

# **Internship Report on Recruitment and Selection Process of Walton Digitech Industries Limited**

**Submitted To**

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**Submitted By**

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## Letter of Transmittal

26<sup>th</sup> November, 2022

To

Dr. Sayedul Anam

Associate Professor

Department of Business Administration

Faculty of Business & Entrepreneurship

Subject: Submission of Internship Report on “Recruitment and Selection process of Walton Digitech Industries Limited”

Dear Sir,

It gives me great pleasure to submit my internship report on Walton Digitech Industries Limited's recruitment and selection procedure. I did my best to properly complete this report by following the instructions you and the relevant organization supplied.

My previous experience and theoretical experience were both significantly enhanced, in my opinion, by the internship. I am required to respond to any inquiries that could come up while this notice is being evaluated. I sincerely hope you will accept my declaration and pledge and thank you.

Sincerely Yours

MD. AZIZUL ISLAM

.....

Md. Azizul Islam

ID: 181-11-1148

Major in HRM

Program: BBA

Department of Business Administration

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## Declaration

I hereby declare that my report, conducted under the guidance of Dr. Sayedul Anam, Associate Professor, Department of Business Administration, Faculty of Business & Entrepreneurship, Daffodil International University, is conveyed in the internship report titled "**Requirement and Selection Process of Walton Digitech Industries Limited.**"

I additionally certify that the submitted report is entirely original and that no portion of it has ever been submitted in any way to any university or organization for any degree or other purpose.

MD. AZIZUL ISLAM

.....

Md. Azizul Islam

ID: 181-11-1148

Major in HRM

Program: BBA

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## Certificate Approval

This is to confirm that under my supervision, Md. Azizul Islam, ID: 181-11-1148, a student in the BBA program at Daffodil International University, has finished the internship report titled “**Recruitment and Selection process of Walton Digitech Industries Limited**”, under my supervision. He was given an internship with “**Walton Digitech Industries Limited**”. I'm happy to say that he put a lot of effort into writing this report and was able to give a favorable impression of the organization in question. The information and conclusions in the report appear to be accurate.

I wish for every success in his life.



.....  
**Dr. Sayedul Anam**

Associate Professor

Department of Business Administration

Faculty of Business & Entrepreneurship

Daffodil International University

## Acknowledgement

It gives me great pleasure to express my gratitude to a huge number of people who graciously cooperated with and supported me as I prepared this report. So first of all, I want to thank Almighty Allah for giving me the opportunity to continue my education.

My academic supervisor, Dr. Sayedul Anam, Associate Professor, Department of Business Administration, Faculty of Business & Entrepreneurship at the Daffodil International University, my sincere gratitude for his assistance and cooperation in helping me produce this report.

I appreciate everyone who works in the Human Resource Management Department. Especially, my industrial supervisor Md. Saifur Rahman the Deputy Director of HRM Department at WDTIL, Md. Mahmudul Haque the Head of Human Resource of WDIL, as well as Md. Touhidur Rahman Rad the CBO of WDTIL, Engineer Liakat Ali the Deputy Managing Director of WDTIL, and S.M. Rezaul Alam Chairman of Walton Digitech Industries Limited, gave their unwavering support during my internship.

My task also benefited immensely from numerous insightful conversations with other Walton Digitech Industries Limited personnel. In addition, I want to thank the rest of the excellent Walton Digitech Industries Limited staff. The friends and classmates who offered their specific aid and counsel deserve special recognition. Again, I want to express my gratitude for all the help from people we don't even know. However, I still bear responsibility for any advice I neglected to take note of during the internship period.

Finally, I would like to thank my parents. Without their support, I would not have been able to finish my BBA program and the Four-month internship.

## Executive Summary

A four-month internship with the WALTON Group provided the basis for this paper. The internship allowed us to gain practical knowledge with a variety of HR strategies, particularly the recruitment and selection process used by Walton Digitech Industries Limited. Walton is a regional authority in the contemporary E & E business. Walton takes pride in offering high-quality products and a dedication to customer satisfaction. Walton Refrigerators, Walton Mobile, Walton Television, Walton Computers and Hardware, and Compressors are some of the company's most well-known items. Walton has established a reputation for itself internationally and also growing the company globally. They ship their goods to places like Nepal, India, Myanmar, the United Arab Emirates, and Qatar. Walton employed more than 30,000 people directly and indirectly.

While conducting my apprenticeship, I had the experience of working with Walton Digitech Industries Limited's human resources department. Now, I am completely knowledgeable about all aspects of human resources, especially the recruitment and selection procedures. This report is based on Walton Digitech Industries Limited's hiring and selection procedures, as well as the candidates who were initially and ultimately chosen in the study for different jobs inside the company, as well as those who were not. The study's basis is the hiring and choosing process at Walton Digitech Industries Limited, which was taken into account along with location, years of prior job experience, and educational background. This report is based on Walton Digitech Industries Limited's hiring and selection procedures, as well as the candidates who were initially and ultimately chosen in the study for different jobs inside the company, as well as those who were not. The study's basis is the hiring and choosing process at Walton digitech industries ltd, which was taken into account along with location, years of prior job experience, and educational background.

In Chapter-1, Introduction, The Origin of the Study, Scope of the Study, Objectives of the Study, Methodology of the Study, Limitations of the Study those all are included.

