



# **A STUDY ON RECRUITMENT AND SELECTION IN SUNNY OPOTECH INDIA PVT.LTD, TIRUPATI**

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## **ABSTRACT**

"Right person for the right job is the basic principle in recruitment and selection. Every organization should give attention to the selection of its manpower, especially its managers. The operative manpower is equally important and essential for the orderly working of an enterprise. This study covers the recruitment and selection process followed in Sunny Opotech India Pvt.Ltd, Tirupati".

**KEYWORD:** Recruitment and selection, satisfaction of recruitment process, satisfaction of interview process.

## **INTRODUCTION**

Recruitment is concerned with the process of attracting qualified and components personnel for different jobs. This includes the identification of existing sources of the labor market, the development of new sources and then need for attracting large number potential applications so that good selections may be possible.

Selection process is concerned with the development of selection policies and procedure and the evaluation of potential employees in terms of job specifications. This process includes the development of application blanks, valid and reliable tests, interview techniques employee reversal systems, evaluations and selections of personnel in terms of jobs specifications the making up of final recommendations to the hire management and sending of offers and rejection letters.

**DEFINITION**

"Recruitment is process to discover the source of man power to meet the requirement of the staffing schedule and to employee effective measure for attracting the man power in adequate number to facilitate effective selection of an effective working force".

**EDWARD FLIPPO**

- Selection is the technique of creating a hire or no-hire selection regarding each applicant for a job.

**-Terrie Nolinske**

**REVIEW OF LITERATURE**

**Tomer, June9 (2016)** Studied the technique of recruitment and choice. To determine the prevailing and future requirement of the agency. The fundamental goal of this have a look at is to identify the general exercise that enterprise use to recruit and pick out personnel and time spent for selection process. Methods of recruitment are thru newspaper, referrals, web sites newspaper etc. The examine concludes that recruitment and selection manner is effective and must consciousness on deciding on right man or woman thru activity.Com, campus placement, and so on.

**DEVIN, (2017)** Examined the manner of recruitment on these day's expertise looking. Primary data became collected thru survey technique via dispensing questionnaire to forty respondents. The principal goal of these studies is to recognize what all of the sources are desired by recruitment organization and to find out elements that assist the recruitment agencies to achieve the success. From this research it's far concluded that most of the personnel in agency were happy but a few required adjustments.

**MALEMPATI JHANS, (2020)** analyzed the look at approximately recruitment and selection. Primary data changed into collected from forty personnel using questionnaire technique. The goal of this research is to study and analyze the recruitment and choice process and the first-class degree. From this, it is concluded that it follows the fine exercise of recruitment and choice technique.

**C. Siddarth, (2020)** Studied about recruitment and selection technique. Primary statistics became gathered via questionnaire or head to head interview, direct observation of work and each day communication. Secondary facts become gathered through website and by reports. The main goal of this research is to take a look at approximately recruitment and selection manner and to evaluate the practice of it. This research concluded that document shows a few superb exercises and a few negative exercises which want to be improve.

## NEED FOR THE STUDY

In Sunny Opotech Pvt Ltd, the requirement for a study arises from the need to address specific challenges or opportunities within the company. This necessitates a thorough understanding of the objectives and scope of the research to ensure relevance and effectiveness. The selection process involves identifying appropriate methodologies and participants that align with the study's goals and can provide valuable insights. Ultimately, the study aims to contribute to informed decision-making and strategic planning within Sunny Opotech Pvt Ltd.

## SCOPE OF THE STUDY

The present study on recruitment and selection process helps to get clear picture about the employee recruitment and selections. This in turn helps the management to formulate suitable policy to recruit the employees which helps for developing organization by increasing their productivity level it helps the employees to get more interested towards their work by improving their self development.

The study is limited to sunny opotech India pvt. Ltd, tirupati

## OBJECTIVES OF THE STUDY

- The study of recruitment and selection process of employees at sunny opotech
- To analyse the process, use in recruiting and selecting.
- To study the effectiveness of recruitment and selection of employees.

