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**“Study of Recruitment and Selection Procedure of Bosch Ltd. Satpur, Nashik”**

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DOI- [10.5281/zenodo.10156209](https://doi.org/10.5281/zenodo.10156209)

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**Abstract:**

Recruitment is the most important function of human resource management. The term ‘recruitment’ stands for the process by which manpower is secured and motivated for the jobs in an organization. Recruitment helps the human capital in the right direction which converts the various factors of production into the final production. The main purpose of recruitment is to provide an adequate number of candidates for each job in the organization. Recruitment forms a step in the process which continues with selection and ceases with the placement of candidates. It is the next step in the procurement function, the first being the manpower planning. Recruiting makes it possible to acquire the number and type of people necessary to ensure the continued operation of the organization. Recruiting is the discovery of potential applicants for actual or anticipated organization vacancies. The selection procedure is concerned with procuring relevant information about the candidate. The objective of the selection procedure is to select the best qualified candidate and to place him in jobs for which he is best suited. Every organization has its own selection procedure. The number of selection procedures may differ from organization to organization and also from job to job.

**Keywords:** Human Capital, Human Resource Management, Human Resources, Manpower planning, Recruitment policy.

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**Introduction:**

Human resources are the backbone of every organization. The needs of manpower differ from organization to organization and job to job. Hence, every organization has to predict and anticipate the requirement of proper human resources. Manpower planning involves the recruitment of the right person at the right time and at right remuneration. It is the responsibility of the human resource management to recruit the suitable candidates for the various jobs in the organization. A proper policy should be framed for the right recruitment. Recruitment is the most important function of human resource management. The term ‘recruitment’ stands for the process by which manpower is secured and motivated for the jobs in an organization. Recruitment helps the human capital in the right direction which converts the various factors of production into the final production. The main purpose of recruitment is to provide an adequate number of candidates for each job in the organization. Recruitment forms a step in the process which continues with selection and ceases with the placement of candidates. It is the next step in the procurement function, the first being the manpower planning. Recruiting makes it possible to acquire the number and type of people necessary to ensure the continued operation of the organization. Recruiting is the discovery of potential applicants for actual or anticipated organization

vacancies. The selection procedure is concerned with procuring relevant information about the candidate. The objective of the selection procedure is to select the best qualified candidate and to place him in jobs for which he is best suited. Every organization has its own selection procedure. The number of selection procedures may differ from organization to organization and also from job to job.

**Selection of Topic:**

Recruitment and selection process is an important part of human resource management. At the time of recruitment and selection people don't have an idea about the procedure of the BOSCH LTD. There is also Lack of knowledge, regarding recruitment and selection procedure in BOSCH LTD. Nashik.

**Statement of Research Problem:**

In quest of all the queries cited above research development the interest to take entitled a comparative study of “**Study of Recruitment and Selection Procedure of Bosch Ltd. Satpur, Nashik**”

**Review of Literature:**

**1. Thimmanna G (2016)** Globalization has many implications for the firm that may entail the diversity of cultures of Society. Human Resource Management in today's era has to mount the expertise, mindset and capabilities that are needed to

gain a competitive edge on a global scale. Human Resource managers must be on a continuous look out for creativity and innovation as it is known to be the key to success. It depends highly on Human Resources to face the challenges of globalization which has given an entirely new view to organizations. The organization has grown savvier in using technology hence it is important to adopt all changes. Not only globalization effects but also some other factors like technological changes, competency of existing employees and well developed skill and knowledge among younger generation of society, laws and regulations regarding employee benefits and increasing competition in business environment will be a very challenging thing which a Human Resource manager must have to keep in mind while recruiting and selection of the best employee.

