



Daffodil International University
Internship report
on
Recruitment & Selection Process of Konzept Furniture
(A subsidiary of the **Nasir Group** of Industries)

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Letter of Transmittal

15 February 2024

Siddiquir Rahman

Assistant Professor

Department of Business Administration

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Subject: An Internship Report On Recruitment & Selection Process Of Koncept Furniture.

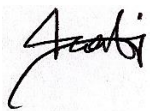
Dear Sir,

With due diligence. It's a great pleasure for me that I got an chance to complete my internship program at Koncept Furniture report on "Recruitment & Selection process of Koncept Furniture" efforts in the study related materials, documents, observing operations that are performed at Koncept Furniture. The report focuses on the implementations of some of the key elements in Human Resource Management. I believe this paper will give an actual scenario of the Recruitment and Selection Process of Koncept Furniture.

Therefore, I am submitting my "Internship Report" for your consideration. For preparing this report I tried to put my best effort. I'll be obliged to attend you if you just let me know if there any shortcomings or flaws may arise, if you find any explanation or clarification required about this report.

Thank You.

Your Sincerely



Al Arabi Anam

ID: 193-11-6337

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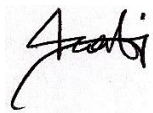
Student's Declaration

I hereby sincerely declare that the presented internship report on "Recruitment & selection process of Konzept Furniture" submitted as a course requirement for Bachelor of Business Administration at Daffodil International University.

The work I have presented does not rupture any existing copyright of this report is copied from any work done earlier for a degree or otherwise.

I further undertake to compensate the department against any loss arising from breach of the foregoing obligations.

Your Sincerely,



Al Arabi Anam

ID: 193-11-6337

Major in Human Resource Management

Department of Business Administration

Faculty Of Business & Entrepreneurship

KONCEPT

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Letter of Acceptance

This is to certify that the work entitled “**Recruitment and Selection Process of Konzept Furniture**” is a key work by Al Arabi Anam, ID-193-11-6337, Major in Human Resource Management, Under my direction, Department of Business Administration at Daffodil International University completed his internship report, which he then submitted to fulfill a portion of the requirements needed to be awarded a bachelor's degree in business administration (BBA) from the university.

Al Arabi Anam possesses an agreeable personality and a morally upright character. He is gregarious, earnest, diligent, meticulous, and hardworking.

I hope all of his endeavours are fruitful.



Siddiquir Rahman

Assistant Professor

Department of Business Administration

Faculty of Business and Entrepreneurship.

Daffodil International University

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Acknowledgement

At first I would like to thanks Allah then I would like to thank all of them without whom this task would be more difficult to finish. I would love to express my heartiest gratitude to my supervisor Siddiqur Rahman, Assistant Professor, Department Of Business Administration, Faculty Of Business & Entrepreneurship, Daffodil International University, for the guidance, supervision, all the suggestion to prepare the report.

My Internship report is made on ‘Recruitment & Selection Process of Koncept Furniture’. I would like to thank the HR manager of Koncept Furniture for helping me to complete my internship in their organization.

Lastly, I would love to thank my inmates, seniors & others for their good advice, suggestion, inspiration & support.



Executive Summary

The recruiting and selection procedure of Konzept Furniture, a division of Nasir Group of Industries, is examined in detail in this internship report. Human resource management (HRM) is faced with the difficulty of adjusting to changing company settings while maintaining effective staffing procedures in the quickly changing corporate landscape of today. The purpose of the report is to examine and assess Konzept Furniture's hiring and selection practices in relation to the stated general and particular goals.

The first section of the report provides a thorough organizational overview, outlining the background, line of products, organizational structure, vision, and goal of Konzept Furniture. In addition, it offers information on the company's office locations and contact data, laying the groundwork for a thorough analysis of its hiring and selection procedures. The recruiting process is discussed, highlighting its significance in attracting skilled people to fill open jobs. Konzept Furniture uses a variety of techniques to source and attract people, including internal referrals, employment sites, and college recruiting. The report also goes over the selection process, including the criteria used to evaluate prospects and make educated hiring decisions. Challenges encountered during the internship, such as a lack of organizational information and time restrictions, are discussed, along with suggestions for improvement. Suggestions include improving applicant qualification verification, creating advising positions, and building screening and interviewing method training programs for managers.

