimately selecting the most qualified candidates for available positions is what recruitment and selection is all about. The hiring process, factors affecting hiring, planning, methods for hiring, interviews, selection criteria, and making an offer are just some of the subjects that will be covered in this course. The methods of hiring and picking are special. Recruitment is the process of attracting potential candidates to an open position, whereas selection is the process of choosing one applicant over others. It's crucial for any company to hire people with the correct set of talents, experiences, and perspectives. People who can think creatively and continually improve their talents are essential to groups that last the long haul. As a result, the company has a better opportunity of distinguishing itself from rivals. More information and expertise are needed than are now available to carry out long-term planning effectively.

Key words; Recruitment, selection HR Strategy, hiring process, long term planning

INTRODUCTION

Human resource management includes selecting and recruiting new employees. The organization hopes that by hiring the most qualified candidates, it can achieve its aims and objectives. Searching for, evaluating, and ultimately selecting the most qualified candidates for available positions. This is a brief overview of effective strategies for selecting and recruiting new team members. Human resource management includes selecting and recruiting new employees. The

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The methods of hiring and picking are special. Recruitment is the process of attracting potential candidates to an open position, whereas selection is the process of choosing one applicant over others. It's crucial for any company to hire people with the correct set of talents, experiences, and perspectives. People who can think creatively and continually improve their talents are essential to groups that last the long haul. As a result, the company has a better opportunity of distinguishing itself from rivals. More information and expertise are needed than are now available to carry out long-term planning effectively.

Individuals are employed as predictors of future performance in the workplace during the selection phase. As with any predictions or educated assumptions, there is no assurance that these will be accurate. We'll go over the two main categories of voter error and explain how to avoid them. When a candidate is selected who turns out to be unqualified, this is known as a false positive or an incorrect affirmation.

False negatives occur when competent and gifted individuals who could have performed better are unfairly rejected.

False positives are a concern for businesses because they can lead to subpar work performance and expensive errors in judgment. If there were stricter criteria for entry, it's likely that the frequency of false positives would decrease. Those who don't meet the requirements are automatically disqualified under this criterion.

The success of an organization is significantly impacted by the judgments made about its potential employees. Because if the wrong people are hired, the company could suffer significant financial losses. The

organization has to implement a stricter selection process to improve output generally. It is no longer as crucial to employ employees with complete domain expertise as the demand for a versatile, multitalented workforce and teamwork increases. Skills in adapting to new situations and collaborating effectively with others may be more valuable than natural ability.

There are two main categories of employment. Recruitment include both internal and external employment processes. The process of finding and hiring persons who are not currently employed is known as "external recruiting." The process of hiring current employees is known as "internal recruiting."

MEANING OF RECRUITMENT & SELECTION:

Recruitment

The term "full-cycle recruiting" refers to the HR department's monitoring of all stages of the hiring procedure. Finding potential employees whose qualifications are a fit for open positions is the first stage in a comprehensive hiring strategy. The traditional methods of job hunting have evolved due to the proliferation of work and career websites. Many newspapers have stopped including help-wanted ads in their Sunday papers in favor of online employment boards like CareerBuilder and Monster.

Selection

It's worth it to invest in setting up and doing an interview when a job applicant has the necessary skills. Interviews are becoming increasingly significant in the recruiting process as recruiters and managers consider

factors beyond a candidate's experience and skills when making a decision. Soft talents, such as the ability to work well with others and contribute to a team, are highly sought for. They are also interested in learning what the prospect has to offer that no one else does. Those seeking positions in management or as directors should anticipate being interviewed by a panel who will evaluate them based on their interpersonal and sales abilities as well as their ability to work well with others.