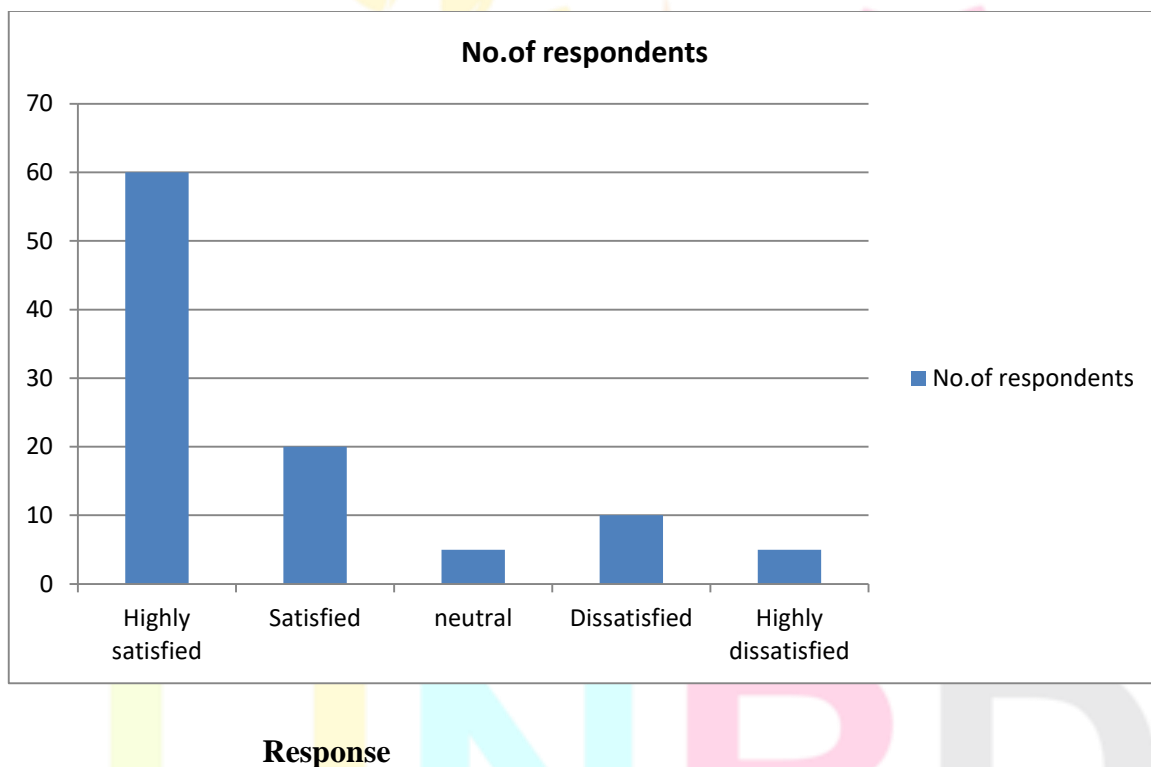
## RESEARCH METHODOLOGY

- Data collection: Primary & secondary
  - Primary data:** Questionnaire
  - Secondary data:** company booklet, company website
- Type of research: Descriptive research
- Research instrument: Questionnaire
- Sample size: 100
- Sample method: Simple random sampling method
- Statistical tool: Percentage analysis, bar charts

**DATA ANALYSIS**

1. Do you satisfied with recruitment procedure in your organization.

Response	No. of respondents	Percentage
Highly satisfied	60	60
Satisfied	20	20
Neutral	5	5
Dissatisfied	10	10
Highly dissatisfied	5	5
Total	100	100

