



An Evaluation of the Recruitment and Selection process of National Bank Limited

Submitted To:

Dr. Mohammed Masum Iqbal

Professor

Department of Business Administration

Faculty of Business and Entrepreneurship

Daffodil International University

Submitted By:

Md. Shahin Alam

ID: 152-11-4704

Program: BBA

Department of Business Administration

Faculty of Business and Entrepreneurship

Daffodil International University

Date of Submission:

Letter of Transmittal

Date:

Dr. Mohammed Masum Iqbal

Professor

Department of Business Administration

Faculty of Business and Entrepreneurship

Daffodil International University

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 “**An Evaluation of Recruitment and Selection Process of National Bank Limited.** Which is a partial requirement of my BBA 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 BBA program.

Sincerely Yours

Md.ShahinAlam

ID: 152-11-4704

Program: BBA

Department of Business Administration

Faculty of Business and Entrepreneurship

Daffodil International University

Letter of Authorization

Dr. Mohammed Masum Iqbal

Professor

Department of Business Administration,

Faculty of Business and Entrepreneurship

Daffodil International University

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

ID: 152-11-4704

Program: BBA

Department of Business Administration

Faculty of Business and Entrepreneurship

Daffodil International University

Letter of Approval

This is to certify that, **Md.Shahin Alam ID: 152-11-4704, Major in HRM(Human resources Management)** is a regular student of Department of Business Administration, Faculty of Business & Economics, and Daffodil International University. He has successfully completed his Internship program in National Bank Limited. He has prepared her report and topic is “Recruitment and Selection process of National Bank Limited”. I think that report is a worthy of fulfilling the partial requirement for BBA program.

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

Dr. Mohammed Masum Iqbal

Professor

Department of Business Administration

Faculty of Business and Entrepreneurship

Daffodil International University

Acknowledgement

It's a great pleasure to submit the internship report successfully. In the process of doing this at the very beginning I am extensively grateful to almighty Allah for giving me strength and patient to make such an authentic report.

I would like to express heartiest gratitude to my honorable supervisor Dr. Mohammed Masum Iqbal, Professor & Dean, Department of Business Administration, Faculty of Business and Entrepreneurship, Daffodil International University. For providing appropriate instruction & guidance to make this report properly.

I also express special thanks to National Bank Limited. Especially **Mr.Ferdous Hossain**.(Senior Executive Officer). In order for arrangement of my internship in National Bank Limited

I also like to show cordial thanks to National Bank Limited and all of its employees and stuffs. They were really very co-operative and friendly in nature. It would be very difficult to complete this report successfully without their mindfully assistance.

I also give thanks to the university authority in order for providing excellent library facilities.

Executive Summary

The temporary job report "An assessment of the Recruitment and Selection procedure of National Bank Limited." is begun as an incomplete necessity of BBA program, Department of Business Administration, Daffodil International University. This report centers multi week working encounters at the Branch office National Bank Limited. This Report will give an unmistakable thought regarding the enrollment and determination procedure of NBL. This report contains five sections.

The initial segment is engaged in the Introduction, Objective, Scope of the investigation, Methodology, Benefit and Limitation and second part is centered around the review on the NBL. It contains short Profile of the Organization history and exercises.

The third part is centered around the HR office and enlistment and determination Process of NBL. It contains the enlistment arrangement, steps and method for sourcing and procedure of Interview and additionally the quality and shortcoming of enrollment process and so on. The fourth part contains poll and Finding, the last part contains Recommendation and Conclusion.

In NBL, the "Enrollment and Selection Process" are being pursued for a year ago appropriately. NBL has its Human Resource Department who readies a financial plan about the required labor with the exchange with other departmental head. In view of the labor arranging and affirmed spending enrollment and choice are being done as and when required. At whatever point required, concerned Department Head and HR office mutually done the determination procedure.

Human Resource Division of NBL keep up a versatile Human Resources Management procedure and the division contains Recruitment, Compensation and Benefit, Learning and Development, Human Capital Department and HR Operations Department with a group of dynamic HR relationship Manager who connect HR bolster with the business require.