In Chapter-2, History of Walton, Hierarchy of Walton, Overview of Walton, Products of Walton, Walton's Showroom, Factory of Walton, Import/Export of Walton, CSR of Walton those all are included.

In Chapter-3, Recruitment process of Walton, Selection process of Walton those all are included.

In Chapter-4, Findings, Recommendations & Conclusion those all are included.

This study aims to gain a deeper comprehension of the selection and hiring process. The study's conclusions sound logical. A few opinions from the author were also provided at the end of the analysis.

## Table of Contents

S.N	Contents	Page Number
	Letter of Transmittal	i
	Declaration	ii
	Certificate Approval	iii
	Acknowledgment	iv
	Executive Summary	v

### Chapter - 01 Introduction

1.1	Introduction	2
1.2	The Origin of the Study	3
1.3	Scope of the Study	3
1.4	Objectives of the Study	3
1.5	Methodology of the Study	4
1.6	Limitations of the Study	4

### Chapter - 02 History of Walton

2.1	History of Walton	6-7
2.2	Hierarchy of Walton	8
2.3	Overview of Walton	9
2.4	Products of Walton	10-20
2.5	Walton's Showroom	20
2.6	Factory of Walton	21
2.7	Import/Export of Walton	21-22
2.8	CSR of Walton	22

### Chapter - 03 Recruitment and Selection process

3.1	Recruitment process of Walton	24-28
3.2	Selection process of Walton	29-31

### Chapter - 04 Findings, Recommendations & Conclusion

4.1	Findings of the Study	33
4.2	Recommendations	33
4.3	Conclusion	33-34
	Reference	34

# **Chapter – 01**

# **Introduction**



## 1.1 Introduction

With the biggest and most advanced R&I facilities, Walton is the first and most well-known, reputable, and renowned Bangladeshi Tech-Giant, Electrical, Electronics, Home, Kitchen, and Electrical Appliances Brand. It possesses a cutting-edge manufacturing facility, widely recognized as being among the best in South Asia and Bangladesh.

Walton Digi-Tech Industries Limited began production of desktop computers, laptops, mobile phones, networking devices, monitors, projectors, motherboards, data storage devices, peripherals, wearables, workstations, and tablet PCs in 2018. These are just a few of the products they produce. A company's most precious asset is its people since they have the power to make or break its fortunes. The success of every corporation depends on having the right people in the correct training in today's extremely competitive business environment. The training of an inspection firm is essential to achieving their long-term objectives. The long-term sustainability of every firm relies on efficient human resource planning to ensure that the appropriate number and type of people are empowered every organization requires to put a number of tactics into place. Organizational learning is essential in such situations. It is recommended that the training and development processes undergo a step-by-step strategic assessment since skills scarcity and the rapid spread of new technologies are placing heavy pressure on how businesses carry out post-training activities. It enables the corporation to employ high-performing staff members who enjoy their employment.

Organizations discover and recruit people to fill open positions using recruitment as a strategy. According to work standards, whether a new position or a replacement for an open position is required, the affected section must complete a job application form and get the necessary clearance from the department supervisor before sending it to HR. Recruitment is the process used by businesses to find and recruit candidates to fill unfilled positions. A methodical approach to managing an organization's human assets in a way which gives the industry a competitiveness also described called HR management. It must be created to illustrate a bidder's objectives and purposes by enhancing employee performance. HR concentrates on the supervision of people in businesses, policies, and systems.

In order to replace employees who are starting out or gradually going on, to acquire current skills, and to support future growth, the majority of firms face a constant need to hire modern personnel.

## 1.2 The Origin of Study

As part of an internship program, Walton Digi-Tech Industries Limited's Human Resource Division has hired me. In this study, I looked into Walton Digi-Tech Industries Limited's "Recruiting and Selection Method" and tried to come up with a few ideas for enhancing recruitment. The decision regarding hiring and selection is crucial since it is how to find the best candidate for the job, who will significantly increase the productivity of the company. I consider myself fortunate to have been chosen as an intern by Walton Digi-Tech Industries Limited. Since HRM is my area of expertise, this job will give me the chance to develop my practical abilities and learn more about it in order to further my career.

## 1.3 Scope of the Study

Walton Digi-Tech Industries Limited is an excellent resource for gaining useful information. An HR intern can gain relevant knowledge of HR activities. An intern has been assigned duties and obligations as a full-time employee by the organization. Among all the departments at WDTIL, the HR department is the busiest. The WDTIL HR staff is always busy with a variety of tasks, and the intern works alongside them much like a full-time employee. In other words, a WDTIL HR intern practically performs the duties of an executive. Things an intern learns and experiences will be beneficial to them in their future careers.

The hiring and selection practices utilized by "WDTIL" will be the major point of the research. It will pay close attention to how the company is perceived by its personnel. After reading the complete report, anyone may discover as well as comprehend Walton Digi-Tech Industries Limited's hiring and selecting procedures.

## 1.4 Objectives of the Study

### **General Objective:**

The general objective of the study is to analyze more about the recruitment and selection Process of Walton Digi-Tech Industries Limited.

