



**Internship Report on
Recruitment and Selection Process of
National Bank Limited**

Submitted By

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Program: MBA

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Submitted To

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Letter of Transmittal

Date:

Dr. Md. Abdur Rouf

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Subject: Submission of Internship Report on Recruitment and Selection Process of National Bank Limited

Dear Sir,

It gives me immense pleasure to submit the internship report on “**Recruitment and Selection Process of National Bank Limited**”. Which is a partial requirement of my MBA Program, A Three Months Long Internship Program authorized by the department of Daffodil International University.

Apart from the Academic knowledge gained through this Internship program and preparation of this report has given me the opportunity to acquaint myself with an existing policies and practices of Recruitment and selection especially in the Bank. I believe that the experience I acquired from this study will be an invaluable asset in my life.

It has to be mentioned further that without your expert advice and cooperation it would not have been possible to complete this report. You please give me the judicial advice on my effort and grant my paper to fulfill the requirements of MBA program.

Sincerely Yours

Md. Shahin Alam

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Major: Human Resource Management

Program: MBA

Department of Business Administration

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Letter of Authorization

Dr. Md. Abdur Rouf
Associate Professor
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Subject: Declaration regarding the validity of the Internship Report

Dear Sir,

This is my truthful declaration that the report I have prepared is not copy of any internship report previously made by any other student.

I also express my honest conformation in support of the fact that this report has neither been used before to fulfill any other course related purpose nor it will be submitted to any other person or author in future.

Sincerely Yours

Md. Shahin Alam
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Letter of Approval

This is to certify that, **Md. Shahin Alam, ID: 192-14-149, Major in Human Resource Management** is a regular student of Department of Business Administration, Faculty of Business & Entrepreneurship and Daffodil International University. He has successfully completed his Internship program in National Bank Limited. He has prepared his report and topic is “An Analysis of the Recruitment and Selection process of National Bank Limited”. I think that report is a worthy of fulfilling the partial requirement for MBA program.

I wish him happiness, good health and every success in life.

Dr.Md.Abdur Rouf

Associate Professor

Department of Business Administration

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Acknowledgement

It's extraordinary delight to yield the internship report effectively. Within the handle of doing this at the exceptionally starting I am broadly thankful to all-powerful Allah for giving me strength and persistent to create such a true report. I would like to specific heartiest appreciation to my honorable administrator **Dr. Md. Abdur Rouf**, Department of Business Administration, Daffodil International University. For giving suitable instruction & direction to form this report properly. I too express extraordinary much appreciated to National Bank Restricted. Particularly Mr. Ferdous Hossain. (Senior Official Officer). In arrange for course of action of my internship in National Bank Limited. I moreover like to appear sincere much appreciated to National Bank Constrained and all of its workers and stuffs. They were truly exceptionally co-operative and inviting in nature. It would be exceptionally troublesome to total this report effectively without their mindfully assistance.

Executive Summary

As a bank NBL plays a capable and beneficial HR strategy to keep the pace with the display universe of commerce. The report is around the enrollment and choice prepare of National Bank Constrained. HR works out are one of the genuine works out in an affiliation. National Bank HR division could be a culminate put for learning HR related works out inside and out. A brilliant gather of the board of HR division leads all the HR related issues. Their committed work makes them conceivable to induce fitting people for sensible positions. They keep up a veritable stream of each single steps of Enrollment and choice handle. Lessening turnover rate illustrates the enrollment and assurance method of National Bank could be a idealize show and they select advantageous person for right position. The report centered for the foremost portion on the Human Asset Division. As private commerce bank Work weight is tall in National Bank, so they require uncommonly capable people who are greatly committed to their work, for the most part the complete movement will come up short. Usually an extraordinary test for any affiliation to find such gifted people. To know the long run intrigued of HR in National Bank Restricted (NBL), the Human Assets Division of National Bank Restricted gives the different branches and divisions of the head office a common outline toward the begin of the year. From the information collected from these structures, the HR division gets a gage of the labor prerequisites for the year. The HR division at that point sets out to enroll and select vital number of able and capable people within the bank. The achievement of a trade bank depends to a incredible degree within the nature of organization rendered to the clients. Nature of organization depends upon the capability and the nature of the laborers of the affiliation. In this way, the pro of NBL must be cautious in enrolling the culminate individual for each action. The approach and handle have to be reexamined. So in show disdain toward of the reality that the strategy they have been embracing so far has been to a few degree practical, to alter to the advancing times, the strategy have to be changed and streamlined.