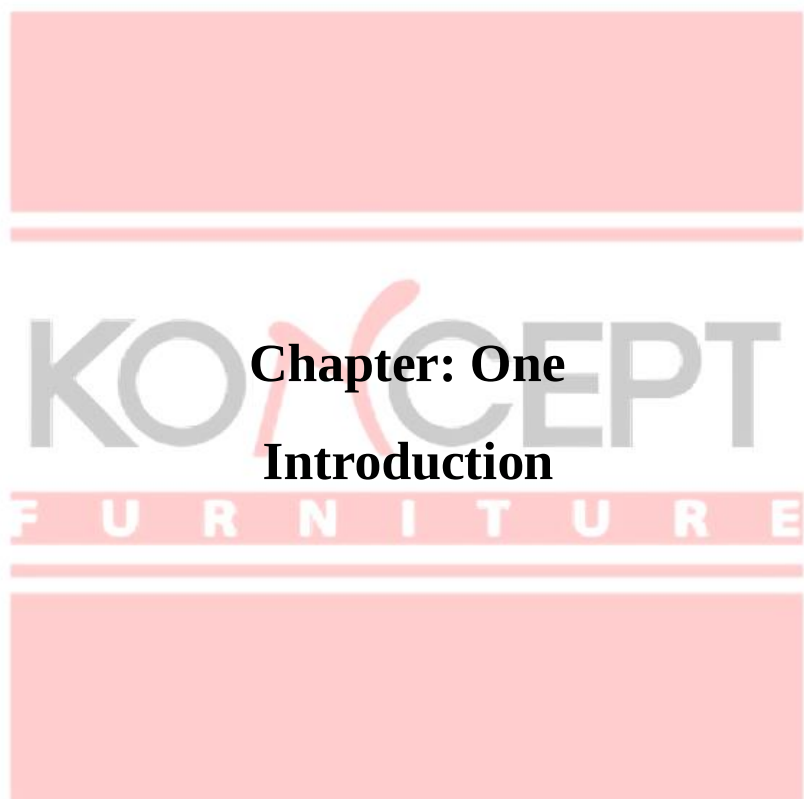
The report's analysis part gives insights into Konzept Furniture's recruiting and selection procedures, stressing the company's dedication to openness and fairness. The findings show a methodical approach to job analysis, recruiting, and selection, ensuring that candidates are evaluated on merit and appropriateness for the post. Recommendations to further enhance the recruitment and selection procedures include using campus recruiting, improving background checks, and maintaining a human resource information system (HRIS) for efficient record-keeping. Overall, this internship report provides insightful information on Konzept Furniture's hiring and selection procedures, laying the groundwork for future enhancements and streamlining of the company's HR procedures.

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Chapter: One

Introduction

Background of the Study:

The world of business is instantaneously changing nowadays. HRM must ready to deal with the changing effect of business environment as a part of an organization. The issues for envisages are continuous improvement initiative contingent workforce changing skills requirement and workers collaboration.

Actually, to provide support to any organization by providing the best personnel in limited time is a big challenge

The process through which the potential people gets attracted toward the organization is recruitment process. Nominating and then selecting the best people for the organization is selection process.

1.2. Objectives of the report

- Broad objectives
- Specific objectives

1.2.1 Broad objectives:

To analyse the recruitment & selection process of Konsep Furniture is the broad objective of the study.

1.2.2 Specific Objectives:

1. To analyze recruitment process of Konsep Furniture
2. To explain the selection process of Konsep Furniture
3. To identifying the problems that are related to the recruitment and selection process of Konsep Furniture.
4. To provide some recommendation on the basis of identified problems.

1.3. Methodology of the study:

This report is primarily intended to help me to gain experience. By watching the HR and personnel department's various operations I obtained pertinent information. Konsep Furniture's recruitment and selection process was chosen as the study's topic before any research was done on it. Many approaches, strategies, and instruments are employed to carry out the investigation.

1.3.1. Type of Research:

Qualitative research is descriptive in nature. This report is essentially created using secondary sources of information.

1.3.2. Sources of Data:

This report's information's are gathered from the primary and as well as secondary sources. These data sources are given below:

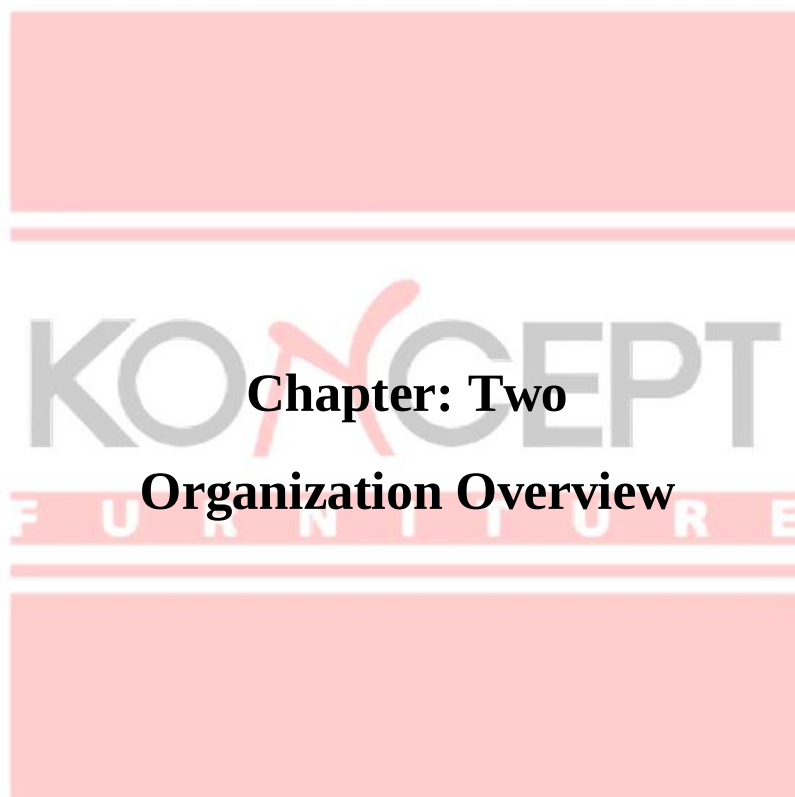
1.3.3 Secondary Data Sources:

- > Text book.
- > HR handbook, HR policies, HR official manuals.
- > Websites

1.4. Limitations of the report:

- Lacking of information: Adequate organisational information of the Koncept Furniture isn't available to be access.
- Time constraint: To know all Human Resource activities of the company the specified time is hardly enough.
- Restriction: Relevant papers and documents can be getting strictly.





Chapter: Two

Organization Overview

2.1 Brief Profile of Koncept Furniture:

The name Koncept Furniture can be called the synonymous with fine quality and modern productions. Their professionals have a great experience of furniture production for more than three decades. Their technical skill and experience is broadened throughout the whole world, not just limited within Bangladesh. The staff have only one mission that is to assist and help you to make you a satisfied client of them.

Koncept Furniture is dedicated to provide the proved expertise with the fabric coordination and finish selection. Their production section tries to provide a quality product within the committed time with efficient manner. Clients satisfaction and workmanship is completely guaranteed. Koncept furniture is one of the very few within the Bangladeshi manufacturer for furniture experiencing export business which gives an opportunity for us to gain international quality.

Two things that Koncept Furniture guarantees they are:

1. Prices are guaranteed to be the competitive most.
2. The guarantee of satisfaction in quality and workshop.

2.1.1. Vision:

- Honest Growth

2.1.2. Mission:

- To ascertain sustainable enhancement
- To become a probable trader
- To achieve standard for the shareholders and customers.
- To gain the satisfaction of the customers
- To encourage and promote the diversity
- To become a mighty competitor in the world of business.

2.2 Office:

Showroom-1; NB Tower, Gulshan# 2, 40, 7 Madani Ave, Dhaka 1212, **Showroom-2;** Jholchobi tower, Floor# 11, 12, 13, Gulshan# 2

Showroom-3; Concord tower, Gulshan# 2

Corporate office: Shehzad Plaza, Floor# 3, Gulshan# 2 (Nasir Group)



Chapter: Three

Analysis

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3.1. Recruitment & Selection process:

Recruitment: In short, recruitment is a process of grabbing attention of applicants for an empty task function and locating certified candidates for the task. It draws and encourages a big variety of applicants for a task. So, it's miles taken into consideration as a wonderful procedure. Primarily the goal of recruitment is to generate a pool of qualified applicants, cause of choice. It proceeds choice approach it miles the process takes area earlier than choice.

Selection: Selection is the result or last core activity of recruitment which refers of the process of preselecting candidates and selecting the most excellent candidates for the position. It's all about choosing the right candidates by rejecting the wrong ones. Although it is considered to be a negative process, but the core intention is to find and select the best candidate for the position

How does Recruitment defer from Selection:

Recruitment	Selection
It is the first step	It is the last step.
Engage with grabbing the attention of employees	Engage with finalizing employees
The approach is positive in it	It's considered as a negative approach
Recruitment leads to selection	Selection follows recruitment
It's easy to operate	It's quite difficult to operate.
This process is not that expensive to execute.	It is very expensive to execute.
Recruitment needs less time to be processed.	Selection needs more time than recruitment.
The major objectives of recruitment are to create a pool of eligible candidates for the purpose of selection	The major objective of selection is to get the best candidates selected for the job role.
Recruitment is the whole process.	Selection is the ending part of recruitment process.
In this no contractual relation for the service is created.	After selection for the job position a contractual relation for the service is created.