### **Specific Objectives:**

- To analyze the recruitment and selection procedures of WDTIL
- To evaluate the recruitment and selection procedures of WDTIL
- To identify problems related to the recruitment and selection procedures of WDTIL
- To make recommendations to improve the recruitment and selection procedures of WDTIL

## 1.5 Methodology of the Study

The study's foundation is data that was compiled according to a specific methodology from a variety of sources. This paper's main emphasis is analysis. Both primary and secondary sources were employed to acquire the information.

- **Primary Sources**

Natural cycles base work has been used to gather information. I also gathered information from Walton Group's openly available records. The maturity of the key elements and stated perceptivity were discussed in-person with the company's employees.

- **Secondary Sources**

The company's reports and diaries of the reports were another source of knowledge for me. Data were acquired from several sources, including:

- Various study reports.
- Relevant books, publications and printed materials.
- Website of the company.

## 1.6 Limitations of the Study

The depth of accurate study was constrained by a lack of books, journals, statistics, or numbers. Additionally, there is not enough information on the internet. The following restrictions came up during the research:

- **Time constraint:** Lack of time is a significant obstacle. Learning so much corporate information in such little time is incredibly difficult. The time allowed wasn't long enough to complete the report. As a result, a large area is being blocked by the study's time constraint, and it will be challenging to complete the report by the deadline.
- **A hectic work environment:** With their massive everyday task, the authorities were in a hurry. While preparing the report, time was a crucial constraint or issue.
- **Inadequate data:** Private corporate detailed data is not permitted within that report. Departmental privacy prevents retrieval of some crucial information.

# **Chapter - 02**

# **History of Walton**

## 2.1 History of Walton

With a few of the largest and best-equipped R&I facilities in the era, Walton is a new international company that manufactures appliances, electronics, cars, and other electrical goods through a number of subsidiaries that operate under the Walton group headquarters in Bangladesh. Walton currently employs more than 30000 people across 22 production bases spread across 700+ acres of plant space. Based on market need, there can be 10 million units produced annually.

A strong position for providing Electrical & Electronics items that are as comparable as possible in terms of product quality, pricing, style, and creation has already been articulated by Walton, the biggest commercial manufacturers in the industry. The Walton is a multidimensional firm including its headquarter in Dhaka, the country's capital. It's just a component of the diligence of the R.B Group. The R.B. Group is affiliated with Walton Family. The Walton Electronics, Motors, Mobile, Vehicles, and other businesses that deal with products related to deliveries are part of the Group. The Walton Group innovated in 1977. S.M. Nazrul Islam appointed as the first chairman. It too began life as a trading enterprise.

Walton has entered the electrical outfit business in the manufacture of electrical and electronic products. After also, Walton expanded into different sectors. In addition, in the late 1970s, Walton began working in the sword sector and the electronics and automotive assiduity in the early 2000s. As a result, this diversified business expansion will drive Walton's growth in Bangladesh. In addition, since 2000, Walton has diversified into electronic bias and buses. This expansion has come a major source of income for the company. S.M Nazrul Islam is the author of Walton Group. Nazrul started his career as a small businessman. After the independence, he started a separate business. In 1977, he innovated a new company named after his eldest son S.M Nurul Alam Rezvi called Rezvi & Sisters, shortened as R.B. Group. At that time, they used to import boxes.

After S.M. Nazrul Islam's demise in 2017, his eldest son S.M. Nurul Alam Rezvi succeeded him as firm president. Walton opened the nation's only first compressors production facility during April 2017. With inauguration of the plant, Bangladesh has grown rapidly to become the eighth-largest producer of compressors in Asia and the world, respectively.

Walton will introduce the first ever laptop manufacturing factory around January 2018. The initial Bangladeshi company to ever export locally built computers to Nigeria did so at the same time. Walton began selling handsets to the United States as a renowned American brand's original Bangladeshi outfit producer in February 2020. Contract manufacturing is the term used to describe this kind of product.

To produce 4.8 million compressors annually, Walton purchases three European brands in April 2022. Italia Wanbao-two ACC's other brands, Zanussi Elettromeccanica (ZEM) and

Verdichter (VOE), have been acquired by Walton Hi-Tech Industries PLC. The renowned three European electronics companies and their production facility, together with a trademark, patent, design, and software, were purchased by the Bangladeshi electronics behemoth during a 50-year period. Walton is now on track to have a significant presence in European nations after purchasing the Italia Wanbao-ACC compressor brand, which has been around for more than 50 years.



## 2.2 Hierarchy of Walton



*S.M Nurul Alam Rezvi, Chairman*



*Golam Murshed*

*Managing Director & CEO*



*S.M Mahbubul Alam, Director*



*S.M Ashraful Alam, Director*



*S-M-Mahbubul-Alam, Director*



*S.M Rezaul Alam, Director*



*S.M Manjurul Alam, Director*



*Tahmina Afroz, Director*



*Raisa Sigma, Director*

## 2.3 Overview of Walton

**Type:** Public Limited Company

**Traded as DSE:** WALTONHIL

**CSE:** WALTONHIL

**Industry:** Telecommunications, Consumer Electronics, Information technology, Smartphones, Electronics

**Corporate Office:**

Plot-1088, Block-I, Sabrina Sobhan Road  
P.O-Khilkhet, P.S-Vatara,  
Bashundhara R/A, Dhaka-1229