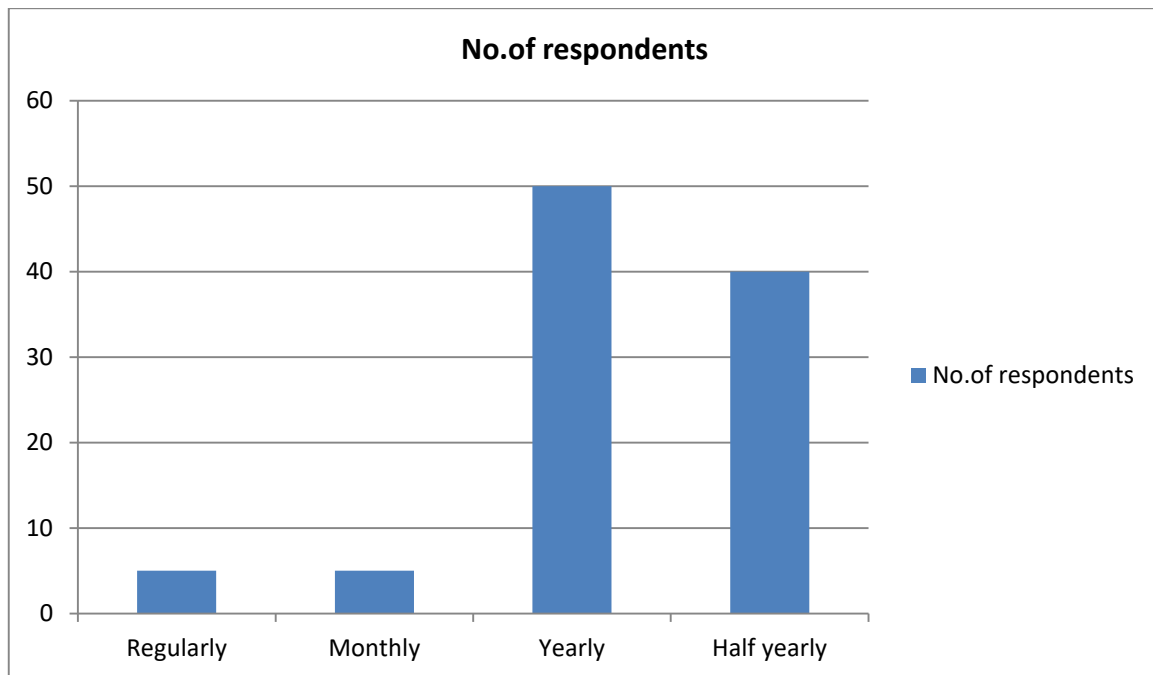


**Interpretation:**from the above table 60% of the respondents are highly satisfied with the recruitment procedure, 20% are satisfied, 5% are neutral, 10% are dissatisfied, 5% are highly dissatisfied.

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## 2. How often recruitment is being done in your company.

Response	No.of respondents	Percentage
Regularly	5	5
Monthly	5	5
Yearly	50	50
Half yearly	40	40
Total	100	100

