



A study of recruitment and selection process with special reference to HDFC Standard Life Insurance Company Limited at Patna

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Abstract :

The project deals with recruitment and selection process at HDFC Std. Life, Patna. Hypotheses have been formed about sources of recruitment, their importance, procedures followed at the organization and their effectiveness. The finding at the end of the study give information about most preferred source of recruitment for all levels of management, the different sources of recruitment and how the selection process is organized and carried out at the organization.

The organization could improve on transparency of the process and consider more of external sources for recruiting top and middle level managers.

Keywords : Requisition, Screening, Parichay, HAT – HDFC Aptitude Test, HAF – HDFC Application Form.

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Introduction :

It is very important for any organisation to be adequately staffed. Systematic steps have to be taken to ensure that the right type of persons are available in right numbers. In a country like India which suffers from large-scale unemployment in urban areas and under-employment in rural areas, numbers may not pose a big problem; but it will surely take sometime and attention to find out persons who are not merely willing to work but are also suitable for the positions lying vacant. It goes without saying that the management should, to begin with, attempt to make an estimate of the requirements of labour in different departments.