**Headquarters:**

Kaliakair, Gazipur, Bangladesh

**Area served:** Worldwide

**Services:** Electronics manufacturing services

**Revenue:** IncreaseUS\$867 million (2021)

**Net income:** IncreaseUS\$327 million (2021)

**Total assets:** IncreaseUS\$1.58 billion (2021)

**Total equity:** IncreaseUS\$1.09 billion (2021)

**Number of employees:** 30,000+

**Subsidiaries:** Walton Motors, Walton Micro-Tech Corporation

**Website:** waltonbd.com



## 2.4 Products of Walton

- **Refrigerator & Freezer**

Walton Ultra Cold Fridges have 100 % condensers and Nanotechnologies. Because of the range of products, they provide, as well as their design, color scheme, and visual appeal, Walton refrigerators provide the most upscale appearance. From their broad list of attributes, you could choose the commodities without convenience. The following characteristics help Walton freezers look sophisticated.

- Walton freezers have an innovative display facility
- Smart coolers with artificial intelligence
- Certain fridge is equipped with a large storage system
- True tempered glass doors
- Nutrient LED light technology
- Five-star ratings for Walton refrigerators
- A super cool mode

- **Television**

Walton is Bangladesh's most popular electrical brand. This original business has been around for a long time and has always done its stylish to deliver effects that are both useful and respectable for its guests. They produce LED boxes that are energy-effective, fashionable, elegant, and long- lasting. People choose to watch Walton's LED television because of its high quality. Walton manufactures the loftiest- quality boxes in Bangladesh, which are erected to last. Walton goods have constantly entered positive feedback and referrals from guests. They're Bangladesh's major TV business. client backing is handed 24 hours a day, seven days a week at Walton. Their client care representatives are always willing to help. They expedite the delivery of the wares across the country. They can confirm your order and stay for it to be delivered to your home. Credit and dis-benefit cards are accepted, as well as mobile banking and cash on delivery.

- **Air Conditioner**

**Intelligent Inverter:** Because of its variable-speed compressor, the inverter is by far the most energy-efficient air conditioner. When compared to a fixed-speed air conditioner, it is more accessible less expensive, and easier to operate and it is better for the environment. The power generation is modified by the intelligent inverter technology. In addition to complying with the design temperature this same intelligent inverter ac diminishes. Its electrical output whenever the specific limit is exceeded requiring lesser energy.

It has a daylight detection system that can switch to solar-powered battery charging.

- The ingenious inverter switches to electric charging when natural lighting is insufficient
- When the battery is running low, it is powered by electricity to be charged

**Twin fold Inverter:** Walton offers split-type air conditioners that are environmentally friendly and give your family clean, hygienic air. You can conserve energy by using our twin-fold inverter technology and its smart control on your smart phone. Air can move in four directions thanks to the horizontal and vertical swing features of the Walton twin-fold inverter air conditioners and the room will be comfortably cool throughout.

- When operating at full capacity, a double-fold inverter system is more stable because the rotors rotate at a 180-degree angle
- Which results in fewer vibrations and less noise
- A quicker cooling time is an additional benefit of precision temperature control in response to an external demand the rotor speed is changed

**Ionizer:** The most efficient advanced technology containing is the ionized, a type of extra filter. Ions are emitted by the Cold Plasma ionizer, which purifies the air and lessens odors in the area. For the local market, "Walton," the biggest electronics producer in the country, has unveiled a new kind of air conditioning system that utilizes Air cleaning technique. By removing toxins, smoke, bacteria, and odors. The most recent version of Walton's air conditioner will guarantee clean, hygienic air throughout the area.

- A collapse is less likely to occur
- It is inexpensive
- Using a low decibel setting
- Reduced operating expenses
- Improved warranty terms
- Changes in weather patterns are less likely to result in issues
- The home's cooling needs are less responsive to changes
- The compressor doesn't require manual starting or stopping.

Currently, split-type cooling systems appear in a number of configurations, each of these adapted to a diverse house or apartment. They have quite a BTU (British thermal unit) or weight mechanism that determines how efficiently an air compressor could cool or heat a unit. It will be convenient to pick the appropriate air conditioning capacity for your apartment. For separated cooling systems assembled on walls, there seem to be various different based products and services systems available: 1 ton, 1.5 ton, and 2 tons.

- **Washing Machine**

Walton provides premium washing machines of a good caliber. There is a large selection of options. Because they only sell original stuff.

- Every Walton washing machine includes a completely tempered glass cover with captivating patterns on it
- The Walton washing machine's whole body is made of plastic, thus exposure to water and air won't cause any rusting
- The washing machines also have antibacterial qualities, which means that fewer bacteria will spread to our clothing and that it will remain in pristine condition
- We can rely on Walton Washing Machines if we need to wash a lot of garments at once since they have extremely large washing capacity
- The fantastic added function called fabric care wash that Walton washing machines have taken care of your clothes by being gentle with them, extending the life of your clothing
- Walton washing machines include efficient air-dry technology, allowing the goods to utilize the wind's natural power to dry clothing more quickly.

- **Kitchen Appliances**

Modern family kitchen equipment includes a wide variety of equipment. Every kitchen appliance, including the stove and dishwasher, is up for inspection. According to industrial history, one of the largest markets is for home and kitchen appliances. We may get full sets of them to match the style of our kitchen. They work well for cleaning and cooking.

