



**Hajee Mohammad Danesh Science & Technology University,
Dinajpur-5200**

Internship Report

on

“Recruitment and Selection Process Of Urmi Garments Limited.”

Prepared Under The Supervision of	
Supervisor	Co- Supervisor
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Prepared By:
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Date of Submission: October 24, 2016

**An Internship Report on
Recruitment and Selection Process
Of
Urmi Garments Limited.**



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Letter of Transmittal

Date: October24, 2016

To,

The Supervisor,
Faculty of Business Studies
HSTU-Dinajpur

Sub: **Submission of Internship Report.**

Sir,

With due respect, it is to inform you that the internship paper is focused on the subject of “Recruitment & Selection of Human Resources Human Resources Management - A Study On Urmi Garments Ltd.” is presented for your kind appraisal. I was assigned to Urmi Garments Ltd. by the Assistant Manager of Urmi Garments Ltd. and was approved by you as my project during 50 days internship program.

In every sphere of my report, I tried my best to make a good combination of my learning from the last year of MBA program. I also tried to match my theoretical knowledge. In this dissertation I tried to be as descriptive as possible for convenience to the readers, sill here is a room for further improvement. Any clarification required and query needed regarding this dissertation will be gratefully acknowledged.

Sincerely Yours,

Md. Ahsan Habib
ID#E-140504043
MBA Evening (Major in HRM)
4th Batch
Faculty of Business Studies
HSTU-Dinajpur

CERTIFICATE OF THE SUPERVISOR

This is to certify that Md. Ahsan Habib, ID# E-140504043; student of Hajee Mohammad Danesh Science & Technology University, Dinajpur of MBA 4th batch Evening program has completed the internship report titled “Recruitment & Selection Process of Urmi Garments Ltd.” Successfully under my supervision.

I wish him all the success in life.

Signature of the Supervisor

.....

Md. Main Uddin Ahammed

Lecturer

Department of Finance & Banking

Faculty of Business Studies

HSTU-Dinajpur

CERTIFICATE OF THE CO- SUPERVISOR

This is to certify that Md. Ahsan Habib, ID# E-140504043; student of Hajee Mohammad Danesh Science & Technology University, Dinajpur of MBA 4th batch Evening program has completed the internship report titled "Recruitment & Selection Process of Urmi Garments Ltd." Successfully under my supervision.

I wish him all the success in life.

Signature of the Supervisor

.....

Md. Mostafizur Rahman Manik

Assistant Professor

Department of Management

Faculty of Business Studies

HSTU-Dinajpur

Declaration of Student

This is notify that this report “Recruitment & Selection Process of Urmi Garments Ltd.” Has been prepared as a part of my internship formalities. It is an obligatory part of our MBA Evening Program to submitted an internship report. Moreover, I was inspired and instructed by my supervisor **Md. Main Uddin Ahammed**, Lecturer, Department of Finance & Banking, Faculty of Business Studies, Hajee Mohammad Danesh Science & Technology University & co-supervisor **Md. Mostafizur Rahman Manik**, Assistant Professor, Department of Management, Faculty of Business Studies Hajee Mohammad Danesh Science & Technology University.

In this regard, I would like to mention that this report has not been prepared for any other purpose like presentation or investigation for any other authorities.

.....

Md. Ahsan Habib

ID#E-140504043

MBA Evening (Major in HRM)

4th Batch

Faculty of Business Studies

HSTU-Dinajpur

ACKNOWLEDGMENT

All praises to the almighty Allah for giving me strength and power to complete this internship report within schedule time. A lot of wonderful persons help me before and at the time writing the report through by providing information and make me understand different concepts.

I owe a debt of gratitude to our revered teacher Md. Main Uddin Ahammed

Assistant Professor, Department of Management Studies, HSTU-Dinajpur, **Md. Jewel Asharf**, Assistant Manager, Admin & HR, Urmi Garments Ltd. for providing me valuable support and guidance in preparing our internship report on this particular topic.

Apart from the mentioned persons I would like to convey my thanks to all the staff members of Urmi Garments Ltd. for their cordial and friendly attitude toward the intern student. And side by side I am also grateful to many other people who help me to complete my internship report.

Executive Summary

For many organizations right man must be placed of at right position; the success of the company based on this. The company should follow a definite recruiting and selection procedure to select right man for right position. If the company does not that the organization has to be faced a great problem. In modern days, there are many unemployment people and most of the people want to get a better position in the company. From a large pool of the people the company should have to take right person at right place to get standard performance and to achieve specific goal.

This internship report has made on the basis of 'Recruiting & Selection' method of a particular company named- Urmi Garments Ltd. (UGL).

Urmi Garments Ltd. (UGL) is a 100% export oriented company which has established in 1985. The **products** of Urmi Garments Ltd. are T- shirt, Polo shirt, Tops, Vest etc. **Target Customers** are- U.K., Spain, France, Germany, Belgium, Sweden. The company has expanded its business day by day.

The company recruits its employees through various recruiting methods such as- news paper, magazine, leaflet, e-mail etc. In this report the selection criteria of employees has been described.

The company recruits their employees from internal and external sources. In this report various recruitment channels are also described such as- job posting program, departing employees, employee referrals, labor organizations, military operations etc. The classification of employees' accordance with law has been described. The report has focused on the same problems & suggestions of recruitment and selection practices.

An analysis of selection criteria of the apprentices has been described in the report which shows the requirement for selecting the employees. In this report the merits and demerits of various recruitment methods are described.

However, the company follows a definite recruitment and selection process for selecting right employee for right position. The company has some policy to guide the employees or workers who work in the factory.

Acronyms:

Abbreviations	Elaborations
UGL	Urmi Garments Limited
HRM	Human Resource Division
MD	Managing Director
GM	General Manager
AGM	Assistant General Manager
VC	Vice Chairman
AM	Assistant Manager
PM	Production Manager
HRM	Human Resource Management
MTO	Management Trainee Officer
To	Trainee Officer

Chapter One: Introduction

INTRODUCTION

UGIL.