NEED OF THE STUDY:

- The study's overarching objective is to provide light on the practical applications of theoretical understandings of the selection and hiring procedure.
- To learn more about Indian Oil's hiring practices, please click here.
- Determine the efficacy of INDIAN OIL's candidate screening and hiring procedures.
- The organization's attitude toward documentation in the future will shift based on the specifics of active projects. They will learn from this project the value of keeping accurate cost records and accounting systems to reduce waste and unexpected expenditures.
- That I take away useful knowledge from this is the most crucial aspect. The meetings, interviews, data collection, project planning, and everything else I did for this project gave me confidence in the future job I will undertake. In the future, I can also seek for a U.G.C. research grant, and in the meantime, I can conduct research.
- The study's overarching objective is to provide light on the practical applications of theoretical understandings of the selection and hiring procedure.

- For a deeper understanding of the interview and selection procedure.

SCOPE OF THE STUDY:

- There are one hundred people directly affected by the investigation into INDIAN OIL.
- The process of selecting and employing new employees is complex. Therefore, utilizing effective methods is crucial during the recruitment process. When it comes to selecting new employees, each organization has its own set of regulations and procedures.
- Only Hyderabad is being considered at the present, but Indian oil is also a factor.

OBJECTIVES OF THE STUDY:

The research is meant to provide light on the practical applications of academic understanding of the recruitment and selection procedure.

- To study the present sources of recruitment in the organization.
- To study the process after application review.
- To study the various interview tests in process of selection.
- To know how long different to choose final candidates for job.
- To give suitable suggestions for the organization.

REVIEW OF LITERATURE

1. **Edward Tristram Albert (2019)**, has published on "AI in talent acquisition: a review of AI-applications used in recruitment and selection" in Strategic HR Review has said that it is specifically, this research investigates the level, rate and potential adoption areas for AI-tools across the hiring process. It provides a comprehensive overview of the state of AI in R&S which helpful for academics and practitioners.

2. **Muhammad Munawir Pohan, M. Nurzen S (2021)** has published on “The Quality Improvement of Educator Recruitment and Selection System in Madrasah” in Indonesian Journal of Islamic Education Studies has said that the research procedures include theme selection, literature reading, formulation of research focus and problems , data collections, data improvement, data processing and data analysis.
3. **Ida Ayu Pradnyani Utami Manuaba, Gede Sri Darma (2021)**, has published on “ Examining Recruitment Strategies and Millennial Employee Selection” in International Research Journal of Management, IT and Social Sciences, has said that the actual form of recruitment strategy consist of recruitment preparation , dissemination of job vacancies online, acceptance of applications and through the internship program.
4. **Esther Tawarar, Dr. Sylvia C. Sirai, Dr. Victor Lusala Aliata (2021)** has published on “ Influence of Recruitment And Selection on Retention of Teachers Service Commission Secretariat Staff in Busia County, Kenya” in Journal of Human resource and Leadership has said that Employee retention has been a key source of competitive advantage as well as achievement of business goals and objectives. It revealed that recruitment and selection had a positive significant on retention.
5. **Olajide Ore, Martin Sposato (2022)** multinational organization has published on “Opportunities and risks of artificial intelligence in recruitment and selection” in International Journal of

Organizational Analysis has said that artificial intelligence (AI) in recruitment and selection by exploring the perspectives of recruitment professionals in multinational organizational.

RESEARCH METHODOLOGY

DATA COLLECTION METHODS:

The study's data came from a mix of primary and secondary resources.

Primary Data;

The best approach to learn something is to hear it from the person who knows most about it. We did some surveying and some in-person talking.

(a) Interview method:

In this study, Indian Oil Corporation Hyderabad branch employees and management were polled on their opinions of the company's hiring and selection procedures. Department heads were interviewed more frequently than any other group member.

Secondary Data:

What we call second-hand information is data that has already been recorded and is passed along to another party through an intermediary. The company's HR journals were mined for data for a wide range of purposes, including but not limited to: internal HR usage; departmental curiosity about HR's progress on various initiatives; employee curiosity about the HR department's performance evaluation and bonus structure; and so on.

Sampling technique:

A Sample of 100 is selected through convenient random sampling.