Walton assesses and ensures that all product developments are manufactured in high-performing, technologically advanced manufacturing facilities in accordance to consumer demands and ambitions.

Some of Walton's essential culinary tools for daily usage include the following:

- **Fry pan with Glass lid**
  - 1) Environmentally friendly FDA-approved Oil-saving 3-layer non - stick covering that is free of PFOA, LEAD, & cadmium, up to 60%
  - 2) Easy to clean
  - 3) Dishwasher and oven safe up to 302°F (150°C)
  - 4) A recyclable object
  - 5) Maintaining a calm demeanor when battling hot temps Handle made of bakelite
  - 6) Long-lasting and temperature-resistant Lid, Tempered Glass

▪ **Casserole Pan**

- 1) Prevents environmental damage OIL Could save UP TO 60% PFOA, LEAD, and CADMIUM-FREE 3 LAYER NON-STICK Paint FDA Registered
- 2) Simple to recycle
- 3) Dishwasher and oven safe up to 302°F (150°C).
- 4) Recycled products
- 5) High Temperature Resistance Stay Cool with Baked-In Ergonomic Handle
- 6) Long-lasting and resistant to extreme temperatures Durable Glass Lid

▪ **Tawa Pan**

- 1) Environmentally friendly FDA-approved Oil-saving 3-layer non - stick covering that is free of PFOA, LEAD, & cadmium, up to 60%
- 2) Easy to clean
- 3) Dishwasher and oven safe up to 302°F (150°C)
- 4) A recyclable object
- 5) Maintaining a calm demeanor when battling hot temps Handle made of bakelite

▪ **Wok Pan**

- 1) Environmentally friendly FDA-approved Oil-saving 3-layer non - stick covering that is free of PFOA, LEAD, & cadmium, up to 60%
- 2) Easy to clean
- 3) Dishwasher and oven safe up to 302°F (150°C)
- 4) A recyclable object
- 5) Maintaining a calm demeanor when battling hot temps Handle made of bakelite

▪ **Pizza Pan**

- 1) Environmentally friendly FDA-approved Oil-saving 3-layer non - stick covering that is free of PFOA, LEAD, & cadmium, up to 60%
- 2) Easy to clean
- 3) Dishwasher and oven safe up to 302°F (150°C)
- 4) A recyclable object
- 5) Maintaining a calm demeanor when battling hot temps Handle made of bakelite

- **Milk Pan**

- 1) Environmentally friendly FDA-approved Oil-saving 3-layer non - stick covering that is free of PFOA, LEAD, & cadmium, up to 60%
- 2) Easy to clean
- 3) Dishwasher and oven safe up to 302°F (150°C)
- 4) A recyclable object
- 5) Maintaining a calm demeanor when battling hot temps Handle made of bakelite
- 6) Long-lasting and temperature-resistant Lid, Tempered Glass

- **Combo Cookware**

- 1) Walton offers a selection of nonstick cookware with ceramic and PTFE coatings at reasonable prices. Production methods utilized to create Walton Cookware include die casting and forming.
- 2) Cookware equipped with an induction base may be used with an induction cooker. When using induction cookware, conventional cooktops are compatible.
- 3) A variety of colors are offered. Cooking with less oil is perfect because to the nonstick cookware's useful surface.
- 4) Environmentally friendly FDA-approved Oil-saving 3-layer non - stick covering that is free of PFOA, LEAD, & cadmium, up to 60%
- 5) Easy to clean
- 6) Dishwasher and oven safe up to 302°F (150°C)
- 7) A recyclable object
- 8) Maintaining a calm demeanor when battling hot temps Handle made of bakelite
- 9) Long-lasting and temperature-resistant Lid, Tempered Glass

- **Electrical Accessories**

Walton's main electrical accessories include holders, ceiling roses, capacitors, led lights, extension sockets, smart switches, piano switches, circuit breakers, DB boxes, fan hook boxes, and piano switches.

- **Elevator**

In 2014, Walton decided to build the first elevators of this kind in Bangladesh. Since then, Walton has put more than \$500 million into BDT's infrastructure, state-of-the-art research and development facilities, and the installation of the most advanced high-precision equipment available. To raise the caliber of Walton elevators to a world-class level, more than 50 technically proficient engineers, designers, and technicians are working together.

Walton is the most well-known electronics manufacturer in Bangladesh, and its goods are always of the highest caliber. Cargo and passenger elevators are the two types of elevators they mostly offer.

- **Passenger Elevator:** The maximum weight limit for passenger elevators is 10,000 pounds. Most of them have a capacity of between 2,500 and 5,000 pounds. Depending on the kind of building, certain elevators will need specific features, such as room to transport stretchers in a hospital. Walton provides a reasonably priced, elegant, secure, and technologically advanced conventional elevator that runs smoothly. Customers now have a quieter and more pleasant journey thanks to improved operation of the Walton Passenger Elevator.
- **Cargo Elevator:** Cargo elevators generally have lifting capacities between 2300 and 4500 kg since they are bigger and can support greater loads than consumer lifts. Especially, to avoid destruction during the both loading and unloading, commercial lifts often include strong inside coatings and manually controlled doors. All such lifts are designed to survive that difficulty of transferring heavy loads because it might be difficult.