**2. Dr. A.Varadaraj (2021)** Digital (Human Resource Management) is digital upgrading in the field of Human Resource management of business. The working process of DHRM will take place through mobile, electronic media, social media through the internet and social media, and also with the help of IT (information technology). All these resources will make Human Resources Management more significant in the present situation. Digital Human Resources Management is capable of doing Human work by means of software, through several apps of business, and with the internet embedded in it. Digital Human Resource will assist organizations through the optimization of Social media, Mobile, Analytics, and Cloud (SMAC) technology, towards management and responsibility in helping them to ensure that assumptions and expectations within the organization drive the right behavior of human resources.

**3. Andrei Pungan (2022)** This study follows the employee motivation calculus of Charles Handy conducted in a large, various type of multinational company's branch located in Romania. The findings have been obtained by analyzing the responses to our questionnaire that tracks the "E" factors from a representative and diverse sample and comparing the results to the individual performance score given by their supervisor of business.

**4. Dipak Vishwanath Dokhale (2021)** Human resource management ensures the right quality and quantity of personnel in the workplace of organization, apart from which, it creates various

types of opportunities to facilitate and motivate individuals and groups of employees to grow and advance their career. Motivated employees work hard to meet their personal career goal which directly influences productivity of the organization. Minimizing cost and maximizing profit is the essence of productivity of an organization. The study would provide the management valuable inputs regarding human resources management. The recommendation and suggestions by this research work would guide in knowing the various human resources management methods to the respective employee beside various techniques to manage the organization advantage. Based on human resources management programmed in vogue, it is easier to identify the gap between the actual objective and the actual performance demonstrated by the employee. Thus the human resources management can easily be reviewed.

#### **Objective of Research Study:**

1. To study the concept of Human Resource Management.
2. To study the profile and theoretical background of Bosch Ltd. Nashik
3. To study in detail the recruitment and selection procedure of Bosch Ltd. Nashik
4. To draw appropriate conclusions based on the study.
5. To provide appropriate valuable suggestions based on the study.

**Hypothesis:** Based on the objective of the study:

1. The recruitment of employees in Bosch Ltd. is mainly done through internal sources.
2. The function of recruitment and selection is carried out very effectively and accurately.

#### **Research Methodology:**

Methodology means the actual set of methods of data collection, which are used for the collection of relevant data for the research paper study. The study necessitated both the primary & secondary data of Bosch Ltd. The questionnaires are designed & interviews of the public were conducted in order to collect primary data & some desk work was carried out to collect secondary data. The research methodology followed for data collection consisted of following sources. Primary data are those, which are fresh and thus happen to be original characters. Secondary data are those which have been collected though by other various agencies.

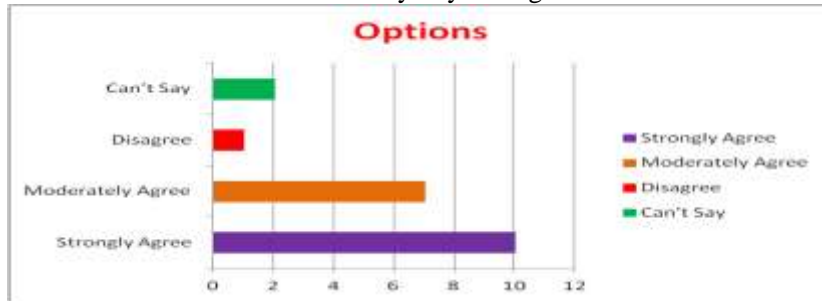
**Analysis and Interpretation of Data:**

**Table No.1** Is there a well-defined Recruitment Policy in your organization?

Sr. No	Options	No.
1	Strongly Agree	10
2	Moderately Agree	7
3	Disagree	1
4	Can't Say	2

**Source:** Primary Data

**Graph No.1** Is there a well-defined Recruitment Policy in your organization?



**Source:** Primary Data

An organization must have a well-defined recruitment policy corresponding to the company and vacancy requirements. Existing employees can give fair feedback on the suitability of the policy. 50% employees feel that the organization's

recruitment policy is strong and well defined. And 45% of employees feel that the organization's recruitment policy is moderately agreed. Majority of employees feel that policy is well defined which is a great morale victory on the part of management.