Chapter One

Introduction

Introduction:

Present day managing an account framework assumes an imperative job for a country's financial advancement. Throughout the most recent couple of years the saving money world has been experiencing a ton of changes because of deregulation, mechanical advancements, globalization, natural circumstance and so on. These progressions additionally rolled out progressive improvements of a nation's economy and in addition our financial advancement. Present world is changing quickly to confront the test of focused free market economy. It is very much perceived that there is a dire requirement for better-qualified administration and better-prepared staff in the dynamic worldwide budgetary market. Bangladesh is no exemptions of this pattern. Saving money Segment in Bangladesh is confronting difficulties from various prerequisites however its prospect is brilliant in the future. Human creatures wind up HR when their aptitudes and capacities are produced to embrace some gainful exercises which are valuable to them and their general public. In an association, regulatory or administrative improvement happens through preparing, training and advancement of the work force. The requirement for successful HR the executives is seen boundlessly in vast associations. National Bank Ltd pursues an extremely compelling HR Arrangement which is generally dependable if there should arise an occurrence of enlisting, preparing, creating, persuading, and holding great representatives. The Bank has a Human Asset Improvement and Exploration Division to create HR inside. The Institute is furnished with expert library, current preparing helps proficient personnel and other office. It is presently under Staff and Human Asset Advancement and Exploration Division.

Background of the Study:

This report is a Fruition of necessity of the entry level position program which is an imperative piece of the BBA degree prerequisite. Prior to the certificate, an understudy must experience the entry level position program. Entry level position program is an ideal mix of the hypothetical and functional learning. As the administrator has prompted me to build up an intensive comprehension of the enlistment and choice procedures of National Bank Restricted (NBL). I was allocated in the General Saving money, credit Division, Remote Trade Division and HR practices of NBL. Under the direction of Mr. Ferdous Hossain to meet the necessity of the temporary position program of BBA. I attempted my best to get however much data as could be expected and finish this report in due time.

Scope of the Study:

This report does not cover every one of the elements of HRM of National Bank Restricted. Or maybe it talks about just the enrollment and determination procedure of the national bank Limited. Since the branch office does not rehearse unique and free enlistment and determination process, the present examination manages the strategy of the Head office of the bank. Human Asset Office is most secret office for any association and in addition Human Asset Division in NBL. Here as an understudy I am permitted to get Limited data for my study. So, in my report all the data that I give that I am permitted to take the data.

Objectives of the Study:

1. To explain recruitment of National Bank Limited;
2. To explain selection of National Bank Limited;
3. To evaluate the recruitment and selection of National Bank Limited;
4. To identify problems related to recruitment and selection of National Bank Limited;
5. To make some recommendations to solve the problems;

Methodology of the Study:

To conduct the overall study, I explored the sources of Secondary information and data. 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.

Limitations:

1. To get a total view of the banking function in three months is very short time.
2. Supply of more practical and contemporary data is another shortcoming.
3. The study was not done very successfully due to inexperience.
4. Most recent annual information was not available due to time limitations;
5. Since the bank personnel were very busy, they could provide me very little;

Description of working section:

I did my Internship at National Bank Limited From the 14th october to 03 December 2018. 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 Bidhan saha who is Executive officer.

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.

Mission of the NBL

Endeavors for extension of our exercises at home and abroad by adding new measurements to our keeping money administrations are being proceeded unabated. Nearby, we are likewise putting most elevated need in guaranteeing straightforwardness, responsibility, enhanced customer base administration and additionally to our duty to serve the general public through which we need to draw nearer and closer to the general population all things considered. Winning an everlasting seat in the hearts of the general population as a minding friend in elevating the national monetary standard through ceaseless up degree and expansion of our customers benefits in accordance with national and worldwide prerequisites is the ideal objective we need to reach.

Vision of the NBL

Guaranteeing most noteworthy standard of customers benefits through the best utilization of most recent data innovation, making due commitment to the national economy and building up ourselves immovably at home and abroad as a front-positioning bank of the nation are our valued vision.

Slogan

A bank for performance with potential.

Core value of National Bank

- Open communication
- Performance Driven
- Continuous self improvement
- Quality
- Integrity
- Teamwork

Services of National Bank Ltd

National Bank provides all commercial banking services to its clients focusing on the national interest and sustainable growth. The major fields of its activities may be represented as below:

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

Other Services of NBL

Collections:

- Gas bills
- Source tax and VAT.
- BRTA Fee
- Land development tax.