Sample Size: 100

LIMITATIONS:

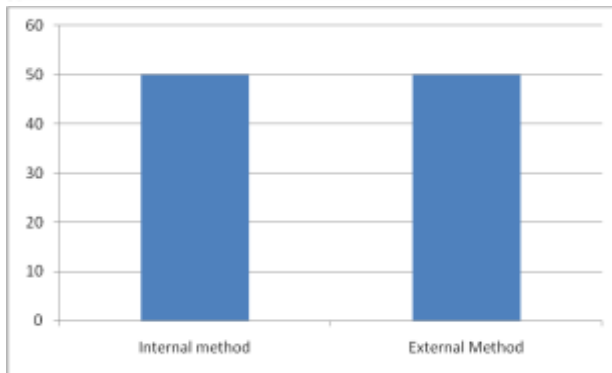
- There will be a deadline in 45 days.
- Due to time constraints, only subsets of corporate employees are interviewed for the survey, even though the data is collected during working hours.

- It was challenging to gain helpful input from employees due to time constraints and their hectic schedules. The privacy details were also compromised.

DATA ANALYSIS AND INTERPRETATION

1 . How did they manage to track you down?

S. No	Response	No of Respondents	Percentage
1	Internal method	50	50%
2	External Method	50	50%
	TOTAL	100	100%

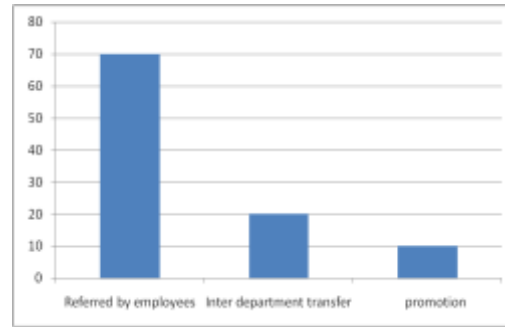


INTERPRETATION

Half of the comments came from within the company, while the other half came from outside sources, as shown in the table above.

2. If you were promoted from within, how did that happen?

S.no	Response	No of Respondents	Percentage
1.	Referred by employees	70	70%
2.	Inter department transfer	20	20%
3.	promotion	10	10%
	TOTAL	100	100%

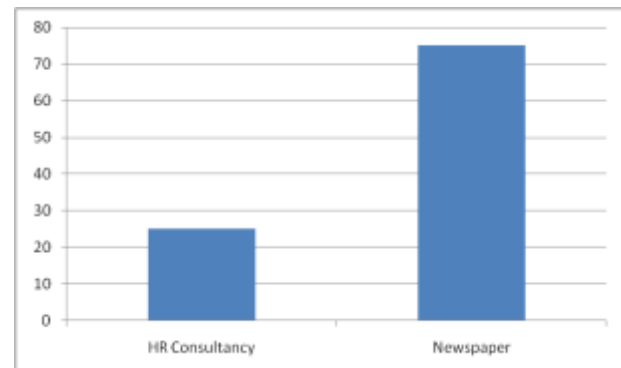


INTERPRETATION

In addition to word-of-mouth and cross-departmental recruitment, the corporation also uses promotions and internal job postings to fill open positions. These strategies are utilized at a rate of 70%, 20%, and 10%, respectively.

3. tell me about the time you weren't the one to initiate your own job search?

S. No	Response	No of Respondents	Percentage
1.	HR Consultancy	25	25%
2.	Newspaper	75	75%
	TOTAL	100	100



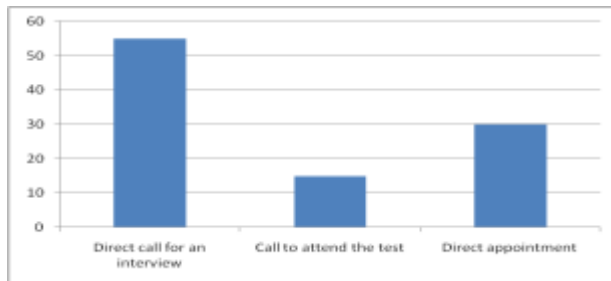
INTERPRETATION

According to the numbers, anything from 75% to 25% of the people the company hires

are found through non-internal channels like HR consultancy and newspaper ads.

