

CONCEPTS AND PRINCIPLES OF SELECTION PROCESS: A STUDY OF FOOD CORPORATION OF INDIA

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ABSTRACT

This article emphasizes on the selection process of human resources in the Food Corporation of India and explains the key concepts and the principles which are used by the organization to select employees. This study is based on a review of initial working and analyzing the used research. This study is based on the theoretical review method and implications based on the topical method which can be discussed further to support the selection process in FCI. The followed study reveals the present principles and major concepts which are used by the FCI in its selection process of employees. The introduction part gives a brief introduction of the topic and organization. The study suggests some suggestions which can be helpful in the selection of employees from both the employer and employee. There are some limitations of the study which restricts some points to reveal.

KEYWORDS: Selection Process, Employee, Human Resource, Food Corporation of India (FCI).

Introduction

To select an employee a proper work process is followed to know the maximum information about the work and about the employee so that different aspects of the person regarding the proposed work or services are appropriate. Height, weight, age, eyesight etc. are also included in their factors. Because these can be easily measured but the hearing and the working ability is not properly measurable. It is quite tough to measure the psychological capacities but even by the intellectual analysis analyzing a personality is the toughest work. A number of methods are used in the selection process so that all information of the applicant can be got and he/she can be compared to work specification.

Objectives of the Study

- To know the present selection process of food corporation of India
- To know the basic principles which are used for selection of employees
- To evaluate the concept of selection

Review of Literature

M.M. Kumar swami, JD Mathew, 2000 "improved subcontractor selection employing , partnering, principles" the study focuses on maximizing the effectiveness of each participant recourses by applying principles and giving emphasis on effective human resources management.

B Mac Kelvey, H Aldrich "population, natural selection and applied organizational science 1983 the paper explain letter approach used in the level of variation of human behavior in process of recruitment and selection.

E Bernrordier, S coach "ERB Selection process in mid size and large organization" 2001 this paper focuses on empirical studies concerning differences in characteristics of ERP System selection process in small, medium or large size organization. Particularly emphasized on different selection criteria the size and structure of the resources based on some specific principles.

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Selection Process of FCI

Although all organizations do not follow a same kind of selection process but generally some steps are followed in selection process of FCI-

- Initial interview
- Fill the form to access the information
- Reference evaluation
- Psychological Examination
- Employment interview
- Approval by the supervisors
- Physical test
- Induction

To make the selection process effective it is needed that it should be based upon certain principles so that it can be helpful for future employees. A selection process should be based on certain principles. FCI used some fundamental principles of selection policies:

- The responsibility of selection of employee given to an efficient team, so that appropriate person can be selected and the organization would not have to face the problems of termination of employees etc.
- The principle of work first, man second is adopted.
- Both internal and external sources of selection are used
- The selection of employees is based on some specific standards. If the employee is not appropriate to the post then it should be vacant till the availability of appropriate employee.
- A discriminative selection process is adopted by the organization for different level employee.
- Selection policy is according to the general policy to support the general policy not to oppose.
- Selection process is according to the policies of central and state government.
- Selection process is easy and clear so that all can easily understand.
- Food Corporation of India has a flexible selection process.
- Food Corporation of India follows a impartial an non-discriminative policy in selection.
- Selection process is employment creator and helpful in their working

Food Corporation of India is depending on external sources of recruitment along with internal sources. Internal sources of recruitment in FCI is used only when the recruitment is on compassion based or in case of death of any employee during work tenure. FCI also has a recruitment based on promotion process or recruitment through the labor unions. The basic external sources for recruitment of FCI are:

- Advertisement in newspaper
- Employment exchange
- Casual application method
- Recruitment at go downs of daily wages laborers

Generally direct recruitment policy is preferably followed by FCI to select employees. For this there are specific provisions and laws are formed in FCI. Under these rules the posts are categorized and FCI follows provisions for general rules of direct recruitment, process of appointment, creation of posts, description of officers, process of direct recruitment criteria. Classification of posts of FCI is:

All Posts, Maximum Salary or Salary Scale	Classification
Salary not less then 20500	Sec.1
Salary less then 20500but not less then 6550	Sec.2
Salary less then 6550 but not less then 2650	Sec.3
Salary less then 2650	Sec.4