3.2 Recruitment and Selection process of Koncept Furniture

Seeking attention of the relevant employees is the core activity of recruitment. It is the starting of finding someone capable for an empty position. It is common that companies wants to hire someone with prior experience for the empty position so that the new member can add some value to the company. Other than that, people with prior experience can maintain the present standard of the company and also, they can boost the growth of organization. When there is a low unemployment and strong financial growth, hiring

becomes even more important as businesses fight for qualified employees. While operating these two process Koncept Furniture handled it with unique and special procedure. The process starts with a job request and finalize the candidate at the very last stage. In order to help the employees and making them more capable for their given position variety of training and development programs are arranged. So selecting the best and train them to be more accurate is a very core part of the hiring part of Koncept Furniture.

3.3 Basic Recruitment Policy of Koncept Furniture.

Koncept Furniture believe that success depends on the joint efforts of all employees. The Human Resources Department of the company. Follow their comprehensive legal, ethical and practical policies and procedures. They don't care about company policies or hiring policies at all.

3.3.1 Objectives of making the policies:

- a) Select the right person in the right role at the right time
- b) Make fair decision throughout the hiring process.
- c) Make sure that you follow proper, systematic and smooth employment procedures.
- d) Make sure that you have the right workforce physically and mentally.

3.3.2 General policy followed by the recruitment of Koncept Furniture:

- a) Employees may not be hired in any category without written approval by the competent authority.
- a) No one under the age of 18 can be hired by Koncept.
- b) All positions at the company is based on achieving each minimum qualification and each position required.
- c) The company guarantee equal opportunity and indiscrimination. Choices based on religion, belief, gender and local considerations are not discriminatory.
- d) Make a fair decision, according to the organization for attracting the best capacity.
- e) Progress and promotion can be made without discrimination based solely on individual performance and efficiency.
- f) Childbirth allowances for female employees are granted in accordance with national law.
- g) Dismissed employees may not return to the company unless required by law.
- h) Individual convicted of criminal offenses in court, subject to management notice are not considered eligible for employment.