1.1 Introduction:

Human Resource Management is a part of the organization that is concerned with the 'people' dimension. HRM can be viewed in one of two ways. **First**, HRM is a staff, or support in the organization. Its role to provide assistance of HRM matters to line employees, or those directly involved in producing organizations goods and services. **Second**, HRM is a function of every manager's job. Whether or not one in a 'formal' HRM department, the facts remains that to effectively managers to handle the activities.

Human Resource planning help determine the number and types of the people an organization needs. Recruitment follows Human Resource planning and goes hand in hand with selection processes by which organization evaluate the suitability of the prospective candidates for the job. Job analysis and job design specify the task and duties and the jobs and the qualification expected from prospective job holders. The next logical step is to select the right number of people the right type to fill the job. Selection involves two broad groups of activities a) **recruitment** and b) **Selection**.

Recruitment is the process of finding and capable application for employment. Whereas selection is the process of picking individuals with request qualification and competence to fill jobs in the organization large or small, profit or service oriented, the ultimate aim is to achieve organizational goal. This achievement can only be possible through skillful and management of power. Selection is a key component in the acquisition of human resource.

Without a reliable and erective selection mechanism, a business can never flourish, especially in the present world market economy, which is fiercely competitive. Usually after successful completion of recruitment, selection and induction process the new employee must be developed to better fit the job and organization.

Urmi Garments Ltd has an enriched and skilled Human Resource Division. Human Resource division through definite and systematic recruitment and selection procedure select and trains up its manpower for achieving its ultimate goal. This study is important because we find out the methods of Urmi Garments Ltd. Can adopt for recruitment and selection and some recommendation for their better affect in future.

1.2 Rationale:

In Urmi Garments Ltd. Human Resource related activities are not performed in a systematic manner. I had focused problem to choose the subject. Behind choosing the topics “Recruitment & Selection” there are some reasons-

- ✚ The Urmi Garments Ltd. practices recruitment & selection process in better way than other HR activities.
- ✚ I had interest to know the current recruitment & selection practices of Urmi Garments Ltd.
- ✚ I had a great opportunity to collect available information about recruitment & selection process than other HR activities.
- ✚ To identify any kind of problem of recruitment & selection related activities and to force on measure to overcome those problems.

1.3 Objectives:

1. To identify the recruitment and selection process in Urmi Garments Ltd.
2. To evaluate the selection criteria of the employees.
3. To assess the merits and demerits of current recruitment practices in Urmi Garments Ltd.
4. To focus on some problems and some measures to overcome the problems.

1.4 Methodology:

The dissertation is fully investigated in nature. Data have been collected from both primary & secondary sources.

Primary Sources:

- Direct observation.
- Face to face interview with the executive.
- Practical working environment.

Secondary Sources:

- Different files of Urmi Garments Ltd.
- Company profile of Urmi Garments Ltd.
- Unpublished information of Urmi Garments Ltd.
- Company policy.
- Management related different documents.
- Job description and recruitment process file.

1.5 Scope:

The report is only limited to utilization of human resources not any other resources like financial resources. The dissertation is based on the current recruitment and selection practices in Urmi Garments Ltd. How the employees are attracted for the vacant positions and how the company selects right persons for right positions from a large number of applicants on the basis of different selection criteria are the basic factors of this report.

1.6 Limitations of the Study:

The present dissertation is not out of limitations. But as an intern it is a great opportunity for me to know the activities of Urmi Garments Ltd. Some restrains are appended below-

- The main constraint of the study is insufficiency of information about company corporate management which was required for preparing company profile.
- Due to time limitations many of the aspects could not be discussed in the present report.
- There are various information about job responsibilities of different positions were needed to prepare this report. But these information are not yet specified in the company.

Chapter Two: an Overview of Urmi Garments Ltd.

An Overview UGGIL.

An Overview of Urmi Garments Ltd.

2.1 Company Overview

Year of Establishment: 1985

Head Office & Factory:

235/B, Tejgaon Industrial Area, Dhaka, Bangladesh.

Telephone: 880-2-9885629/9885716

Fax: 880-2-8826354

Email: asif@urmigroup.net; ftml@urmigroup.net

Bank Name & Address:

Islami Bank Bangladesh Ltd.

75, Motijheel C/A, Dhaka-1000, Bangladesh.

Telex: 642525 IBANK BJ

S.W.I.F.T. - IBBLBDDH102

Organizational Development:

- Organizational Forecast & HR Planning
- Management & Staff Recruitment
- Management & Staff Training
- Meeting & Counseling

Concept Development:

Customer Relationship (Concept & Development)

Strategic Planning:

- Changing Management
- Business Planning : Short term & long term

Corporate Affairs:

- Stakeholders Mapping
- Corporate Reputation Tracking

Information Communication Technology

Compliance:

- Maintain Labor Law
- Providing Facilities According to Labor Law
- Maintaining Various Register Book

Figure 2.1

2.2 Company Vision & Mission:

Vision: Within years 2012 the company wants to be a leader in global market. At the same time to contribute for strengthen the backward linkage of garments sector in Bangladesh, which has not yet established fully in last 21 years of garments business.

Mission: Exporting products to the foreign countries who are the main customers and improving the product quality.

2.3 Organizational Values & Beliefs:

- Quality products improve customers
- There is a social responsibility to the society.
- Considers people as a human being.