Food Corporation of India follows a conceptual method and applied some conditions of selection and so set some rules of selection. The general rules regarding selection are:

- Any person who is minor or less than 18 years of age will not be able to select in corporation as a employee
- It is necessary to fulfill certain conditions to a candidate to get appointment in FCI that:
 - Citizen of India or
 - Resident of Sikkim or
 - Resident of Bhopal or
 - Resident of Nepal or
 - Tibetan refugee, who has come to india in intention to stay permanent before jan 1, 1962 or
- Person who has basically origin of india and come back india permanently stay after moving some countries like Pakistan, srilanka etc.
- The candidate where eligibility certificate is necessary to justify his eligibility
- One can not be appointed initially/primarily until the appointment is approved by the authority who certify that the applicant is physically healthy for performing his duties by medical point of view.
- The person who is dismissed of compulsorily retired from any corporation, central or state government is not eligible for appointment.
- Any person who found guilty in any ethical offen by any court is not eligible
- Any person who remarry to a person if his/her spouse is alive until the managing director satisfy with his/her reason.
- According to sec.G,D,C,H, any person who's presence will not give any negative impact on the organization

The Main Provisions for Appointment in FCI

According to section of rule 17 the provision of appointment, promotion, seniority, demotion and retrenchment are:

Based upon regional, state and country level for the provision of promotion, demotion and retrenchment there are separate unit, but if managing director thinks it necessary he can transfer any employee from main office to regional office or regional office to main office. Some general rules which are applicable on all appointments of Food Corporation of India. Regular appointments to serve the corporation can be done only those posts which are in the provision 1 of section two and which are accepted for the duration of at least one year. Such appointments:

- According to any process which is specified in column 4 of that particular table
- Specified in column 9 of correlated section in that particular table of food directorate/ by transfer of central government employees salary and account offices.
- By the permanent invitation of employees to deputation in the service of corporation.
- According to certain rules of corporation only such employees can be appointed those who have specific qualification and within the age limit.
- Person who has specific qualification and experience, age limit can be relaxed.
- In condition of excellent service record holders qualification can be relaxed.
- Board by order can relax any law or rule specified in appendix 1 of recruitment if it thinks it is necessary or justified.

There are some rule specified in appendix, appointment can be done on some basis as:

- Deputation of any suitable officer of private sector enterprise can be done for maximum duration of 3 years by the approval of central or any state government or any public sector Hire officer of appointed officer can increase the duration of deputation of any employee from 3 to 5 year according to section 1, 2 or 3 If executive board or board of director consider the deputation as extraordinary and in the interest of FCI can increase the duration from 5 year to more
- Replanning for the retired employees from the deputation of the services of FCI maximum for 2 yrs. Central or state government, but such replanning cannot be accepted lesser than the managing director level officer. Board of directors can increase the period till 2 years but till 60 years age limit in sub section 1, 2 and 3 officers
- Maximum for 1 year duration on purely temporarily basis
- On such rules conditions and provisions which are issued by the board by a special contract.

- Creation of posts FCI time to time supervise all the details of no of different posts in its proclivity Specified authority in column 1 of following table is inbuilt to create extra post for specified details of column 2

Officer	Category of posts
Board President	Only one post below board level or a post of category 1
Managerial Director	Posts of category 2 and 1
Personnel Manager	Post of category 3 or 4
Regional Manager	<ul style="list-style-type: none"> • Post of category 2 for 6 month • Post of category 3 and 4 for 1 year

Conclusion

Food Corporation of India has a clear cut policy and Process for selection of employees at different level. The concept of selection process is based on scientific method and so selection is transparent and useful for the growth of corporation. The categories of employees in FCI is more than general standard and so it is complicate to select appropriate employee, this type of selection can be done only with some principles which is followed by FCI. In this paper a small aspect of human resource is studied and evaluate that what is the management of human resource and what principles are followed for selection of human resource and at what level the concept is succeed . Selection process consists of various methods so that all important information regarding the applicant can be received and the information can be compared to the jib specification. Food Corporation Of India depend on both recruitment sources according to the need as well have direct recruitment method which are in specific provision and rule in Food Corporation Of India. As a conclusion we can say that FCI is following a good selection process based on significant and reliable principles.

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