Table of Contexts

Serial Number	Topic	Page No.
	Letter of Transmittal	I
	Letter of Authorization	II
	Letter of Approval	III
	Acknowledgement	IV
	Executive Summary	V
	Chapter One: Introduction	
1.1	Introduction	9
1.2	Background of the Study	9
1.3	scope of the Study	9
1.4	Objectives of the Study	10
1.5	Methodology of the study	10
1.6	Description of section where worked:	10
1.7	About National Bank Limited	10
1.8	Mission of NBL	11
1.9	Vision of NBL	11
1.10	Slogan	11
1.11	Services of National Bank Ltd	11
1.12	Business philosophy of National Bank Limited	12
1.13	Corporate social Responsibility of National Bank	12

	Chapter Two Recruitment and Selection process of National Bank Limited	
2.1	Discussion about Recruitment of national bank limited	14-15
2.2	Recruitment Process	16-19
2.3	Discussion about selection	20
2.4	Selection process	21-22
2.5	Gap Analysis of the Recruitment and Selection process of NBL	22
	Chapter Three Problems and recommendation	
3.1	Problems identified	24
3.2	Recommendations	25
	Chapter Four: Conclusion	
4.1	Conclusion	27

Chapter One

Introduction

1.1 Introduction:

Present day dealing with a record structure expect a basic activity for a nation's monetary headway. All through the latest couple of years the setting aside cash world has been encountering a huge amount of changes in light of liberation, mechanical headways, globalization, regular situation, etc. These movements furthermore turned out reformist upgrades of a country's economy and also our budgetary headway. Present world is changing rapidly to go up against the trial of zeroed in free market economy. It is a lot of apparent that there is a critical prerequisite for better-qualified organization and more ready staff in the dynamic overall budgetary market. Bangladesh is no exclusions of this example. Setting aside cash Segment in Bangladesh is defying troubles from different essentials anyway its possibility is splendid later on. Human animals wrap up HR when their aptitudes and limits are created to grasp some profitable activities which are significant to them and their overall population. In an affiliation, administrative or managerial improvement occurs through getting ready, preparing and headway of the work power. The necessity for effective HR the chiefs is seen endlessly in huge affiliations. Public Bank Ltd seeks after an incredibly convincing HR Arrangement which is commonly reliable if there ought to emerge an event of enrolling, planning, making, convincing, and holding extraordinary delegates. The Bank has a Human Asset Improvement and Exploration Division to make HR inside. The Institute is outfitted with master library, current getting ready helps capable staff and other office. It is by and by under Staff and Human Asset Advancement and Exploration Division.

1.2 Background of the Study:

This report is a Fruition of need of the passage level position program which is a basic bit of the MBA degree essential. Preceding the testament, an understudy must encounter the section level position program. Passage level position program is an ideal blend of the theoretical and practical learning. As the manager has provoked me to develop a serious perception of the enrollment and decision methodology of National Bank Restricted (NBL). I was designated in the General Saving cash, credit Division, Remote Trade Division and HR practices of NBL. Under the heading of Mr. Ferdous Hossain to meet the need of the transitory position program of MBA. I endeavored my best to get anyway much information as could be normal and finish this report in due time.

1.3 Scope of the Study:

This report doesn't cover all of the components of HRM of National Bank Restricted. Or on the other hand possibly it discusses only the enlistment and assurance system of the public bank Limited. Since the branch office doesn't practice special and free enrollment and assurance measure, the current assessment deals with the methodology of the Head office of the bank. Human Asset Office is most mystery office for any affiliation and what's more Human Asset Division in NBL. Here as an understudy I am allowed to get Limited information for my study. So, in my report all the information that I give that I am allowed to take the information.