2.4 Business Horizons:

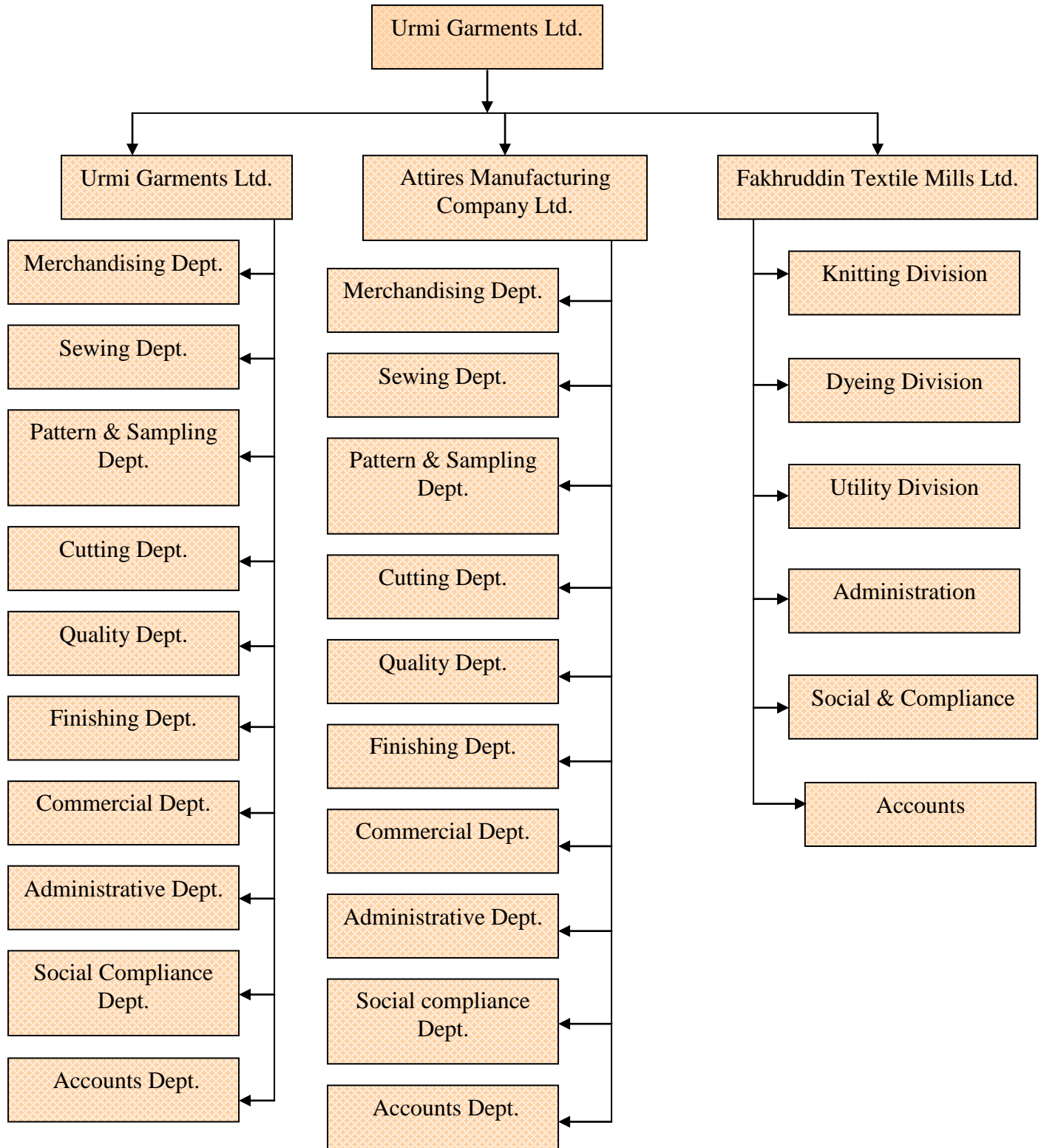


Figure: 2.2

2.5 Customers:

U.K. : Regatta, Empire, Store, The Out Door Group.
France : La-Redoute, Verbaudet, Etam, Umbro, Movitex.
Germany : Tchibo, Aldee, Jebesen & Jessen, Base Wear Fashion.
Belgium : Hanes, Wilford.
Sweden : Ellos.

2.6 Products:

Following products are produced for all human being- Men, Ladies, Boys, Girls, and Infant.

- Polo Shirt
- T- Shirt
- Tank Tops
- Shorts
- Trouser
- Fleece
- Vest

2.7 Main Bodies of Corporate Management:

Shamsul Alam (Graduate, DU)	- Chairman
Ashfaque Ahmed (MBA; U.S.A.)	- Vice Chairman
Asif Ashraf (M.B.A; I.B.A.)	- Managing Director