Business philosophy of National Bank Limited

NATIONAL Bank Ltd, a full administration business save money with Local and International Institutional shareholding, is fundamentally determined by making openings and seeking after market specialties not generally met by regular banks. Today National Bank is one of the quickest developing banks in the nation to help the arranged development of its appropriation, organize and for its different business fragments. The reason National Bank is ready to go is to manufacture a beneficial and socially mindful money related organization concentrated on business sectors and organizations

with development potential, in this manner helping National and partners fabricate a "simply, illuminated, solid, popularity based and neediness free Bangladesh". Which intend to help make networks and economy of the nation more grounded and to enable individuals to accomplish their fantasies. They satisfy the reason by going after elevated requirements in all that we do. For their clients, their investors, their partners and their networks upon, which the future success of their organization rests.

Corporate social Responsibility of National Bank

National Bank Restricted has constantly broadened its assistance and has remained by the defenseless individuals in the midst of normal disasters. In 2007, National Bank Limited gave Tk. 40.00 Lac to help the casualties of surge, Tk. 20.00 Lac for alleviation activity of avalanche unfortunate casualties and Tk. 50.00 Lac for Sidor unfortunate casualties to the alleviation reserve of the Central Counselor and the Military Boss. The Bank has likewise taken a pilot venture for post surge rural restoration at Sirajgonj. On tenth Walk, 2009 an Installment Request for Tk.25.00 Lac has been given over to the Hon'ble Head administrator as a gift/monetary help to the deprived relatives of the martyred Armed force Officers slaughtered in the BDR gore hung on 25th February, 2009. On first April, 2009, NBL gave Tk. 24.00 Lac to the Fair Executive to hand over the equivalent to the relatives of the martyred Armed force Officers. This was given to 5 (five) families, each being given Tk. 40,000/- every month for I year which will proceed for a long time. Henceforth, the aggregate sum of gift would add up to Tk. 2.40 Center. In 2010, NBL contributed Tk. 54.65 lac to different games group of the country.

Mr. Zainul Haque Sikder, a valiant opportunity contender and a famous coordinator of the war of freedom, 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 & Ron Haque Sikder and the Executive of Sikder Gathering John Haque Sikder gave over the sarees and lungies to the Respectable President at Bangabhaban on the tenth June 2017.

Chapter Two

Recruitment and Selection process of National Bank Limited

Discussion about Recruitment of national bank limited:

Recruitment refers to the process of attracting, screening, and selecting a qualified person for a job. At the strategic level it may involve the development of an employer brand which includes an 'employee offering'.

So, by the definition the process of identifying and hiring the best-qualified candidate (from within or outside of an organization) for a job vacancy, in a most timely and cost-effective manner.

The enlistment period of the procuring procedure happens when the organization endeavors to achieve a pool of competitors through occupation postings on organization and outside sites, work referrals, encourage needed promotions, school grounds enrollment, web based life selecting, and so on.

Occupation candidates who react to the enrollment endeavors of the organization are then screened to decide whether they are fit the bill for the activity.

Chosen hopefuls are welcome to interviews and different techniques for evaluation. Bosses may check the foundation of imminent workers, and in addition check references preceding making an occupation offer and employing the best contender for the position.

The stages of the recruitment process include: job analysis and developing a person specification; the sourcing of candidates by networking, advertising, or other search methods; matching candidates to job requirements and screening individuals using testing (skills or personality assessment); assessment of candidates' motivations and their fit with organizational requirements by interviewing and other assessment techniques. The recruitment process also includes the making and finalizing of job offers and the induction and on boarding of new employees.

Depending on the size and culture of the organization recruitment may be undertaken in-house by managers, human resource generalists and / or recruitment specialists. Alternatively parts of all of the process might be undertaken by either public sector employment agencies, or commercial recruitment agencies, or specialist search consultancies.