The Walton freight elevator is an excellent example of a platform that successfully blends cutting-edge technology, well-designed modules, premium materials, and useful safety features to provide a durable, high-quality asset. These elevators are available in a number of setups to handle a variety of weights, from light freight to heavy loads. Included are a sliding/center opening/side opening door, an overload sensor, automated door speed control, and a door load detector.

- **Industrial Solutions**

Manufacturing industries are support products intended being used by a company, such as a store or service organization, as opposed to commodities for personal human needs. For a number of logistical and business-related reasons, industrial objects are routinely acquired, and their use requires a certain level of expertise. The three components of industries are listed below.

- **Capital items:** Even though resources support an industrialized commodity's production capabilities, machinery and equipment somehow doesn't form part of the finished product. Capital equipment includes factories, permanent equipment like generators, and auxiliary equipment like copiers, calculators, and other business office supplies.
- **Materials and parts:** When a physical product is processed or blended from raw resources, such as livestock, wood, textiles, or food, a new physical one is produced. Raw materials also refer to agricultural products used in the mass manufacture of food, such as produce. Industrial clients are given component components like wheels, gears, or wires to integrate into final products.
- **Business services and supplies:** Maintenance supplies are commodities that sustain a company's operation, making them the corporate equivalent of a consumer convenience good like printer ink or repair tools. Industrial services could comprise immaterial goods like legal counsel and fundamental equipment upkeep.
- **Generators:** A quality Walton product eases our concerns and protects us from regular power outages. The electronics and other gadgets in our homes, businesses, and workplaces depend on Walton generators to provide a smooth and simple power supply.
- **Home Appliances:**
  - **Microwave**

The Walton microwave oven is the ideal product for Bangladesh since it has three model variations and employs a special set of parts. For a low price, you may choose a microwave oven from Walton's third variation that combines the advantages of a conventional oven in addition to its microwave functionality.

The following are some of the advantages of using a Walton microwave oven:

- 1) Cooking time is reduced
- 2) Saves time by cooking more effectively
- 3) The power levels may be changed to meet your requirements
- 4) The door is made of heat-resistant tempered glass, which reduces the risk of getting burned
- 5) It comes with an interior nonstick coating that makes spill cleaning simple
- 6) A lot of features and services at a reasonable cost

- **Blender**

For a home cook, buying a kitchen appliance—especially one as often used as a blender—is a big step. It does not help that mixer available in a broad variety of sizes, speed, & strengths.

- 1) Walton blenders include a 4-in-1 feature that enables you to utilize one product for a variety of purposes
- 2) They make use of food-grade plastic, which does not contaminate the food
- 3) Offers a variety of power options that let users adjust the speed to suit their tastes
- 4) This fantastic stainless steel blade makes chopping a snap
- 5) It has an overheating prevention device that stops the appliances engine from overheating and malfunctioning
- 6) The product's fourth container, the meat cutter, is also a terrific addition to the WBL-12M330. This will help to ensure that your fresh fruits and vegetables are not contaminated by bacteria from raw meat. Additionally, the meat chopper includes a stainless steel blade made specifically for chopping meat
- 7) Walton provides a 12-month EMI plan for purchases exceeding BDT 10,000, so you won't have to worry about burning a hole in your wallet
- 8) The blenders are backed by a strong, secure guarantee for up to a year

- **Walton Electric Kettle**

Everything that we require to boil—including water, tea, coffee, cappuccino, or a variety of other beverages—can be swiftly done with the Walton Electric Kettle.

The stainless steel facet of the Walton kettle ensures rapid boiling and cleaning. We don't run any danger at all.

1. It features a lovely, cool-touching double-layer body
2. Materials fit for food that is healthier
3. Quick boiling activities
4. The outside housing is made of plastic, while the interior is constructed of stainless steel.
5. The LED light shows if the device is powered on
6. Anti-scand prevention
7. Cordless electric kettle with a 360-degree rotatable base
8. High-performance heating component



9. An underground heating elements
10. A timer and weight jog dial
11. Stainless panel and silver pull door
12. Avoiding overheating
13. A signal light
14. Slight boil

- **Laptop**

Walton has officially announced a multitude of laptops to go along with our range of availability. It provides a diversified diversity of grab from based on user's requirements, whether it's for distinctive or officially recognized usage. Our computers are equipped with all the functionality you'll need to maximize each moment of pleasure we provide. They have the flexibility, thinness, and battery life we need to complete all of our work on schedule. In its warehouse, Walton has five different laptop series. laptops marked with a marking Made in Bangladesh products are produced at Walton's cutting-edge installation facility.

Four laptop models — Prelude, Passion, Tamarind, and Karonda Series — were Walton's original offerings. With these four new laptops, there are presently 21 kinds of Walton laptops available, according to the product director of Walton Computer. Depending on their budget, people can buy these laptops with distinctive features and configurations at a variety of pricing points. According to the plans and points of the Deputy Managing Director of Walton Computer Project, the Prelude and Passion series target guests who are scholars and immature people of the country. These Prelude and Passion series of laptops are made for the use of studies and allowed for shops, designs, and entertainment.