2.8 Organizational Structure:

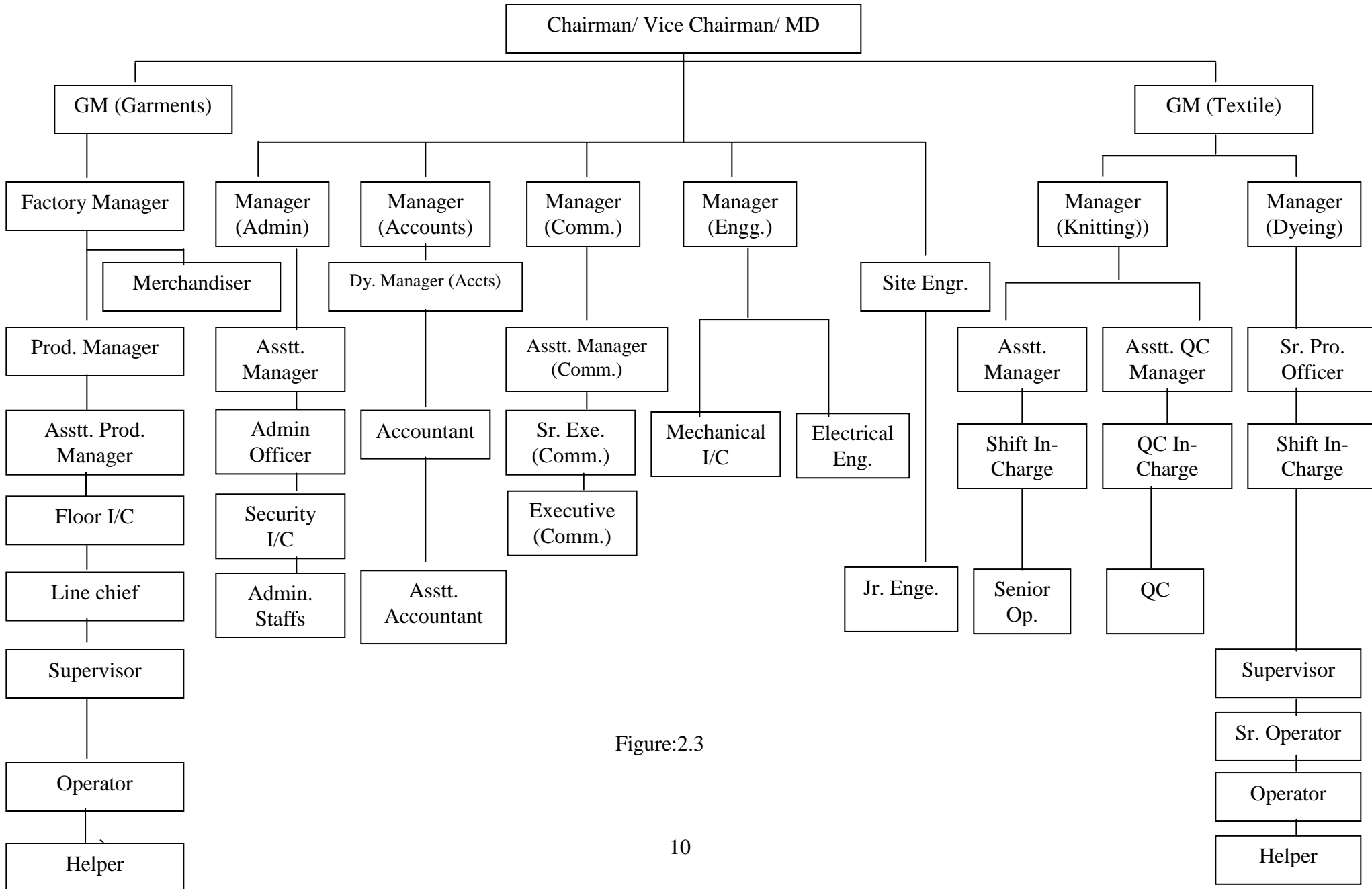


Figure:2.3

Chapter Three: Results and Discussion

Results and Discussion

A large, stylized graphic of the word 'GOOGLE.' in a grey, 3D-effect font, positioned behind the main title.

Results and Discussion

3.1 Basic Concept of Recruitment & Selection:

3.1.1 Recruitment:

Recruitment is the process of finding and attracting capable applicants for employment. The process begins when new recruitment is sought and ends when their applications are submitted. The result is a pool of applicants from which new employees are selected.

The authors Werther and Keith Davis have shown the recruitment process in the book “Human Resources and Personnel Management” in this way-

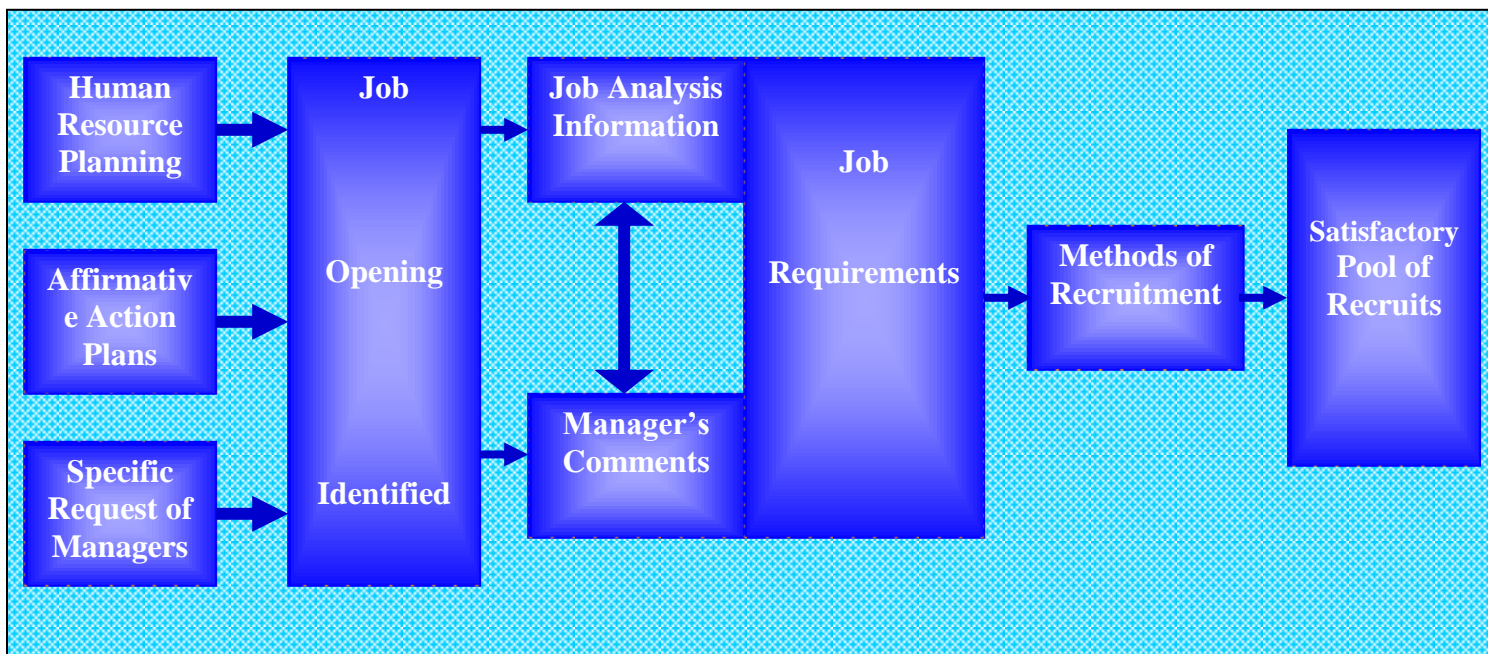


Figure:3.1. Recruitment Process

3.1.2 Recruitment Channels:

There are two types of recruitment channels-

1. Internal Recruitment Channels:

Job-Posting Programs: The purpose of job-posting is to encourage employees to seek promotions and transfers that help the HR department fill internal openings and meet employees' personnel objectives.