4. After reviewing your application, how did the organization get in touch with you?-

S. No	Response	No of Respondents	Percentage
1	Direct call for an interview	55	55%
2	Call to attend the test	15	15%
3	Direct appointment	30	30%
	Total	100	100%

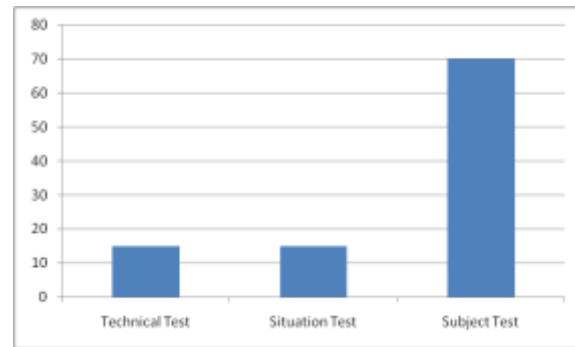


INTERPRETATION

The chart shows that of those who responded, 55% were open to an in-person interview, 15% to a phone interview, and 30% to a face-to-face meeting.

5. What kind of tests have you taken if you've had to?

S. No	Response	No of Respondents	Percentage
1	Technical Test	15	15%
2	Situation Test	15	15%
3	Subject Test	70	70%
	Total	100	100%

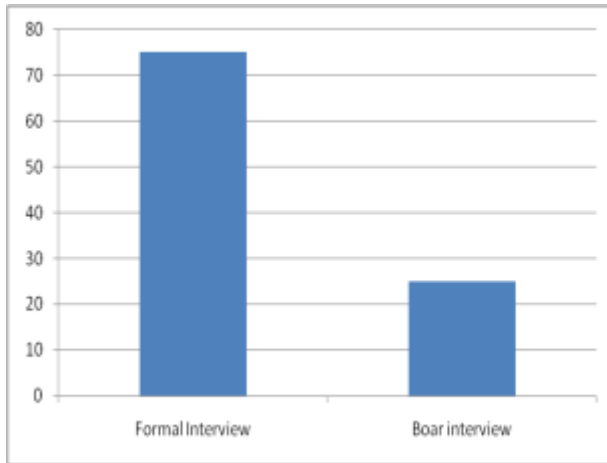


INTERPRETATION

A total of 70% of respondents attempted and passed the theme test, while 15% completed and passed the technical test.

6. The sixth question concerns the type of interview you experienced if you were invited to one?

S.no	Response	No of Respondents	Percentage
1	Formal Interview	75	75%
2	Boar interview	25	25%
	Total	100	100%

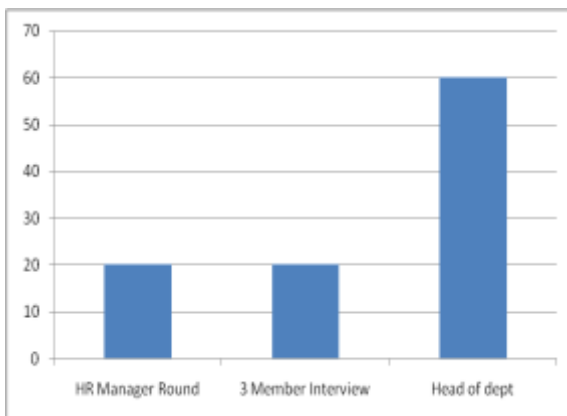


INTERPRETATION

The data shows that formal interviews were completed by 75% of respondents, whereas stress interviews and board interviews were completed by 25%.