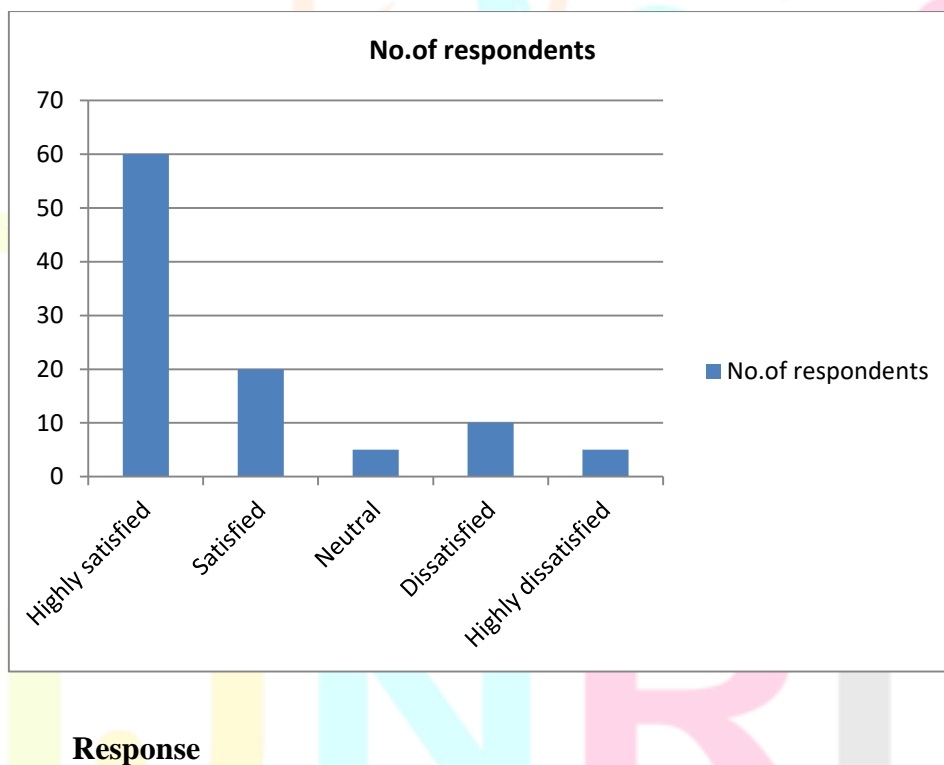


**Response**

**Interpretation:** from the above table 5% of the respondents said that recruitment is conducted regularly, 5% said that monthly, 50% said that yearly, 40% said that half yearly.

3. Are you satisfied with the effectiveness of the interview process.

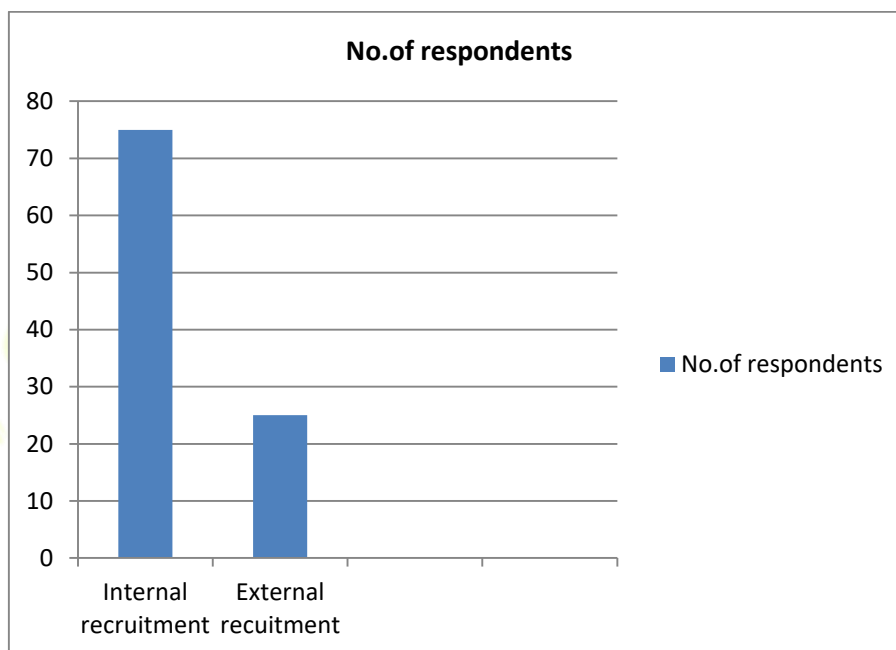
Response	No.of respondents	Percentage
Highly satisfied	60	60
Satisfied	20	20
Neutral	5	5
Dissatisfied	10	10
Highly dissatisfied	5	5
Total	100	100



**Interpretation:** from the above table 60% of the respondents are highly satisfied with the effectiveness of the interview process, 20% are satisfied, 5% are neutral, 10% are dissatisfied, and 5% are highly dissatisfied.