These laptops are slim and handy and the Passion series of laptops have "15.6" bigger screen with a numeric pad in the keyboard so that the addicts can fluently serve asked purposes for studies or sanctioned shops and can fluently carry their laptops in their laptop bags with great portability as and always handed by Walton.

So, these are budget-friendly laptops for home and sanctioned uses. Walton Tamarind's series of laptops are especially designed for administrative officers, university preceptors, and scholars to serve their common purposes. This series of tablets principally focuses on satiny metallic design, feather light designs integrated with bottommost-fast SSD, RAM, and long battery life to ensure a great experience.

This Tamarind series of laptops allows guests to complete their regular tasks easily similar to, donations, assignments, programming, web development, designs, etc. The Karonda and

Waxjambu series of laptops with erected- in high- performance GPU is especially designed for graphic contrivers, content editors, and gamers. Equipped with a bottommost CPU, GPU, RAM, and SSD, these laptops have swish performance above all in terms of speed and trust capability to perform in every type of plant, icing the swish of the guests.

The bottommost generations of Intel Core processors with GPU from NVidia ensure the extreme performance of this series of laptops.

Freelancers can use Walton laptops for their nonstop dispatches and complete their quotidian tasks with ease.

With its installation, Walton Digi- Tech predicated in Gazipur, Dhaka Division, and Bangladesh, Walton manufactures a variety of modern, largely optimized laptops and 2- in- 1 Tablet PCs every day at low and accessible costs.

The thing of the Walton Computer Project is to offer the swish laptops available in Bangladesh's technology sector at competitively lower rates. All of Walton's laptops are made with motherboards, SSD cards, RAM, keyboards, and display panels. To guarantee quick performance and satisfy client demands, the most recent processors from both Intel and AMD are being employed. Walton offers options to choose from its gaming laptops packed with NVidia devoted plates for the swish plates performance.

To present high- quality HD and FHD vids on its laptops and hence guarantee a fluid viewing experience, Walton uses both IPS and TN display panels. This laptop's main storage device, an SSD, ensures hastily data recovery and storage times, enhancing overall performance. The maturity of the Walton laptop series models features an expandable RAM niche, furnishing the topmost RAM expandability. In Bangladesh, Walton has shaped its laptop prices to give guests with the most cost-effective laptops possible.

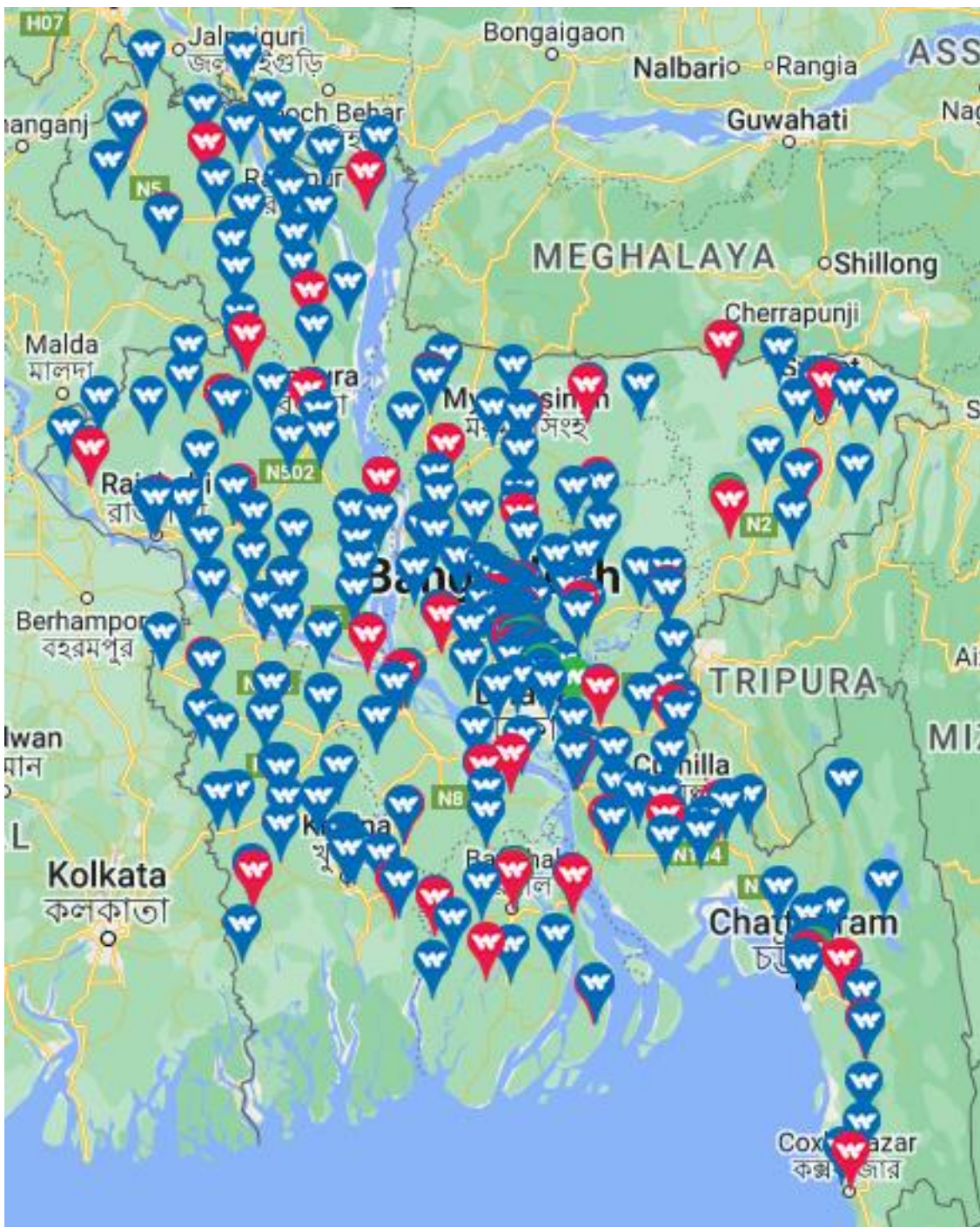
The Walton Tamarind EX10 Pro and Walton Tamarind MX11 are two of the most recent laptop models in the Tamarind line. With prices ranging from BDT, 000 to, 000, the Walton Tamarind series offers business- class laptops with high configurations and luxury designs. Using these laptops gives you a decoration experience and largely quick performance.