Job-posting is most common for lower-level clerical technical and supervisory positions, although affirmative action plans suggest a trend toward posting even higher level management jobs.

Departing Employees: Many employees leave because they can no longer work the traditional forty-hour workweek. Some might gladly stay if they could rearrange their hours of work or their responsibilities. Instead, they quit when a transfer to a part time job may retain their valuable skills and training. If part time work is not a solution a temporary level of absence may satisfy the employee and some future recruiting need of the employer.

2. External Recruiting Channels:

Walk-ins and Write-ins: Walk-ins are job seekers who arrive at the HR department in search of a job; write-ins are those who send a written inquire.

Employee Referrals: Employee referrals are an excellent and legal requirement technique. Employees with hard-to-find job skills may know others who do the same work. Employees tend to refer their friends, who are likely to have similar work habits and attitudes.

Advertising: Want ads describe the job and the benefits, identify the employer, and the tell those who are interested how to apply. For highly specialized recruits, ads may be placed in professional journals. Advertisements for recruits through several media- trade journals, bill boards, television and radio.

Educational Institutions: Many educational institutions offer current students and alumni placement assistance. New entrants are more likely to be swayed by the recruiter's manner and behavior during the interview than by the attributes of the job, which appears to be the deciding factor for experienced workers.

Professional Search Firms: Professional search firms are much more specialized than placement agencies. Search firms usually recruit only specific types of human resources for a fee paid by the employer. Search firms may have in- depth experience with specific types of applicants.

Labor Organization: Many people with trade skills, such as carpenters, plumbers, electricians, and other in the construction trades, use the local union as a source of job referrals.

Professional Associations: Professional groups of engineers, accountants, trainers and others often maintain placement rosters and hold job fairs, especially at annual conventions.

3.1.3 Selection:

The selection process is a series of specific steps used to decide which recruits should be hired. The process begins when recruits apply for employment and ends with the hiring decision. The HR department evaluates applicants in regard to their potential suitability through the use of valid procedure.

3.1.4 Steps in Selection Process:

The selection process is a series of steps through which applicants pass. A typical set of steps is shown in Figure 2.1.4.B

Hiring Decision	Step 8
Realistic Job Preview	Step 7
Supervisory Interview	Step 6
Medical Evaluation	Step 5
Reference & Background Checks	Step 4
Selection Interview	Step 3
Employment Test	Step 2
Preliminary Reception of Applications	Step 1

Figure: 3.2 Steps in Selection Process

Preliminary Reception: Step1: Begins with a visit to the HR office or a written request for an application. The applicant begins to form an opinion of the employer with this early step. A preliminary interview may be granted as a courtesy.

Employment Test: Step2: Employment tests are devices that assess that match between applicants and job requirements. Tests are used more frequently for candidates for jobs that are paid by the hour than for management openings.

There are various kind s of tests-psychological, knowledge, performance, attitude & honesty etc.

Selection Interview: Step3: Selection interviews are the most widely used selection technique. They can be adapted to unskilled, skilled, and managerial and staff employees. They also allow a two-way exchange of information: Interviewers learn about the applicant, applicant learns about the employer.

Types of Interviews: There are two types of interviews-

One –to-One Interview: One-to-one interviews between the applicant and the interviewer are the most common.

Group Interviews: There are some variation of group interviews- one variation is to have applicants meet two or more interviews, allowing all the interviewers to evaluate the individual on the same questions and answers.

Another major variation is to have two or more applicants be interviewed together by one or more interviewers.

There Are Different Question Formats in interviews which are given in a diagram-

INTERVIEW FORMAT	TYPES OF QUESTIONS	USEFUL APPLICATIONS
UNSTRUCTURED	Few if any planned questions. Questions are made up during the interview	Useful when trying to help interviewees solve personal problems or understand why they are not right for a job.
STRUCTURED	A predetermined checklist of questions, usually asked of all applicants.	Useful for valid results, especially when dealing with large numbers of applicants.
MIXED	A combination of structured questions that resemble what is usually done in practice.	Realistic approach that yields comparable answers plus in depth insights.
BEHAVIORAL	Questions limited to hypothetical situations. Evaluation is on the solution and the approach of the applicant	Useful to understand applicant's reasoning and analyzing abilities under modest stress.
STRESS	A series of harsh, rapid fare	Useful for stressful jobs, such as

	questions intended to upset the applicant.	handling complaints.
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Table:3.1

References and Background Checks: Step 4: Is the application a good, reliable worker? Are the job accomplishments, titles, educational background and other facts on the application true? To answer this questions managers use references and background checks. References are viewed in different ways by different professionals. Personal references- provided by friends or family members. Employment references discuss the applicant’s work history.

Medical Evaluation: Step 5: The evaluation consists of a health checklist that asks the applicant to indicate health and accident information. The questionnaire is sometimes supplemented with a physical examination by a company nurse or physician.

Supervisory Interview: Step 6: The supervisor is often able to evaluate the applicant’s technical abilities. When supervisors make the final decision, the employment function provides a supervisor with the best prescreened applicants available. From those two or three applicants, the supervisor decides whom to hire.

Realistic Job Previews: Step 7: It shows the employee the job and the job setting before the hiring decision is made. Often this involves showing the candidate the type of work, equipment and working conditions involved.