3.4 Recruitment Process of Konzept Furniture:

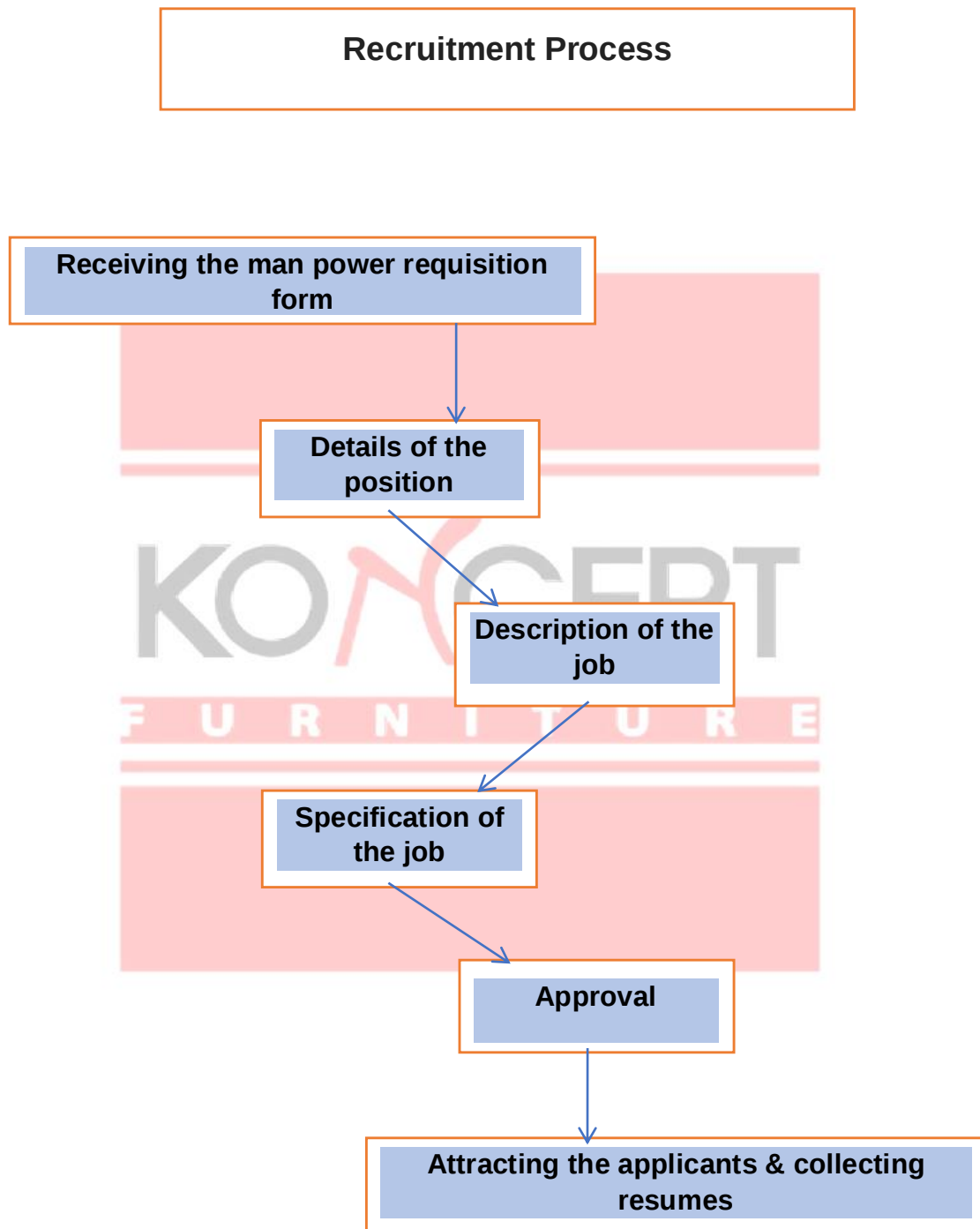


Figure No:1
Name: Recruitment Process

3.4.1. Receiving the man power requisition form

To request new or replacement of employees this man power requisition form is used. Designation, job code, departments etc I mentioned here. This form explains the Importance of the role also what the likely budget would be. At first, The force requisition should be filled by the involved department. There square measure some aspects in requisition at Koncept Furniture. They are:

3.4.2. Details of the Position

The jobs name, division, department, type of vacancy position, range of workers required etc could be written by the head of the department here. There are two types of vacancies. They are:

- * Replacement
- * New position

3.4.3. Description of the job

A job description is a written statement by the organization. Here is mentioned about what the job holders have to do and how it is done also why it is done. Job content, job environment and conditions of employment is been portrayed here. Job description includes job title, duties to be performed, distinguishing characteristics of the job and the authority and the jobholder's responsibilities. In the job description part concerned task of vacancy job is mentioned by the concerned department's head.

3.4.4. Specification of the job

The skills that are needed to be performed in the job description are illustrated by the department head. Here, in job description the qualification, experience & regulation of instruction are mentioned. However desirable manager may write that has not been mandatory if expertise in no required. Manager could add alternatives such as active worker, stress free mind etc.

3.4.5. Approval

The chairman of Koncept Furniture is directly connected with the HR department so it is an important part. It is a must to take approval from the Chairman sir. Also it should be clarified before seeking his permission that why a new employee should get hired.

3.4.6. Attracting the applicants & collecting resumes

Finally, Koncept furniture's HR starts their recruitment after completing all the staged & getting the approval. Now the HR department will think about how to draw the attention of the applicants.

3.5. Different types of recruitment at Koncept Furniture.

Koncept Furniture ensures that the right candidates are hired in the right places. Employees regardless of social or cultural background, gender, religious beliefs, values or other demographic factors. Koncept Furniture belief that candidates who successfully meet the company's recruitment criteria will be selected as employees. In general, candidates for each position must pass the written, computer and HRM exams. The qualified people after passing the three sectors, one by one are chosen for the next step where they face the Viva with the management. After all the process if a candidate is finally chosen, he/she will get the acceptance letter from the company which is also called Appointment Letter. It is the legal permission of working for the company. In Additional, The applicant's educational background, work profile, experience, knowledge, skills and attitudes also contribute to the selection process.

3.5.1 Recruitment sources:

There are two sources of recruitment:

- a. Internal source.
- b. External source.

3.5.2 Internal sources:

When resumes are collected from inside the organization or persons related to the organization refers to internal sources

Personal Reference: Existing workers may know of peers, relatives, or colleagues who can effectively fill vacancies. While this can be a very effective recruiting strategy, it will almost certainly anger other workers who were hoping to be offered the job, to inform those relevant ones who are skilled so that they got the eagerness to apply.

Intern: It's an opportunity for the company to get some fresh graduates to teach their company culture and it's also an opportunity for a fresh graduate to learn from a well-established company about their corporate culture. Organizations have the opportunity to develop relationships with school partner and develop generally useful relationship.