There are two types of recruitment

- i. Internal recruitment
- ii. External recruitment

Internal recruitment:

1. Impressive investment funds can be made. People with inside information of how a business works will require shorter times of preparing and time for 'fitting in'.
2. The association is probably not going to be incredibly 'upset' by somebody who is accustomed to working with others in the association.
3. Inside advancement goes about as a motivating force to all staff to work harder inside the association.
4. From the association's perspective, the qualities and shortcomings of an insider will have been surveyed. There is dependably a hazard appended to utilizing a pariah who may just be a win 'on paper'.

Sources of internal recruitment

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

External recruitment:

Outer enlistment makes it conceivable to draw upon a more extensive scope of ability, and gives the chance to get new understanding and thoughts to the business. Weaknesses are that it is all the more exorbitant and the organization may wind up with somebody who turns out to be less successful by and by than they did on paper and in the meeting circumstance.

Sources of external recruitment

1. Advertisement in the newspapers.
2. Campus Recruitment.
3. Advertisement in the online.

Recruitment Process of National Bank Limited:

1. Requisition receives approval

In a various condition where employees are needed. Requisition can be sent Newspaper or online to the HR and there is an internal requisition from that is use to collect the information of requisition.

2. Advertisement

Advertise can be publish on difference job site or it also publish by NBL own web site and defiantly also on Newspaper.

3. CV sorting

NBL have a link linked with some other jobsite like BDJOBS, Newspaper portal. In this process there is a comparative statement from and it is the sort from of candidates CV to check with the job recruitments. After complete this stage it should check with curriculum vita whether it is right or wrong, if it is not matched with original CV the corrections should write on that comparative statement.

4. Call for interview

After CV sorting the sort listed candidates are called for interview.

5. Employment Interviews

It is a one to one interaction between the interviewer and the potential candidate. It is used to find whether the candidate is best suited for the required job or not. But such interviews consume time and money both. Moreover the competencies of the candidate cannot be judged. Such interviews may be biased at times. Such interviews should be conducted properly. No distractions should be there in room. There should be an honest communication between candidate and interviewer.

6. Written exam and result

Various written tests conducted during selection procedure are aptitude test, intelligence test, reasoning test, personality test, etc. These tests are used to objectively assess the potential. After interview the selected candidates are prepare for the written test and at the written test examination exam question are provided by the HR department of UBL and there is question pattern. So after perform the written test the qualified candidates are selected by the HR manager of the bank. The question papers are checked by the HR manager. Out of fifty who gets upper thirty but some time it would be consider by twenty-five are the candidates who are passed. So after that here would be a listed name for final selection.

7. Viva

The candidates who are passed in the written exam are called for the final selection at viva test.

8. Approval the selected CV

The candidates who are passed at written and viva test are finally selected as a final employee of the Bank.

9. Document Checking and Giving Appointment Letter

After the final selection The bank check the original document of the employee's education qualification certificates, professional experience and others after checking this types of information if everything is alright then appointment letter are send on candidates email or other address that they finally get the job.

10. Orientation of employees

National bank prefers Formal & group orientation. They describe whole things of the company and job responsibility to the employees in the orientation day. They welcome their new employee.

Discussion about selection of National Bank Limited:

Employee Selection is the way toward putting right men on right occupation. It is a technique of coordinating hierarchical necessities with the abilities and capabilities of individuals. Powerful choice should be possible just when there is viable coordinating. By choosing best contender for the required activity, the association will get quality execution of representatives. In addition, association will confront less of non-attendance and representative turnover issues. By choosing right possibility for the required activity, association will likewise spare time and cash. Legitimate screening of hopefuls happens amid determination method. All the potential competitors who apply for the given occupation are tried.

In any case, choice must be separated from enlistment, however these are two periods of business process. Enlistment is viewed as a positive procedure as it persuades a greater amount of contender to apply for the activity. It makes a pool of candidates. It is simply sourcing of information. While determination is a negative procedure as the wrong competitors are dismissed here. Enlistment goes before choice in staffing process. Determination includes picking the best hopeful with best capacities, aptitudes and learning for the required activity.

Selection in staffing is the part of the recruiting process that deals with choosing an employee to hire from among a narrowed-down list of outstanding candidates. Selection can actually occur several times throughout the recruiting process. Managers select which candidates to contact based on their resumes, which candidates to bring in for an interview and finally which applicants to hire for open positions. Understanding the different levels of selection and what to look for at each level can help you to select the ideal job candidates for long-term success.