1.4 Objectives of the Study:

The study has been carried out with the following objectives.

1. To explain recruitment process of National Bank Limited;
2. To explain selection process of National Bank Limited;
3. To gap analysis of the recruitment and selection process of National Bank Limited;
4. To identify problems related to recruitment and selection process of National Bank Limited;

1.5 Methodology of the Study:

To conduct the overall study, I explored the sources of Secondary information. Information has been collected from the web site of the NBL. After collecting this information; I have prepared the report, which provides the detail information of Human Resource practices of NBL.

Secondary sources are:

- Annual Report of National Bank Limited.
- Prospectus of National Bank Limited.
- Relevant file study as provided by the officers concerned.
- Different circulars issued by the Head office of National Bank Limited.
- Different HRM related text books.

1.6 Description of Working Section:

I did my Internship at National Bank Limited From the 17th May 2020 to 17th August 2020. Assistant vice president and Manager of the National Bank Ltd gave me the chance to join as internee. I joined in National Bank as an internship student in the kaliakoir Branch. In the time of internship period, I worked in office as a trainee under the supervision of Md. Ferdous who is the senior Executive officer and Bidhansaha who is Executive officer.

1.7 About National Bank Limited:

National Bank Limited is the primary private division bank claimed by Bangladeshi nationals. The bank was established on 28 Walk 1983 yet the main branch at 48, Dilkusha Business Zone, Dhaka began business activity on 23 Walk 1983. The second branch was established on 11 May 1983 at Khatungonj, Chittagong. As of now NBL has helping their business through its 143 branches and 16 Agri/SME Branches spread everywhere throughout the nation.

1.8 Mission of the NBL:

Tries for expansion of our activities at home and abroad by adding new estimations to our keeping cash organizations are being continued unabated. Close by, we are moreover placing most raised need in ensuring straightforwardness, obligation, improved client base organization and furthermore to our obligation to serve the overall population through which we have to move ever closer to everybody in light of everything. Winning a never-ending seat in the hearts of everybody as a disapproving of companion in raising the public financial norm through unending up degree and extension of our clients benefits as per public and overall essentials is the ideal target we have to reach.

1.9 Vision of the NBL:

Ensuring most imperative norm of clients benefits through the best use of latest information development, making due promise to the public economy and working up ourselves unflinchingly at home and abroad as a front-situating bank of the country are our esteemed vision.

1.10 Slogan:

A bank for performance with potential.

1.11 Services of National Bank Ltd:

National Bank gives all business saving money administrations to its customers concentrating on the national premium and economic development. The significant fields of its exercises might be spoken to as underneath:

1. Personal Banking
2. i Banking
3. International Banking
4. Industrial Financing
5. Deposit Schemes
6. SME Banking
7. Online Banking
8. ATM Service
9. Foreign Remittance
10. Western union
11. Others

1.12 Business philosophy of National Bank Limited:

Public Bank Ltd, a full organization business set aside cash with Local and International Institutional shareholding, is on a very basic level dictated by making openings and looking for secondary selling fortes not for the most part met by customary banks. Today National Bank is one of the snappiest creating banks in the country to help the orchestrated improvement of its assignment, compose and for its distinctive business parts. The explanation National Bank is all set is to produce a valuable and socially careful cash related association focused on business areas and associations with advancement potential, thusly helping National and accomplices create a "just, lit up, strong, ubiquity based and poverty free Bangladesh". Which expect to help make organizations and economy of the country more grounded and to empower people to achieve their dreams. They fulfill the explanation by following raised prerequisites in all that we do. For their customers, their financial specialists, their accomplices and their organizations upon, which the future achievement of their association rests.