7. Have you given many public speeches before?

S. No	Response	No of Respondents	Percentage
1.	HR Manager Round	20	25%
2.	3 Member Interview	20	25%
3.	Head of dept	60	60%
	Total	100	100%

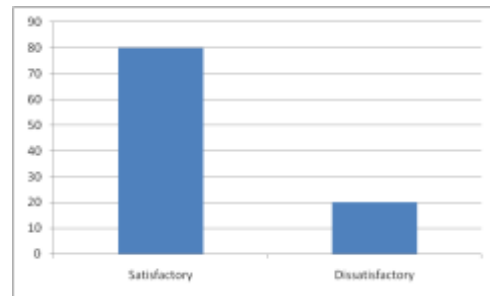


INTERPRETATION

The table illustrates that the HR manager was involved in 20% of the responses, the three-member committee in 20%, and the department head in 60%.

8. How satisfied are you with the hiring and employment procedure?

S.no	Response	No. Of Respondents	Percentage
1	Satisfactory	80	80%
2	Dissatisfactory	20	20%
	Total	100	100

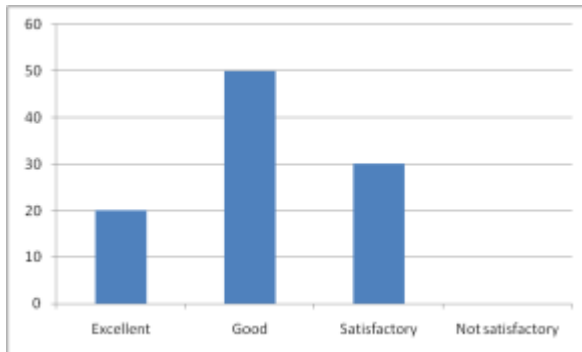


INTERPRETATION

Eighty percent of people are content with their lives, according to the data in the table and the picture.

9. How would you rank the company's methods of recruiting and selecting new staff members?

S.no	Response	No. Of Respondents	Percentage
1	Excellent	20	20%
2	Good	50	50%
3	Satisfactory	30	30%
4	Not satisfactory	0	0%
	Total	100	100

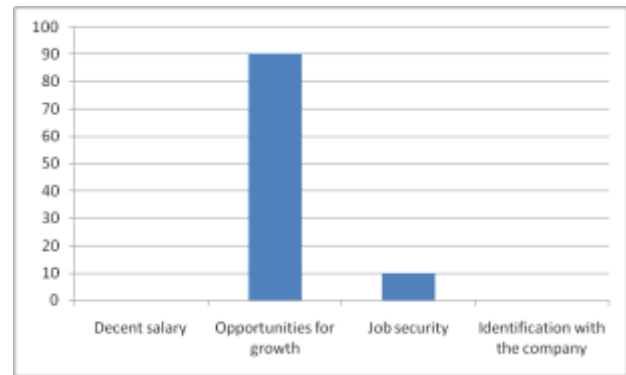


INTERPRETATION

Thirty percent of workers feel the hiring and selection process is adequate, twenty percent feel it is outstanding, fifty percent feel it is excellent, and twenty percent feel it is simply acceptable.

10. Which of the following ten reasons prompted your interest in working for Indian Oil?

S.no	Response	No of Respondents	Percentage
1	Decent salary	0	0%
2	Opportunities for growth	90	90%
3	Job security	10	10%
4	Identification with the company	0	0%
	Total	100	100%

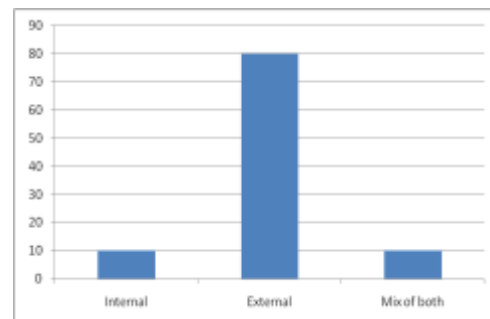


INTERPRETATION

Ninety percent of employees cite Indian Oil's career opportunities and commitment to job security as reasons for choosing to work there.