**2. Table No.2** Do you think the need for manpower planning is given due consideration in your organization and the manpower requirement is identified well in advance?

Sr. No	Options	No.
1	Strongly Agree	6
2	Moderately Agree	9
3	Disagree	3
4	Can't Say	6

**Source:** Primary Data

**2. Graph No.2** Do you think the need for manpower planning is given due consideration in your organization and the manpower requirement is identified well in advance?



**Source:** Primary Data

Human Resource Planning is understood as the process of forecasting an organization's future demand for, and supply of, the right type of people in the right number. 27% say that manpower planning is given due importance and manpower

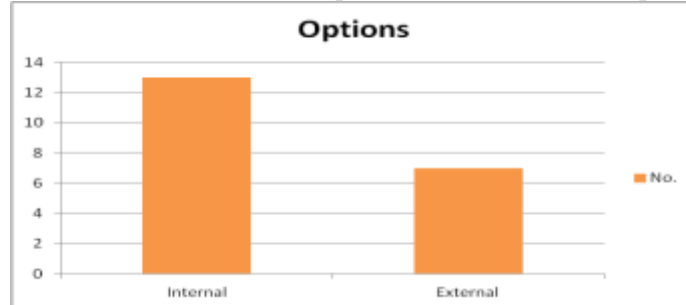
requirements are identified in advance. 13% of employees disagree. They think that no due consideration is given to manpower planning in advance.

3. Table No. 3 Which source of recruitment is relied upon when an immediate requirement arises?

Sr. No	Options	No.
1	Internal	13
2	External	7

Source: Primary Data

3. Graph No. 3 Which source of recruitment is relied upon when an immediate requirement arises?



Every organization has the option of choosing the candidates for its recruitment processes from two kinds of sources: internal and external sources. Responding to recruitment source questions, almost all the employees say that internal sources are relied upon when there is any immediate

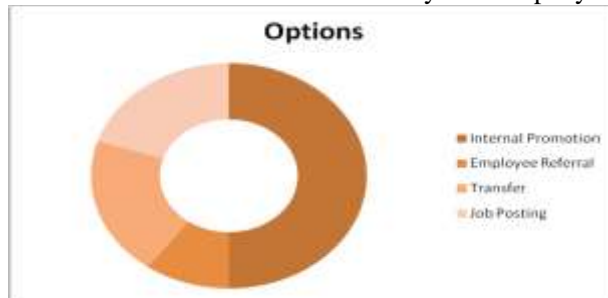
manpower requirement in the company. Analysis clearly shows that 80% say that internal sources are better to be opted for immediate opening in organization as companies can have sufficient knowledge about the candidate and it is less costly.

4. Table No. 4 Which internal source of recruitment is followed by the company and given more priority?

Sr. No	Options	No.
1	Internal Promotion	10
2	Employee Referral	2
3	Transfer	4
4	Job Posting	4

Source: Primary Data

4. Graph No. 4 Which internal source of recruitment is followed by the company and given more priority?



Internal Recruitment seeks applicants for positions from those who are currently employed. Responding to the above asked question, 73% employees say that the company prefers internal promotion as an internal source of recruitment. And the remaining 20% say that Job posting is preferred.

Majority of employees actually think that internal promotion is given priority and followed by the company as an internal source of recruitment.

5. Table No. 5 Which external source of recruitment is followed by the company and given more priority?

Sr. No	Options	No.
1	Advertisement	9
2	Online Job Portals	4
3	Consultancy Employment	4
4	Job Posting	3

Source: Primary Data

**5. Graph No. 5** Which external source of recruitment is followed by the company and given more priority?

External Sources of recruitment lie outside the organization 87% employees think that Advertisement source is given more priority and 7% employees tell that consultancy is preferred.