1.13 Corporate social Responsibility of National Bank:

Public Bank Restricted has continually expanded its. help and has stayed by the vulnerable people amidst ordinary catastrophes. In 2007, National Bank Limited gave Tk. 40.00 Lac to help the losses of flood, Tk. 20.00 Lac for easing movement of torrential slide awful losses and Tk. 50.00 Lac for Sidor lamentable setbacks to the mitigation hold of the Central Counselor and the Military Boss. The Bank has in like manner taken a pilot adventure for post flood provincial reclamation at Sirajgonj. On 10th Walk, 2009 an Installment Request for Tk.25.00 Lac has been offered over to the Hon'ble Head overseer as a blessing/financial assistance to the denied family members of the martyred Armed power Officers butchered in the BDR gore held tight 25th February, 2009. On first April, 2009, NBL gave Tk. 24.00 Lac to the Fair Executive to hand over the identical to the family members of the martyred Armed power Officers. This was given to 5 (five) families, each being given Tk. 40,000/- consistently for I year which will continue for quite a while. From now on, the total entirety of blessing would indicate Tk. 2.40 Center. In 2010, NBL contributed Tk. 54.65 lac to various games gathering of the nation.

Mr. Zainul Haque Sikder, a brave open door competitor and an acclaimed facilitator of the war of opportunity, the Director of National Bank Limited, gave 16000 pieces saree and lungi to the Fair President's Alleviation Store. The Chiefs of the bank Rick Haque Sikder and Ron Haque Sikder and the Executive of Sikder Gathering John HaqueSikder gave over the sarees and lungies to the Respectable President at Bangabhaban on the 10th June 2017.

Chapter Two

Recruitment and Selection Process of National Bank Limited

2.1 Discussion about Recruitment:

Enrollment alludes to the way toward drawing in, screening, and choosing a certified individual for work. At the key level it might include the advancement of a business brand which incorporates a 'representative contribution'.

Along these lines, by the definition the way toward distinguishing and recruiting the best-qualified up-and-comer (from inside or outside of an association) for an occupation opening, in a generally opportune and financially savvy way.

The enrollment time of the obtaining methodology happens when the association attempts to accomplish a pool of contenders through occupation postings on association and outside destinations, work referrals, energize required advancements, school grounds enlistment, electronic life choosing, etc.

Occupation competitors who respond to the enlistment attempts of the association are then screened to choose whether they are possessed all the necessary qualities for the action.

Picked hopefuls are welcome to interviews and various methods for assessment. Supervisors may check the establishment of inevitable specialists, and what's more check references going before making an occupation offer and utilizing the best competitor for the position.

The periods of the enlistment technique include: stir assessment and working up a man detail; the sourcing of contenders by frameworks organization, publicizing, or other request procedures; planning competitor to work essentials and screening individuals using testing (aptitudes or personality examination); assessment of candidates' motivations and their fit with legitimate necessities by meeting and other evaluation strategies. The enlistment strategy also joins the creation and settling of occupation offers and the acknowledgment and on boarding of new agents. Dependent upon the size and culture of the affiliation selection may be endeavored in-house by chiefs, human resource generalists or potentially enlistment specialists. Of course, portions of most of the system might be endeavored by either open section business associations, or business selection workplaces, or authority look for consultancies.

There are two types of recruitment

- i. Internal recruitment
- ii. External recruitment

Internal recruitment:

1. Impressive speculation assets can be made. Individuals with inside data of how a business functions will require shorter occasions of getting ready and time for 'fitting in'. 2.

The affiliation is most likely not going to be inconceivably 'resentful about' someone who is acquainted with working with others in the affiliation.

2. Inside progression goes about as a propelling power to all staff to work more diligently inside the affiliation.

3. From the affiliation's point of view, the characteristics and weaknesses of an insider will have been overviewed. There is reliably a danger attached to using an outsider who may simply be a success 'on paper'.

Sources of internal recruitment

1. Company's own website
2. Employee reference
3. From internship student

External recruitment:

External selection makes it possible to draw upon a broader extent of capacity, and allows to get new understanding and contemplations to the business. Shortcomings are that it is even more over the top and the association may end up with someone who ends up being less fruitful eventually than they did on paper and in the gathering situation.