After interviews are conducted, hiring managers and human resources personnel meet and select a candidate to offer the job to. The team carefully considers the candidates' qualifications, assessments and interviews to determine whom to offer the job. If hiring managers are not satisfied with any of the candidates, the recruiting process may start again. In most cases, the hiring team has the ability to select a candidate and a job offer is made. If the candidate declines the job offer, the recruiting process may start again.

Methods of selection

- ❖ The interview as a selection method: pros and cons
- ❖ Tests as a selection tool
- ❖ The selection interview

Selection in staffing is the part of the recruiting process that deals with choosing an employee to hire from among a narrowed-down list of outstanding candidates. Selection can actually occur several times throughout the recruiting process. Managers select which candidates to contact based on their resumes, which candidates to bring in for an interview and finally which applicants to hire for open positions. Understanding the different levels of selection and what to look for at each level can help you to select the ideal job candidates for long-term success.

After interviews are conducted, hiring managers and human resources personnel meet and select a candidate to offer the job to. The team carefully considers the candidates' qualifications, assessments and interviews to determine whom to offer the job. If hiring managers are not satisfied with any of the candidates, the recruiting process may start again. In most cases, the hiring team has the ability to select a candidate and a job offer is made. If the candidate declines the job offer, the recruiting process may start again.

Selection process of National Bank Limited:

The People Bank works a greatly exhaustive and effective choice procedure to guarantee that just the specific best competitors are displayed to our customers. The procedure is nitty gritty beneath and yields hopefuls with the correct fit, so our customers can reasonably execute their system as per venture timetables.

Finished Resume

Resumes are gotten from an assortment of sources that incorporate our own broad database, web work sheets, work fairs, worker referrals and direct enrollment.

Business Screening

Business screening on the required premise. Potential candidates are screened through phone, so as to affirm their applicable abilities, experience and accessibility. At some point National bank use work testing process, it's a gadget of determination process where the applicants need to play out a piece of his or her activity.

Meeting and other examination

Candidates are met face to face at one of our workplaces and are required to approve their comprehension and consent to customer classification, criminal individual verifications (whenever viewed as a real word related prerequisite), wellbeing and security, morals, inappropriate behavior and human rights strategies, as a state of their business contract with The some other Bank Ltd. When finish, the meeting procedure is separated into 4 separate stages:

Stage– 1: Interview

- ❖ The NBL enrollment specialists lead a sequential audit of the candidate's training and experience.

Stage– 2: Behavioral-Based Assessment

- ❖ The candidate takes an interest in a thorough conduct based meeting to decide their identity type, execution norms, work propensities, unwavering quality, uprightness and fit.

Stage-3 Knowledge &Skills Assessment

- ❖ Candidate takes part in a specialized meeting that incorporates showing of past capacities, to decide the level of their specialized fitness. We additionally have appraisal abilities in both English and bangle.

Stage 4 – Verification of Employment Requirements

- ❖ Candidate affirms their comprehension and assent with respect to the activity area and in the event that it is reasonable for them, their accessible begin date, hours or movements that are required to work, on the off chance that they have appropriate transportation for the activity and the present pay rate being advertised.
- ❖ Applicants are given applicable ability check tests, to approve the level of their specialized fitness, i.e. call focus, Windows, MS Office, administrative – perusing, composing, arranging – capacity to adhere to directions, manual expertise and WHMS
- ❖ References are checked to confirm work understanding and work execution.
- ❖ Criminal personal investigations and Government exceptional status are performed, where work details consider them to be true blue word related prerequisites.
- ❖ They present the agreement offer to the possibility for work on a customer commitment, who therefore approves their acknowledgment of the agreement terms and conditions.

Data Collection:

To make this report presentable and effective, the necessary information has been collected from secondary sources:

Secondary sources are:

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

Chapter Three

Problems

and

Recommendations

Problems identified:

1. Existing HR are not adequate for National Bank Limited. They need to enroll progressively gifted representatives. Enrollment and choice process is a tedious and extensive process.
2. The present day innovation isn't use in the enlistment and determination process. The antedated strategies are utilizing for determination till today.
3. National Bank Ltd pursues formal method of enrollment framework.
4. Enrollment and Determination procedure of National Bank Ltd is to some degree free from biasness.
5. The Enrollment and Determination procedure of National Bank Ltd. pursues target criteria.
6. The Enrollment and Determination procedure of National Bank Ltd isn't financially savvy for hopefuls.
7. The workers are chosen by the expected set of responsibilities and employment particular.
8. Most of the representatives feel that enrollment and Determination procedure of NBL ought to be made strides.