Hiring Decision: Step 8: The supervisor or the HR department makes the final hiring decision, hiring marks the end of the selection process, assuming that the candidate accepts the job offer.

3.2 CURRENT PRACTICES IN URMI GARMENTS LTD.

Urmi garments Ltd. maintains a set of established procedure due to recruitment and selection so that it can pick the right person for the right position, which is key factors to achieve extreme level of output and help to easily meet the organization goal. The process is-

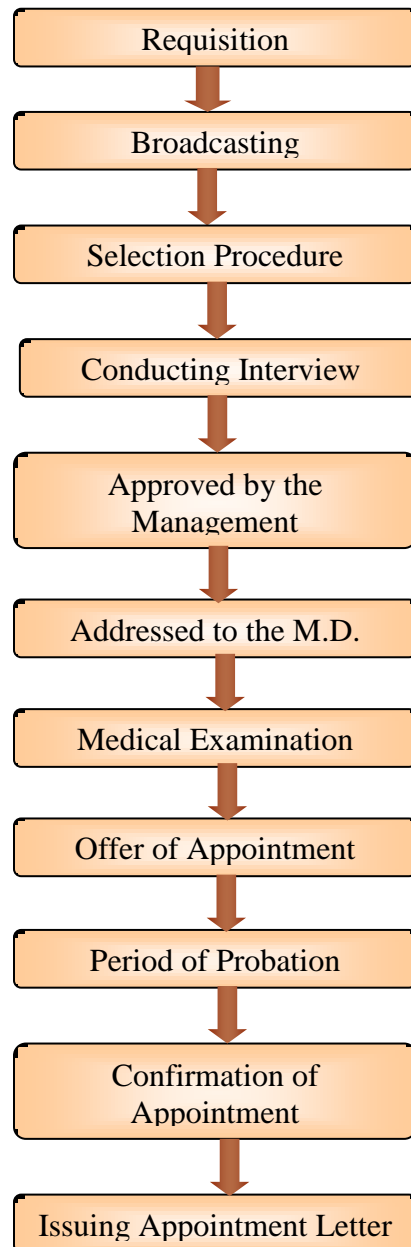


Figure 3.3- Recruitment & Selection Process in Urmi Garments Ltd.

A. REQUISITION:

Regarding recruitment a formal requisition with the sign of department head will come in HR department in which following subject would clearly mentioned:

- I. Name of position
- II. No. of position
- III. Eligibility of application. Educational qualification, experience and duties & responsibilities should be stated in separate sheet.

B. BROADCASTING:

After getting the requisition of people HR department will broadcast the circular through the **Internet, Newspaper, leaflet, Personal Source and Other Channel & Medias** where eligibility of apply should mentioned those are-

- I. Age not below 18
- II. Physically & mentally sound
- III. Certificates/ UP certificates along with 02 copies of P.P. size color photographs will be enclosed with the application.

C. SELECTION PROCEDURE:

Once broadcasting the **WANTED** circular then a series of selection procedure would take place which are sorting out the CVs for contrasting with standard of criterion, retain the CVs for future requirement and to call the applicant for written test/ interview/ re interview through letter, phone, e-mail etc.

D. CONDUCTING INTERVIEW:

An **interview board consisting minimum 03 numbers of expatriate** will carry out the interview where technical, psychological and other competencies will be checked out in written specific format, an applicant may be called for re interview to analyze his / her potential to final select.

E. APPROVED BY THE MANAGEMENT:

Application to the post of the company shall make with approval of the Management.

F. ADDRESSED TO THE MANAGING DIRECTOR:

Application for employment shall be addressed to the Managing Director.

G. MEDICAL EXAMINATION:

Before taking up the appointment offered by the company, the successful applicants must be certified fit to under take the appointment by a registered medical petitioner approved by the company. In the service of the company an employee may be required for medical check up by the company approved doctor once in the two year.

H. OFFER OF APPOINTMENT:

In the offer of appointment, the company shall set out the terms and condition of the appointment. The successful applicants shall give written acceptance of the offer.

I. PERIOD OF PROBATION:

All employee / workers shall be appointed on three to six months probation. At any time during probationary period an employee / worker may be terminated by the company by giving 7 (seven) days notice without assigning any reasons for such termination.

On termination during the probationary period the employee / worker on probation shall be entailed to payment of salary up to and including the day of termination and on other claims against the company shall arise out of or during the course of employment except such claims as may arise under any law for time being in force.

If a permanent employee / worker is employed as a probationer in a new post, he may at any time during the probationary period, be reverted to his previous permanent post.

J. CONFIRMATION OF APPOINTMENT:

Upon success completion of the probationary period, the employee / worker will be provided with the company's standard confirmation letter. Unless otherwise provided in the letter of appointment an employee / worker shall be liable for service any where in Bangladesh or else where which the company may call upon the employee / worker to perform. The transfer includes transfer from one post to another and forms one section or division to another.

K. ISSUING APPOINTMENT LETTER:

Company will offer selected candidate two set of same appointment letter to employee, which will cover all terms and conditions of requirement, probation period and other provisions, which are applicable. On set will be return back with signature of employee to the office and other set will occupy the employee.