Sources of external recruitment

1. Advertisement
2. Campus recruitment
3. Employment agencies
4. Job fairs
5. Professional organizations

2.2 Recruitment Process:

1. Identifying the procuring need

You can't find what you require . . . if you don't understand what you require. It's deficient to understand that you require [insert position title here]. You ought to moreover know the whole anticipated arrangement of obligations. Regardless, you should know the portrayal as the last delegate who left in the position left it, NOT the depiction when that individual acknowledged the position. That is because chances are extraordinary that they went facing new/additional obligations while in the position. Directly the movement when they left is exceptional comparable to they work when they showed up.

2. Planning

At the point when you've perceived exactly what you require (both with respect to hard capacities and sensitive aptitudes), by then it's an incredible chance to gather a plan to find what you require. You understand what they state: "When you disregard to plan, you mean to miss the mark." Yadda-yadda-yadda . . . yet, it's absolutely right. Guarantee that you get the "in advance venture" of everybody required with the enrolling methodology on the implies that will be taken and the correspondence channels that will be used. All things required is one slip to detonate everything.

3. Searching

This is the place you ought to be a "searcher" and not a "finder." Too various associations are "finders," suspecting that virtuoso hopefuls will pour down from the sky like so much food. No, they are unquestionably not. Eventually, this is the explanation associations utilize "headhunters." They pursue, they don't gather. That, just as they're incredible at what they do. Utilizing authorities and even associations with internal spotters much of the time can't organize the ability and relationship of a choice delegate who "works down and dirty" of the business for quite a while.

4. Identifying practical applicants

Finding candidate is furthermore deficient. An affiliation (or its determination delegate) ought to similarly find qualified contenders. Anybody can find candidates. They're all finished. In any case, those anomalous express A-players, such a contender your resistance would kill for? They're NOT everywhere. So chasing down them, finding them, and recognizing them will be dynamically problematic if the underlying three phases in the process have not been grasped.

5. Recruiting of A-level competitors

At the point when appropriate candidates have been remembered, they ought to be selected. So to speak, they ought to be sold on the opportunity, just as on the affiliation. A couple of affiliations miss this basic refinement. Top contenders are not just enlivened by a staggering new action. They're enthused about an amazing new movement with a phenomenal new business. If they like the movement, anyway they don't moreover like the business, they're not going to take the action. As referred to above, enrolling is an imperative part of the enlistment strategy.

6.(Telephone) screening

In actuality, you have a cluster of down to earth contenders, presumably segregated hopefuls, who are enthused about the position. However, just one out of each odd single one of them will bear the methodology. That passes on us to the chief screening period of the methodology, the telephone meet. Ideally, you would have a summary of 10 to 15 incredibly strong candidates, all of whom are enthused about the position. The phone screening serves to trim that overview down, with the objective that you can move to the accompanying period of the system, which is. . .

7.(Face-to-confront) meeting

There are two critical parts of this piece of the enlistment procedure:

a)It can't extend excessively long, or applicants included will lose intrigue.

b)Employers must impart to competitors where they are all the while and what's in store in the close term or they will begin looking somewhere else. This is a specific threat with best competitors, since they are more than likely meeting with more than one association. Of course, there are other essential parts of the meeting stage, yet these are the two that organizations disregard the most, with typically critical outcomes.

8.Offering of work

The offer stage is a champion among the most delicate periods of the choosing system. An enrolling boss should keep in mind that a candidate will recognize an offer. Regardless, in the occasion that they've done most of the most ideal work already and they've twofold and triple-checked everything, by then the contender should recognize more often than not. Here's a basic note: if an affiliation is working with a request counselor, the getting overseer of that affiliation should allow the chase master to grow the offer. That is what the contender expects, and that is what should happen.