3.5.3 External sources:

When resumes are collected from outside of the organization it refers the External source.

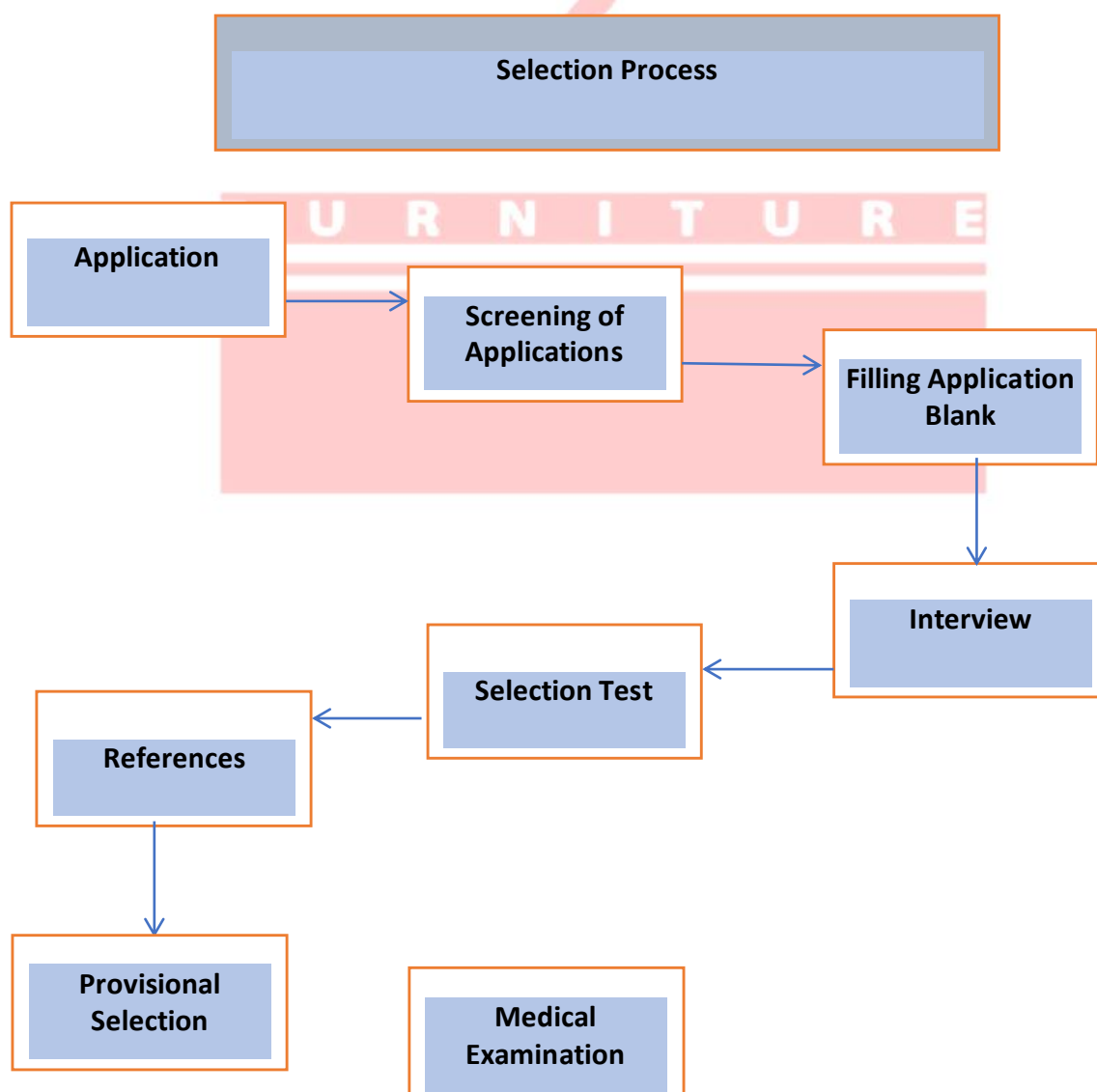
Advertising: The most common form of recruitment is advertizing. It's very common in our country to find job adds on newspapers. As newspaper is accessible by all the people of the country so that it is too easy to reach to the people who should be aware of the job vacancy. Those who are looking for a job, they usually look at the job vacancy page of the newspaper at least once in a day. So, it's a very easy and approachable process to the mass people. A new with all the relevant information can help the applicants to understand about the job criteria, what the company wants and what the benefits company is offering in return. Along with posting job on the official website of Koncept furniture, the also advertises jobs on various

digital platform like Facebook. Rather than that www.bdjobs.com is very common way of posting job.