Recommendations:

As an internship student it's very difficult to give any kind of recommendation to the organization with little working experience, but I have tried my best to give to improve this process of recruitment and selection of National Bank Limited.

1. The number of representatives in the human asset division in National Bank Limited isn't adequate; they need to enlist progressively gifted workers in Human Asset division to enhance the entire enrollment exercises.
2. Recruitment and Determination procedure of the NBL is protracted. It requires a long investment to enroll and select appropriate workers for the association. So the bank ought to decrease the long time preparing of enlistment and determination process.
3. The bank utilizes conventional strategies for enrollment and choosing potential representatives, through most workers feel that the apparatuses utilized by the bank ought to be enhance ,present day devices and procedure ought to be acquaint in the association with make the procedure powerful, quicker and solid.
4. Albeit the greater part of the worker concurred that the enrollment and determination procedure of National Bank Limited is free from biasness some nepotism, separation and biasness is exist there, so the Bank should find a way to keep away from such hurtful exercises for advancement of the Bank .
5. For the competitor this procedure of enlistment and determination in not practical, to get immense pool of utilization from talented individuals they should make the procedure financially savvy for applicant.
6. HR office ought to build up a framework for individual critical thinking, advising to singular representative in order to get and hold talented workers.
7. HR division ought to grow such a framework through which they can evaluate workers with no impact.
8. Association might be issued laments letter to them who were not chosen for the meeting and will be educated the reasons of disappointment and quality of representative enrollment choice must be guaranteed.

Chapter Four

Conclusion

Conclusion:

A standout amongst the most imperative assets of an association is its kin. Workers supply the ability, aptitudes, and inventiveness and apply the exertion and administration that add to the dimension of execution of the association. Powerful utilization of HR the executives prompts various outcomes like helping the firm to accomplish its goals, expanding representatives work fulfillment, furnishing the firm with all around prepared and roused workers and creating nature of work life which makes business by and by and socially alluring. National Bank Restricted has a human asset office and they direct every exercises of human asset the board. The primary and essential part is enlistment and determination of workers. So enrollment and choice assumes an essential job in the HR Division. In enlistment and choice, there is a procedure and the vital advances are required to pursue. Through each progression competitors expertise, learning, capacities, individual appearance, knowledge, intelligence, conduct, mental and physical wellness everything can be judged. The consequence of this judgment is to enlistment flawless and qualified faculty. National Bank Restricted pursues the entire procedure of enrollment and determination for the post of Trial Officer. In any case, for the other post they don't pursue the general procedure. Despite the fact that there are some positive variables and qualities in their enlistment and determination process yet in addition some negative sight. Biasness is a standout amongst the most imperative negative components. Here reference makes biasness. Solid reference incline toward first on the grounds that there are bunches of interior and outside components those control the business from numerous points of view. For controlling those components and doing this business they lean toward the references. Something else is they don't pursue the entire procedure for enrolling different posts aside from the Trial Officer. In not very many cases they step through the composed exam, they just take the meeting and viva. Be that as it may, they should make the each stride for selecting each dimension of workers. Their enrollment and choice process is great in the event that they can tail it legitimately. In the event that they can ready to select flawless and qualified representatives their yield will be better in the market.

References:

Books:

- Uma Sekaran and Roger Bougie
(Copyright 2009 John Wiley & Sons Ltd– Research Methods for Business (Fifth Edition)
- Griffin W. Ricky
(Copyright 2005 by Houghton Mifflin Company) –Management (9th Edition)
- Malhotra. K. Naresh
(Copyright 2007 by Prentice –Hall Inc.) –Human Research: An Applied Orientation (6th Edition)

Websites:

- <http://www.nblbd.com>
- <http://www.humanResourcesProcess.com>
- <http://www.humanResourcesinBangladesh.com>.