9.Hiring of the competitor

For what reason are the offer advance and the contract step not joined into one stage? Since only one out of every odd offer of work is acknowledged. On the off chance that each offer was acknowledged, indeed, we could do that. On the off chance that a #1 hopeful rejects the offer, the organization may stretch out the offer to their #2 applicant . . . or on the other hand their #3 applicant, if #2 fails to work out. When an applicant accepts the offer of work, however, that is the point at which the official contract can be made.

10.Onboarding of the applicant

What's the reason for utilizing the best candidates in the business community if you can't hold those hopefuls after you've secured them? An expansive onboarding measure is possibly the most earnest steps in the choosing system. At the point when we insinuate onboarding, we're examining some different option from new laborer printed material and knowing where the bathrooms are found. We're seeing continuing to make the candidate/new agent feel required before they officially join the affiliation. Various an association has failed to do that, just to see their new delegate never show up for their first day of work.

Extraordinary among different ways to deal with make more plans is to quicken the enlistment system. Undoubtedly, there's almost no you can do about how brisk your clients move. Regardless, your selecting programming? You would do well to use an enrolling competitor following system that is essential, pivotal, and expected to save time and imperativeness in the midst of the technique.

Since the snappier you get the best contenders before your clients, the better.

Enlistment arranging:

The main associated with the enrollment procedure is arranging ,Hiring, arranging includes to draft an extensive activity detail for the empty position, diagram it's major and minor duties, the aptitudes, experience and capabilities required 'review and dimension of pay, beginning date ,regardless of whether brief or permanent,& notice of extraordinary condition, if any connected to the activity to be filled.

Technique advancement:

At the point when it is comprehended what number of with what ability of candidates are required, the ensuing stage related with this regard is to contraption a sensible framework for enlistment the rivals in the affiliation. the key thoughts to be seen the same number of consolidate issues like whether to masterminded the necessary candidates themselves or agreement it from outside, what sort of enrollment technique is to be used, what land an area be thought of, for glancing through the contenders, which wellspring of enlistment to be cleaned, and what gathering of activities to be followed in choosing hopefuls in the bank.

Looking: These means included pulling in employment seeders to the bank. There are extensively two sources used to draw in applicants. These are:

- Internal sources
- External sources

Screening: Through some view screening as the early phase of decision, we have considered it an essential bit of enlistment. The reasons start the decision methodology starts basically after the application have been screened and short recorded. Applications are screened against the abilities, learning, aptitudes, limits, premium and experience referred to in the action specific. The people who qualify are straight course discarded from the assurance method. The techniques used for screening candidates are amazingly depending upon the wellspring of gracefully and procedure used for choosing. Starter applications, de-judgments test and screening interviews are standard frameworks used for screening the contenders.

Assessment and control:

Given the impressive associated with the enrollment procedure, its assessment and control is, along these lines, basic. the expense by and large acquired in an enrollment procedure include:

- Salary of spotters
- Cost of time spent for getting ready occupation examination, notice, and so forth,
- Administrative costs
- Cost of redistributing or extra time while opening stay unfilled.
- Cost acquired in selecting a reasonable hopeful.

2.3 Discussion about selection:

Worker Selection is the path toward putting right men on right occupation. It is a method of planning progressive necessities with the capacities and abilities of people. Ground-breaking decision should be conceivable exactly when there is suitable planning. By picking best competitor for the necessary movement, the affiliation will get quality execution of agents. Furthermore, affiliation will stand up to less of non-participation and agent turnover issues. By picking right opportunities for the necessary movement, affiliation will in like manner save time and money. Real screening of hopefuls occurs in the midst of assurance technique. All the potential contenders who apply for the given occupation are attempted.

Regardless, decision must be isolated from selection, anyway these are two times of business measure. Enrollment is seen as a positive strategy as it convinces a more noteworthy measure of competitor to apply for the movement. It makes a pool of competitors. It is essentially sourcing of data. While assurance is a negative technique as an inappropriate contender are excused here. Enrollment goes before decision in staffing measure. Assurance incorporates picking the best cheerful with best limits, aptitudes and learning for the necessary action.