Internet work sites: Today we are in the era of Digital Bangladesh and majority of the population know how to operate internet. So, posting job circular on the internet has become very common nowadays. As it is less expensive than posting job on the traditional method, most of the companies are now posting jobs in the internet. Mohammad Group is also following this common method as it is the easiest way to reach to the maximum number of people within a short period of time.

University: On campus recruitment or Job Fair is popular way to let the candidates know about job vacancies. On campus hiring is very easy and helpful as the company is allowed to go to the university collect resume and also they can conduct some walk-in interview session.

3.6. Selection Process of Konzept Furniture:



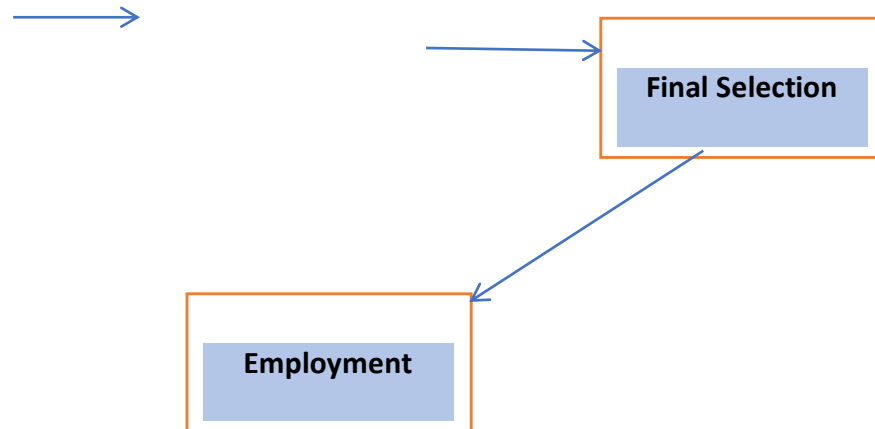


Figure no: 2
Name: Selection Process

Selection Process of Konzept Furniture:

Making decision is the process of selection. The selection process's number of steps and order will vary depending on the organisation, the kind of position to be filled, and its level. The actions that normally make up the choosing procedure. application receipt, screening, application blank, interview, job test, references, physical and/or medical examination, placement, and final selection.

1. Application: The initial step in locating and luring possible candidates is known as "recruitment," as we have seen. It is an official request made in responding to the advertise by the job seeker for the position he wants.

2. Screening of Applications: "Job description" and "job specification" contain the requirements for a specific position. The desired qualifications, experience, age, and education of a suitable candidate are listed in the "job specification." These characteristics match those listed on the application. Many candidates may be "screened out" based on this comparison if they are unable to meet the requirements outlined in the "job specification."

3. Filling Application Blank: "Job description" and "job specification" contain the requirements for a specific position. The desired qualifications, experience, age, and education of a suitable candidate are listed in the "job specification." These characteristics match those listed on the application. Many candidates may be "screened out" based on this comparison if they are unable to meet the requirements outlined in the "job specification." The following types of information may be sought by the organization through application blank.

- Biographical information such as name, address, sex, nationality, and date of birth..
- Qualifications and training in education.

- Personal details like number of dependents and marital status.
- Work experience: responsibilities, duties, pay, and reason for leaving previous position.
- Personal achievements in sports, arts and culture.
- Individual goals and interests.
- Expected salary.
- Assets and liabilities.
- References.

4. Interview: The most popular method for selecting candidates is the interview. Oral, written, or both may be used. It gives the companies a complete picture of the applicant, taking into account their knowledge, disposition, IQ, and outlook on life. It accomplishes multiple goals.

- It's an opportunity to assess the credentials, expertise, and traits of an applicant.
- It is the only way to observe a candidate in action, including his appearance and demeanor, his responses, his mode of thought, and the impact of his personality on this.
- In terms of performance, motivation, initiative, work habits, judgment, and other aspects that may be necessary to understand for a new hire's eventual success, it's arguably the greatest method to get at the "will do" feature of employment.

5. Selection Test: Candidates are chosen through psychological testing. To identify the components of each person's performance, attitude, and behaviour, A methodical process is followed. Numerous test types exist, including aptitude, intelligence, mechanical aptitude, psychomotor, personality, interest, and more. Tests of aptitude are used to assess a person's aptitude and potential for a particular skill, such as learning mental arithmetic and reasoning. A psychomotor test measures a person's mental dexterity, muscular control, and coordination; a mechanical aptitude test determines a person's capacity to learn a specific mechanical type of work; A personality test is used to evaluate an applicant's motivation, ability to adapt to new situations, ability to form relationships with others, self-image, and emotional stability. An achievement test is used to measure the level of skill achieved either through prior experience or training; To determine which kind of job a candidate is most qualified for, an interest test is used. These tests can be used to measure candidate qualities quantitatively.