**6. Table No. 6** Do you think succession planning is done in advance in your organization?

Sr. No	Options	No.
1	Strongly Agree	9
2	Moderately Agree	6
3	Disagree	3
4	Can't Say	2

Source: Primary Data

**6. Graph No. 6** Do you think succession planning is done in advance in your organization?

Succession Planning is the process of identifying, developing, and tracking key individuals so that they may eventually assume top-level positions. In response to the Succession Planning question,

almost 27% of employees actually believe that no succession planning is done in advance in an organization. Only 33% of employees think that succession planning is done in advance.

**7. Table No. 7** The sorting of candidate applications is done by some pre-set criteria?

Sr. No	Options	No.
1	Strongly Agree	15
2	Moderately Agree	5
3	Disagree	1
4	Can't Say	2

Source: Primary Data

**7. Graph No. 7** The sorting of candidate applications is done by some pre-set criteria?

Majority of employees, 40% believe that there are some pre-set criteria according to which sorting of candidate application is done. 7% feel that sorting is

not done by any preset criteria. The Remaining 13% can't say anything about it.

**8. Table No. 8** Is the physical examination necessary after final interviews?

Sr. No	Options	No.
1	Strongly Agree	11
2	Moderately Agree	6
3	Disagree	1
4	Can't Say	2

Source: Primary Data

**8. Graph No. 8** Is the physical examination necessary after final interviews?

Most of the employees think that physical examination is necessary after the final interview. 27% of employees feel that it is not so important and the remaining 60% of employees feel that physical examination is important.

**Findings:**

1. Most of the respondents gave the positive response towards the recruitment and selection procedure followed at the BOSCH LTD.
2. The organization uses both internal as well as external tools for recruiting of the candidates.
3. For the recruitment of the candidates the company uses advertisement method and online recruitment method too for recruiting of the employees.
4. The company has also well-developed procedures for the selection of the candidates.
5. I have also observed personally that the working environment of BOSCH LTD. is good and the staff and relation among the employees is good and very co-operative.

**Suggestions:**

1. Recruitment must be done by analyzing the job firstly which will make it easier and will be beneficial from the organizations point of view.
2. The recruitment and selection procedure should not be too lengthy and time consuming.
3. The organization should also think about taking campus interviews in order to get the best candidates.
4. Organizations should amend some parts of their Human Resources policies for better effectiveness.
5. Organizations should try to use the internal recruitment process first because it incurs less cost and acts as a motivational factor to the employees.

**Conclusion:**

After studying the detailed information about the recruitment and selection procedure of "BOSCH LTD. Following can be concluded on the basis of the analysis of data.

1. Recruitment and selection are getting very much important these days in the organization. It is a very critical thing to evaluate the human resource.
2. An organization must have a well-defined recruitment policy corresponding to the company and vacancy requirements. Existing employees can give fair feedback on the suitability of the policy. Maximum number of the employees agree there is a well defined recruitment and selection policy in the organization.
3. Maximum number of employees said that manpower planning is given due importance and the manpower requirement is identified in advance. And some employees disagree. They think that no due consideration is given to manpower planning in advance.
4. Maximum number of employees said that internal sources are better to opt for immediate opening in organization as compared to external sources,

companies have sufficient knowledge about the candidate and it is less costly.

5. In the organization maximum number of employees tell that company prefers internal promotion as an internal source of recruitments. And the rest of them said that Job posting is preferred. Majority of employees actually think that internal promotion is given priority and followed by the company as an internal source of recruitment.
6. Maximum number of employees say that advertisement source is given more priority and other employees are told that consultancy is preferred.
7. Succession Planning is the process of identifying, developing, and tracking key individuals so that they may eventually assume top-level positions. In response to Succession Planning question, almost all maximum employees actually believe that no succession planning is done in advance in BOSCH LTD.
8. Maximum of number of employees believe that there are some pre-set criteria according to which sorting of candidate applications is done. Minimum number of employees feel that sorting is not done by any preset criteria.
9. Maximum number of the employees said that a physical examination is necessary after the final interview.

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