Decision in staffing is the bit of the selecting system that deals with picking a specialist to utilize from among a restricted summary of excellent contenders. Decision can truly happen a couple of times all through the enlisting system. Heads select which plausibility to contact reliant on their resumes, which competitor to get for a gathering ultimately which contender to contract for open positions. Understanding the unmistakable components of assurance and what to look for at each measurement can help you with choosing the ideal occupation opportunities for long stretch achievement. After interviews are directed, employing supervisors and HR work force meet and select a possibility to extend to the employment opportunity to. The group cautiously thinks about the competitors' capabilities, evaluations and meetings to decide whom to extend to the employment opportunity. In the event that employing directors are not happy with any of the up-and-comers, the enrolling cycle may begin once more. As a rule, the recruiting group can choose an applicant and a bid for employment is made. In the event that the applicant decreases the bid for employment, the selecting cycle may begin once more.

2.4 Selection process:

1. **Reception** – An association is known by everybody it uses. Thusly an association must establish an ideal connection at the hidden social occasion stage. The utilizing bunch must widen help towards the newcomer friendlily. All business open entryways must be shown truly and evidently to all contenders.

2. **Screening Interview** – A fundamental screening meeting is done to cut the costs of getting by delivering simply sensible candidates through further assurance measure. A lesser authority screens out competitors against principles, for instance, age, guidance, experience, pay wants, tendency, territory choice, etc. If the enrolling bunch finds a sensible cheerful a prescribed application shape is given to the contender to fill and submit.

3. **Application Blank** – An application clear is a normal method to accumulate information on various pieces of the up-and-comer's scholastics, social establishment, work establishment, economics and references.

Substance of an Application Blank –

Singular Data Marital Data

Physical Data Education Data Employment Data Extra-curricular Activities References

4. **Assurance Testing** – Selection testing is performed to explore the competitor's lead, execution and twisted. Tests give an intentional reason to assessment and assurance. Information tests – It incorporates preliminary of intellectual ability, learning limit, memory, acumen, jargon of the competitor. For example, Stanford Benet test, Benet Simon test Aptitude test – It checks the competitor's ability to take in explicit aptitudes and checks their ability to perform tasks quickly and viably. Personality test – It tests motivation, interests, tendencies, enthusiastic equality, confidence, social direct, etc of the competitor. Eg.PIP (projective, interests and tendencies) test Achievement test – It incorporates ability test which tests what an applicant can accomplish and work assessing which tests the up-and-comer's ability to finish a smidgen of the action. Uprightness test – It tests the relentlessness and reliability of the competitor.

5. **Assurance Interview** – It is an oral assessment of competitor for work. Sorts of Interview – Non command Interview, Directive Interview, Situational Interview, Behavioral Interview, Stress Interview, Panel Interview Process of an Interview – Preparation>Reception>Information Exchange>Termination>Evaluation

6. Medical Examination – Some occupations require physical attributes like clear vision, extraordinary hearing, endurance, etc. A restorative assessment is coordinated to check – Whether or not the up-and-comer is restoratively fitting for the action Any clinical issues that may interfere with the viability or future support of possibility For Bad prosperity, Drug abuse That the up-and-comer's prosperity is according to rules and requirements of the affiliation.

7. Reference Check – The Applicants past supervisor may give supportive and strong information about the up-and-comer. Thusly the work power division conducts authentic checks of the competitor and references given by them. It may be done through a call or a mail.

8. Hiring Decision – The line chief makes the last utilizing decision. There must be a not too bad comprehension between the line chief and the HR office with the objective that the best contender is picked. The successful candidate is given a livelihood offer sought after by a game plan letter.

9. Placement – After fulfillment of the extensive number of shows the select is put grinding away being investigated premise. The probation time period may run from two months to two years in the midst of which the enroll is observed intensely. After the realization of the probation time period the enlist transforms into the never-ending bit of the affiliation.