## 4. To which recruitment source your company is giving preference

Responses	No.of respondents	Percentage
Internal recruitment	75	75
External recruitment	25	25
Total	100	100

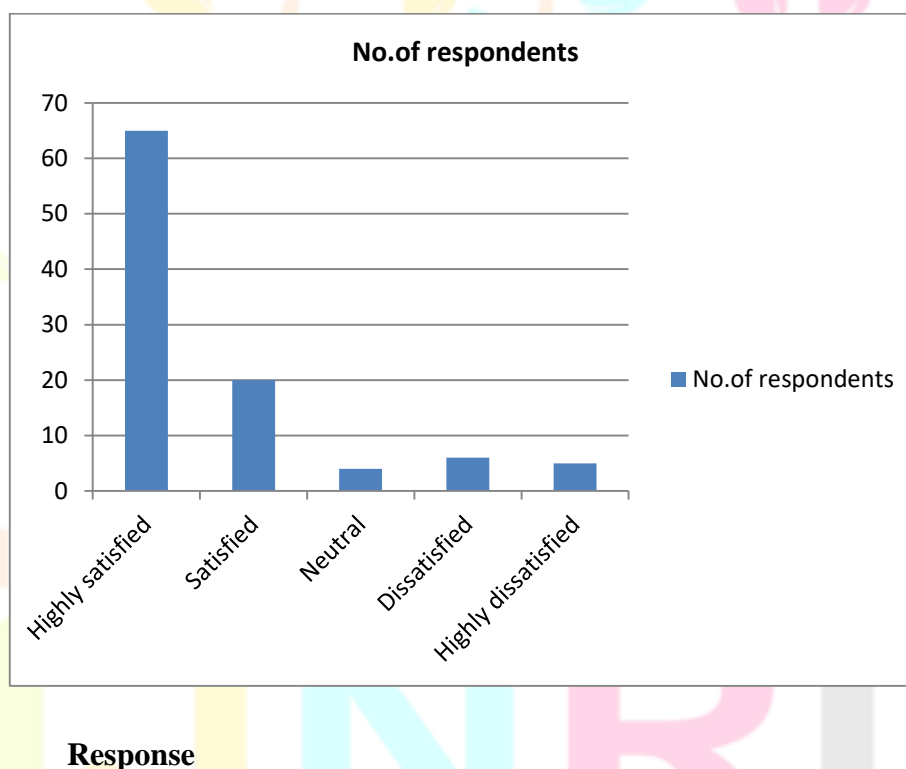


### Response

**Interpretation:** from the above table 75% of the respondents said that the company is giving preference to internal recruitment, 25% said that it is external recruitment.

## 5. Are you satisfied with Sunny Opotech Indian pvt Ltd., recruitment process.

Response	No.of respondents	Percentage
Highly satisfied	65	65
Satisfied	20	20
Neutral	4	4
Dissatisfied	6	6
Highly dissatisfied	5	5
Total	100	100



**Interpretation:**from the above table 65% of the respondents are highly satisfied with sunny opotech Indian pvt ltd recruitment process, 20% are satisfied, 4% are neutral, 6% are dissatisfied, 5% are highly dissatisfied.

## FINDINGS

1. 60% of the respondents are highly satisfied with recruitment procedure in the organization.
2. 50% of the respondents said that recruitment is being done yearly in the company.
3. 60% of the respondents are highly satisfied with the effectiveness of the interview process.
4. 75% of the respondents said that the company is giving preference to internal recruitment source.
5. 65% of the respondents are highly satisfied with sunny opotech Indian pvt ltd recruitment process.



## SUGGESTIONS

1. The organization should not show bias in selection of employees.
2. The organization should change the selection policy in resume screening and shortlisting; the organization should not consider the recommendation.
3. The organization should consider the freshers also in recruitment process.
4. Organization should clearly define the position objectives, requirements and candidate's specification in the recruitment process.

## CONCLUSION

This study reveals the process of recruitment and selection in sunny opotech Indian pvt ltd in tirupati. The overall study has given the step by step process in the function of human resource management that is, acquisition and the policies and strategies followed by the company and how well the organization is prepared towards achieving its goals and objectives by handling the human resource in proper way.

This study, through confined to the area of studying the recruitment and selection process, has also infused the organizational behavior, culture and the process of work flow which give me an opportunity in understanding the real environment of business operations.

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