6. References: The majority of application forms have a list of references, and occasionally, applicants are asked to submit recommendation letters for those references. There exist two categories of references:

- Character reference: Who can attest to appropriate behavior and character?

- **Experience benchmark:** Who accredits appropriate experience levels? Typically, the institution's deans, instructors, and principles serve as character references, and some willing former employees serve as experience references.

7. Provisional Selection: A candidate is deemed to be provisionally selected by position for what the process of selection is been launched when he has successfully completed all of the requirements, including providing references.

8. Medical Examination: All candidates who have been given a provisional selection are expected to undergo a physical examination by a certified medical examiner. The requirements for a medical examination differ depending on the kind of work. For instance, military service requires a high level of health. The level of physical and medical requirements is set for "fighter pilots."

9. Final Selection: Final selection is open to provisionally selected candidates who passed a follow-up medical exam and provided documentation of their training, work history, and compliance with all other legal requirements. A final interview with the CEO is required in certain situations.

10. Employment: An offer of employment is made to the candidate who has successfully cleared each level of the selection process. When a chosen applicant accepts the offer and starts working for the company, their employment is finished.



Chapter: Four

Major Findings

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Major Findings:

Major findings Regarding the recruiting and selection process, **Koncept Furniture** has clear, well-organized guidelines.

1. Koncept Furniture practices structured recruitment & selection process.
2. The functions of recruitment are assessing recruitment, primary selection of candidates, rounding the selection process, and records all the documents.
3. Specific recruitment process starts with job requests followed by forms of recruitment, applicant search, communication with message, and communication medium.
4. Internal search and external search are the two delicate sources for the recruitment of Koncept Furniture.
5. Koncept Furniture also practices personal reference and Internship programs for recruitment.
6. External sources, including private employment agencies, campus recruitment, walk-in interview and open house in also been practiced at Koncept Furniture
7. The Organization uses a systematic procedure for their selection process and starts with the application and followed by screening application, filling application blank, interview, selection test, reference check, medical examination and go for final employment.
8. Reference check is the most important part of selection for Koncept Furniture.
9. Koncept Furniture practices online portals to recruit the suitable person.
10. Koncept Furniture does not participate in any job fairs.
11. The organisation failed to give a detailed job description to the applicants for the recruitment process.
12. Koncept Furniture does not practice any online assessments or video interviews throughout the selection process

7: Recommendations:

During my internship period, I have discovered that Koncept Furniture's (head office) Personnel and Human Resource Department, with its small team, is handling a large amount of the Human Resource Management functions. The department's most important tasks are recruitment and selection. Improved output can be guaranteed by a successful human resources department. Thus, after taking into account every discovery and scrutinizing every piece of information, the following suggestions are put forth, all of which will help Koncept Furniture's personnel and HR department.

1. Koncept Furniture needs adopts modern technologies and innovations for recruitment and selection process.
2. Koncept Furniture can develop a record keeping or data storage system to keep records of the previous applicants.
3. The organisation needs to adjust its approach in certain ways. Use a systematic interview with the same activities and questions for all candidates. Additionally, employ various blind hiring software.
4. Koncept Furniture needs to facilitate video interviews and evaluate candidates online for the selection process.
5. Koncept Furniture may improve the candidate experience for the selection process. Simplify application process, then update the Koncept Furniture career website so that it is genuine, user-friendly, and informative.
6. Koncept Furniture requires organizational fit, as they look for candidates who are not only a good fit for the job but also a good fit for the organization, in the selection process.
7. Koncept Furniture needs to attend job fairs, according to universities and private job fairs, to network with more applicants for their selection process. It will be helpful for candidates and fresh graduates.
8. Koncept Furniture includes the details of the job description in the circular, So the candidates can understand the job.

8: CONCLUSION:

The organisation is supporting the recruitment & selection process almost rightly according to the findings it clarified. The HRM process overall is going well in the organisation. To ensure the implementation of recruitment and selection process it is a necessary step. To get the highest contribution from its workforce HR plays the vital role. The nerve centre of the company this is. It deals with all the man those who are vital and mostly sensitive in any organisation. Machines remain idle, raw materials lies stacked and money gets tied up without the support of human being. The potentials individuals must be recruited to get the best output.

9: REFERENCE:

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Newspapers/ Journals.

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Wekipedia

www.google.com