3.3 Types of Employees for Recruitment & Selection in URMI GARMENTS Ltd.

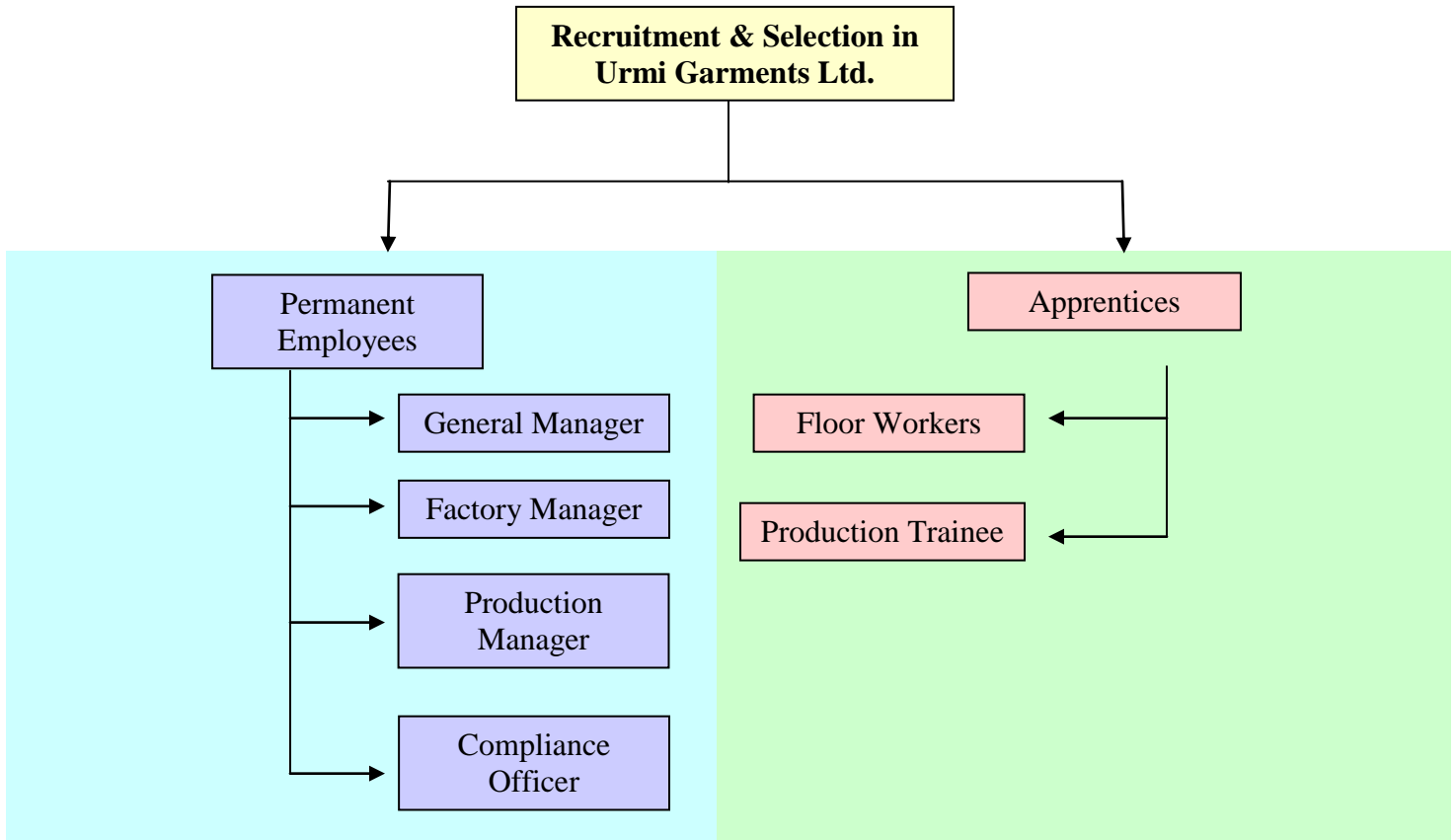


Figure 3.4: Types of Employees for Recruitment & Selection in Urmi garments Ltd.

3.3.1 Permanent Employees: Workers are applied permanently for performing the works of the company. In the selected garments most of the employees are employed permanently. They play an important role to perform the activities of the company. Top level, middle level and low level employees work effectively for achieving the company's goal.

Case Discussion for Managers & Compliance Officer Position:

The Urmi garments Ltd. employs- general manager, factory manager, production manager, assistant production manager for conducting operation smoothly. The garments also employs other permanent employees- floor-in-charge, line chief etc. but I will not discuss these. On the other hand, the Urmi garments Ltd. appoints compliance officer to

deal the compliance duties. Selection criteria and recruiting method of three types of managers and a compliance officer are discussed in below.

3.3.2.A. Selection Criteria:

POSITION	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
General Manager	<ol style="list-style-type: none"> 1. Must be graduate in any discipline. Post graduate is preferable. 2. Must have good educational background. 3. Must have minimum 15 years experience in RMG manufacturing company. 4. The age must be 40 above. 	<ol style="list-style-type: none"> 1. Strong communication abilities in Bengali & English both oral & written. 2. Good interpersonal skills. 3. Must have keen foresight. 4. Ability to withstand pressure. 5. Drive & initiative to implement changes.

POSITION	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Factory Manager	<ol style="list-style-type: none"> 1. Must be graduate in any discipline. 2. Must have minimum 5/7 years experience in large knit garments industry. 3. Must have good knowledge about sewing, cutting & finishing. 	<ol style="list-style-type: none"> 1. Must have good interpersonal skills. 2. Must able to create good link with GM. 3. Must have keen foresight. 4. Must be smart to maintain factory activities. 5. Must be intelligent.

POSITION	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Production Manager	<ol style="list-style-type: none"> 1. Must be completed H.S.C. 2. Must be capable to conduct large 4 lines knit floor. 3. The age will be maximum 35. 	<ol style="list-style-type: none"> 1. Must have knowledge about work study. 2. Must have good knowledge in compliance. 3. Must have good interpersonal skills.

POSITION	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Compliance Officer	<ol style="list-style-type: none"> 1. Must be graduate in any discipline. 2. Must have minimum 2 years experience in RMG manufacturing company 3. Capable to maintain customers' compliance standards (Trade, Social & Security). 	<ol style="list-style-type: none"> 1. Expertise in buyer compliance. 2. Strong communication abilities in Bengali & English both oral & written. 3. Must have good interpersonal skills. 4. Eye for detail. 5. Ability to withstand pressure.