11. In your opinion, what is the most trustworthy method of finding a job?

S.no	Response	No of Respondents	Percentage
1	Internal	10	10%
2	External	80	80%
3	Mix of both	10	10%
	Total	100	100%

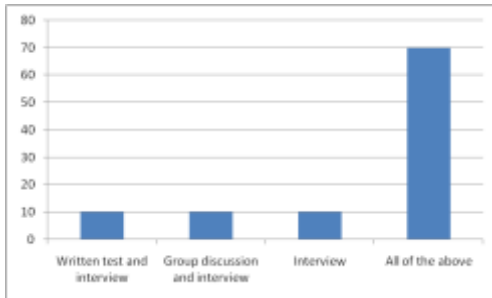


INTERPRETATION

Only ten percent of workers favor internal promotions, while eighty percent choose external hires.

12. Which of these factors affected your hiring and selection processes?

S.no	Response	No of Respondents	Percentage
1	Written test and interview	10	10%
2	Group discussion and interview	10	10%
3	Interview	10	10%
4	All of the above	70	70%
	Total	100	100%

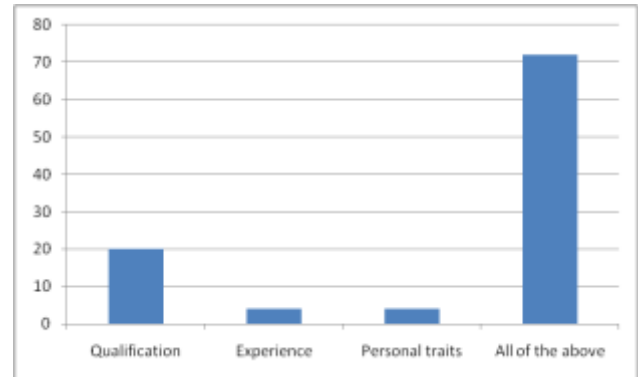


INTERPRETATION

Ten percent of the workforce is selected via written examinations and interviews. Interviews and focus groups will be used to choose 10% of the workforce. The interview only accounts for 10% of the total weight in the selection process, which otherwise relies heavily on other factors..

13. When you're interviewing for a job, what do you think an employer cares about the most?

S.no	Response	No of Respondents	Percentage
1	Qualification	20	20%
2	Experience	4	4%
3	Personal traits	4	4%
4	All of the above	72	72%
	Total	100	100%

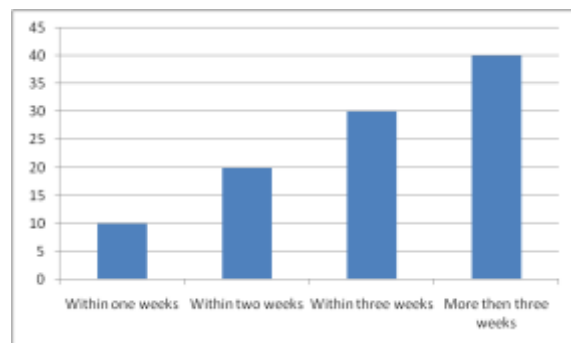


INTERPRETATION

Only 28% of workers disagree completely, while 20% disagree only about qualifications, 4% disagree only about experience, and 4% disagree only about personality attributes.

14. How long did it take to conduct the interviews and make the final selections?

S.no	Response	No of Respondents	Percentage
1	Within one weeks	10	10%
2	Within two weeks	20	20%
3	Within three weeks	30	30%
4	More then three weeks	40	40%
	Total	100	100%

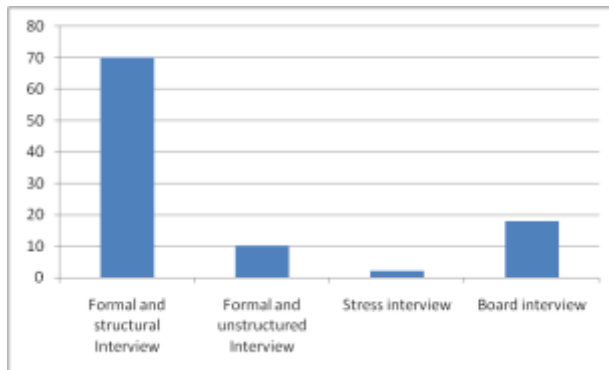


INTERPRETATION

The first week will cost you 10%, the second week 20%, the third week 30%, and the fourth week 40%.