2.5 Gap Analysis of the Recruitment and Selection process of NBL:

There are a few gap of the selection and assurance cycle of NBL. They didn't mechanical test. This is often a better need than other test. Show days the monetary works depend upon development. They didn't ground enrollment. So, they misplaced a few unused involvement& didn't see through that. NBL's HR orchestrating can be made more effective on the off chance that it is altered all the more routinely as per the alteration in this speedy moving industry. Quantitative techniques are not bored in choosing utility in selection and choice. There's no input system set up to find the capability of the system and right its disadvantages.No examination is driven to legitimize the reasonability of the enrollment tests. Regret letter are not sent to the competitors who are not chosen ensuing to joining of the at long final chosen up-and-comers.NBL doesn't for the most part check references fittingly, which may incite a grave issue for the affiliation.

Chapter Three

Problems and Recommendations

3.1 Problems identified:

- 1.Existing HR are not satisfactory for National Bank Limited. They have to enlist logically talented delegates. Enlistment and decision measure is a monotonous and broad cycle.
- 2.The present day advancement isn't use in the enrollment and assurance measure. The predated techniques are using for assurance till today.
- 3.National Bank Ltd seeks after conventional technique for enlistment structure.
4. Enrollment and Determination technique of National Bank Ltd is somewhat liberated from biasness.

3.2 Recommendations:

As an entry level position understudy, it's exceptionally hard to give any sort of proposal to the association with small working experience, however I have made an honest effort to provide for improve this cycle of enlistment and determination of National Bank Limited.

- 1.The number of agents in the human resource division in National Bank Limited isn't satisfactory; they have to enroll dynamically talented laborers in Human Asset division to improve the whole enlistment works out.
- 2.Recruitment and Determination technique of the NBL is extended. It requires a long speculation to enlist and select suitable laborers for the affiliation. Thus, the bank should diminish the long time getting ready of selection and assurance measure.
- 3.The bank uses customary techniques for enlistment and picking possible agents, through most specialists feel that the mechanical assemblies used by the bank should be upgrade, present day gadgets and system should be familiarizing in the relationship with make the strategy ground-breaking, faster and strong.
4. Albeit most of the specialist agreed that the enlistment and assurance methodology of National Bank Limited is liberated from biasness some nepotism, detachment and biasness is exist there, so the Bank should figure out how to avoid such pernicious activities for progression of the Bank.

Chapter Four

Conclusion

4.1 Conclusion:

A champion among the most basic resources of an affiliation is its family. Laborers flexibly the capacity, aptitudes, and imagination and apply the effort and organization that add to the component of execution of the affiliation. Incredible use of HR the heads prompts different results like helping the firm to achieve its objectives, extending delegates work satisfaction, outfitting the firm with all around arranged and stirred laborers and making nature of work life which makes business before long and socially charming. Public Bank Restricted has a human resource office and they direct every activities of human resource the board. The essential and fundamental part is selection and assurance of laborers. So, enlistment and decision accept a basic activity in the HR Division. In selection and decision, there is a technique and the imperative advances are needed to seek after. Through every movement contender's ability, learning, limits, singular appearance, information, insight, direct, mental and physical health everything can be judged. The outcome of this judgment is to enrollment perfect and qualified workforce. Public Bank Restricted seeks after the whole methodology of enlistment and assurance for the post of Trial Officer. Regardless, for the other post they don't seek after the overall methodology. Notwithstanding the way that there are some certain factors and characteristics in their enrollment and assurance measure yet furthermore some negative sight. Biasness is a champion among the most basic negative segments. Here reference makes biasness. Strong reference slant toward first because there are lots of inside and outside parts those control the business from various perspectives. For controlling those segments and doing this business they lean toward the references. Something different is they don't seek after the whole methodology for enlisting various posts beside the Trial Officer. In not a lot of cases they venture through the formed test, they simply take the gathering and viva. In any case, they should make each step for choosing each element of laborers. Their enlistment and decision measure are incredible if they can tail it really. If they can prepare to choose faultless and qualified delegates their yield will be better in the market.

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