	4. The age below 30.	6. Drive & initiative to implement changes. 7. Must be male.
--	----------------------	---

Table: 3.2

3.3.2.B. Recruiting Method:

POSITION	Recruiting Method
General Manager	1. Through broadcasting in internet, newspaper. 2. Through job posting (Promotion, transfers)

POSITION	Recruiting Method
Factory Manager	1. Through advertising in newspaper, leaflet and media. 2. Through promotion from the position of production manager.

POSITION	Recruiting Method
Production Manager	1. By advertising in newspaper, leaflet. 2. Sometimes job seekers arrive at the HR department in search of a job. 3. Promoting from assistant production manager to production manager.

POSITION	Recruiting Method
Compliance Officer	1. Through broadcasting in newspaper. 2. Through personal source if the person is qualified.

Table: 3.3

3.3.3 Apprentices: The apprentices of the Urmi Garments Ltd. are- unskilled workers, production trainee etc. The probationer period form 3 to 6 months. After finishing the probationer period successfully they are employed permanently. At the probationer period they get a fixed amount of money. The trainer provides training which is related to their works and that will increase their productivity.

3.3.3.A. Selection Criteria of Apprentices:

POSITION	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Floor Worker	<ol style="list-style-type: none"> 1. Must have education at minimum class 'eight'. 2. Must have interest to learn new things which is related to work. 3. Must be active and regular. 4. The age will be above 18 years. 	<ol style="list-style-type: none"> 1. Must be attentive to work. 2. The behavior should be amiable. 3. Must not be involving any work that is harmful for the company. 4. Will follow the company's rules & regulations.
POSITION	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Production Trainee	<ol style="list-style-type: none"> 1. Must have education at H.S.C. level or must be graduate. 2. The age will be 25 years. 3. Must be active and regular. 	<ol style="list-style-type: none"> 1. Will obey the advice of the trainer. 2. Must be able to understand the works quickly. 3. Must be attentive.

Table: 3.4

Chapter four: Findings, Limitations, Recommendation and Conclusion

Findings, Limitations, Recommendation and Conclusion UUGL.

Findings, Limitations, Recommendation and CONCLUSIO

4.1 Findings:

1. The company can appoint qualified persons among a large number of persons.
2. By filling the application blank the HR managers can about the detail of the persons- education, skill, personal details, work experience etc.
3. The company can provide suitable training to the employees for whom the training is required.
4. The company can select right persons at right place.
5. Most of the recruitment is occurred through advertising in newspaper but many of the people in our country do not keep newspapers daily and read those everyday. So the people miss the advertisement.
6. An advertisement that is written too narrowly may limit the pool of applicants.
7. When employment is high the advertising through the company notice board is not appropriate.
8. The employees who are appointed by personal source sometimes the employees may not be qualified and they may avoid their duties.

a. Limitations:

1. Most of the recruitment is occurred through advertising in newspaper but many of the people in our country do not keep newspapers daily and read those every day. So the people miss the advertisement.
2. An advertisement that is written too narrowly may limit the pool of Applicants.
3. When employment is high the advertising through the company notice board is not appropriate.
4. The employees who are appointed by personal source sometimes the employees may not be qualified and they may avoid their duties.

4.3 Recommendation:

From the study of Urmi Garments Ltd. we can know about the recruitment and selection process of Urmi Garments Ltd. The company follows a structural recruitment & selection process for hiring the right persons for right positions. The company also follows various kinds of laws & regulations for employment of the people. I have identified some problems of recruitment & selection practices and have tried to give some measures to overcome those problems those are described as below-

- 1.** The company follows a longer recruitment & selection process which takes long time for hiring employees of the company.

The company should have a specific HR manager for HR department. HR department should have to establish separately that will deal all kinds of recruitment & selection activities and will approve the appointment letter instead of M.D.

- 2.** The company gives circular in newspapers, magazines, but these circular notices are not so attract the external people to drop C.V. in the company.

The UGL should create new method and design to attract the people. The company should give recruitment notice in popular newspapers & magazines in an attractive way.

- 3.** The industry follows structured & unstructured question patterns for recruiting people for all posts.

The company uses unstructured question pattern at the time of VIVA. The company should use behavioral & stress question format during the time of selecting people for higher positions.

- 4.** The company has not yet a HR specialist to do HR related activities.

The management should hire a HR specialist for HR activities as soon as possible.

- 5.** The company gives circular for recruiting people in their notice board. Most of the people miss the notice.

The management should give the recruitment notice in an attractive way and at the place where the people will see that.

- 6.** The Urmi Garments Ltd does not preserve recruitment & selection process of workers in proper way. That is written in a register book like a working hand note.

The management should preserve the recruitment & selection process in a systematic manner. The process must have to record in a specific file by which the buyer will able to know about the recruitment process.

4.4 Conclusion:

In this competitive modern age it is important for any company to build a productive and efficient human resource pool. Therefore the first step of the company will be to recruit the right people at the right position. For doing that the company needs to analyze the positions so that the employees can meet the demands of the positions.

Urmi Garments Ltd. is an export oriented garments industry which has a better position in the foreign market. Therefore the company needs specific Human Resource Planning to keep pace with their expansion. For this reason they now need to analyze the jobs so that their future recruitment and selection can be done more objectively and they can train and evaluate the performance of the current employees.

The current practice of recruitment and selection of Urmi Garments Ltd. was discussed to illustrate the company approach to human resources. The company follows a definite and systematic recruitment and selection procedure to select permanent employees and apprentices. The company recruits executives are well trained to ensure their duties.

To make the procedure objective, the company needs to identify the key responsibilities of each job and the required skills and abilities to do the job.

This report guides the employer to look for the key characteristics in an individual for recruitment. For example, the common characteristics, those are required for all the jobs are: Learning skill, Interpersonal skill and initiative to take charge. The report focuses on some merits and demerits of recruitment procedure of the company; selection criteria of the apprentices. In this modern age the company needs to build a large pool of employees through a strong recruitment process and to select right employee at right position.