15. In what way did they question you?

S.no	Response	No of Respondents	Percentage
1	Formal and structural Interview	70	70%
2	Formal and unstructured Interview	10	10%
3	Stress interview	2	2%
4	Board interview	18	18%
	Total	100	100%



INTERPRETATION

Seventy percent are scheduled and formal, ten percent are impromptu, two percent are distressing, and eighteen percent are with the board.

FINDINGS

- Half of the comments came from within the company, while the other half came from outside sources, as shown in the table above. Recruitment strategies also make use of employee referrals, cross-departmental recruiting, and internal promotions. These strategies are utilized at a rate of 70%, 20%, and 10%, respectively.
- The data shows that newspaper ads account for 75% of the company's external hiring, while HR recommendations account for 25%. According to the data, a majority (55%) of respondents preferred direct contact

for an interview, while a sizable minority (15%) preferred direct contact for the exam and 30% preferred direct contact for an appointment.

- A total of 70% of respondents attempted and passed the theme test, while 15% completed and passed the technical test. The data shows that formal interviews were completed by 75% of respondents, whereas stress interviews and board interviews were completed by 25%.
- The table illustrates that the HR manager was involved in 20% of the responses, the three-member committee in 20%, and the department head in 60%. The data in the table and graph above shows that only 20% of purchasers are dissatisfied.
- Only 20% of workers are satisfied with the hiring and selection process, while 50% are satisfied and 30% are not. Ninety percent of employees cite Indian Oil's career opportunities and commitment to job security as reasons for choosing to work there.
- Only ten percent of workers favor internal promotions, while eighty percent choose external hires. Ten percent of hires are determined by a combination of a written test and an interview, ten percent by a group discussion and an interview, ten percent by an interview alone, and seventy percent by some other factor.
- Twenty percent of workers put their faith in innate talent, four percent in hard-won experience, and four percent in inborn character attributes.
- The first week will cost you 10%, the second week 20%, the third week 30%, and the fourth week 40%. Seventy percent of interviews are formal and prearranged; ten percent are informal; two percent are stress; and eighteen percent are board.

SUGGESTIONS

- While INDIAN OIL employs a number of recruitment strategies, it is in the best interest of the public at large, and especially of Marketing Executives, to learn about and employ these strategies themselves.
- Workers who have been "long sick" or "long absent" should be included in the recruiting need analysis and sent to training programs because of the importance of skills and the correlation between on-the-job and off-the-job time spent.
- In light of the she duke's directive, upper management should seriously consider issuing strong orders to management in order to dismiss workers who will need to be rehired for additional training.
- Indian Oil is a vital community service, so keeping an eye on customer feedback and responding appropriately is essential. This is especially crucial given the trust placed in consumer protection boards by the traveling public.

CONCLUSIONS

- The research yielded the following findings:
 - The ideal place to find new hires depends on a number of criteria, including the position's requirements and the company's budget.
 - Word-of-mouth among current employees is the most common source of new hires.
 - The hiring committee or team is responsible for administering all necessary assessments, interviews, etc.
 - Most conversations rely on in-depth interviews.
 - Skills, experience, and attitude are all crucial factors to consider while making a hiring decision.

- When there are sufficient persons in the labor force, job openings can be quickly filled.
- Human resources personnel and workers interact amicably.
- Happiness on the job within the organization.
- The company considers its workers' evolving requirements.

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