The" CRORE TAKA EDUCATION SCHOLARSHIP" program for scholars at sodalities and institutions across Bangladesh regarding the Covid- 19 epidemic issue was recently declared and started by Walton Computer Project. Scholars who buy laptops, desktop computers, each- by- one computers, and 2- in- 1 tablet PCs have a 12- month installment option with 0 interest. Guests can buy laptops and desktops from Walton with just a 20 down payment and a 12- month installment plan. To deliver quick and top- notch after- deals care, Walton maintains a vast service network across the nation.

Walton pledges to offer Bangladesh's top electronics products. The topmost affordable laptops, desktops, each- by- one PCs, spectators, keyboards, mice, routers, pen drives, memory cards, digital bias, etc. are available from this company. Walton Computer

Project's operation is putting a lot of trouble into converting Bangladesh's IT business. Walton's thing is to come one of the top 5 brands in the world by 2030 by excelling in the IT sector.

## 2.5 Walton's Showroom



## 2.6 Factory of Walton

Mainly, Walton become a worldwide company that manufactures electrical items, electronics, cars, and other commodities. It maintains one of the best-equipped and largest research and development facilities throughout the world. On 700 acres of manufacturing space, it currently employs over 30,000 people across 22 production locations. Based on market demand, its annual manufacturing capacity is 10 million units.



## 2.7 Import / Export of Walton

With a global presence in more than 20 countries, WALTON has made history as the top exporting Bangladeshi business in the electronics sector.

In the markets of India, Nepal, Bhutan, Myanmar, the Maldives, the United Arab Emirates, Qatar, Nigeria, and West Africa, our operations are in full swing. The markets of Australia, Europe, the United States, South Africa, Singapore, Poland, Romania, Saudi Arabia, Sri Lanka, and the CIS Countries are already being penetrated by our company.

We have received a number of honors, both national and international, in recognition of our contribution to serving the worldwide markets. These awards recognize our commitment, knowledge, and creativity to meet international standards.

Some of the most recent awards are The Asia Best Employer Brand Awards 2015, The Golden Globe Tiger Award 2015 for Excellence & Leadership Brand, and the DHL-The Daily Star Bangladesh 15th Business Award 2014 for Best Enterprise in Bangladesh.

WALTON has always needed to maintain a 100% compliance rate to keep its position solid and enduring. The company has successfully implemented extensive occupational health and safety management systems, as a result of which the Refrigerators & Air Conditioner Division has been accredited under ISO 14001:2004, the ISO 9001:2008 standard, and the OHSAS 18001:2007 Certificate. The business has successfully completed the necessary requirements for worldwide export. For its continuous international operations, WALTON keeps representative offices in the USA, China, Thailand, Nepal, Qatar, and other countries.

## 2.8 CSR of Walton

Better Bangladesh Hereafter, a sustainable campaign of Walton Hi-Tech Industries PLC, aspires for effective and comprehensive conduct for a sustainable Bangladesh Hereafter. Although Bangladesh has made great strides toward meeting the Sustainable Development Goals of the United Nations, this WALTON-supported effort will collaborate with the People's Republic of Bangladesh's administration to advance that purpose and encourage sustainable growth. However, the United Nation's objectives to encourage sustainable conduct are not new, Mr. Golam Murshed of Walton High-Tech PLC, the nation's youngest managing director and CEO, has found comfort in these goals. While artificial invention has been driving product growth and generating profitable liberation, with his vision of giving commodity back to the country every day, Better Bangladesh hereafter is the action to suppose about invention in a further focused way about the vestiges and drive programs that produce practicable enterprise for sustainability across the country. Better Bangladesh hereafter is his concoction to base that vision of sustainability into conduct, while aiming for hookups and collaborations for the pretensions all the while maintaining innovative brilliance and superior life for the people in this country. Inspiring positivity and structure mindfulness to let everyone live in peace is the main thing of Better Bangladesh Tomorrow. As much as responsible consumption and product cycles go, our sustainable practices in the assiduity will be more focused in order to achieve reflective growth in terms of people, poverty and hookups to drive policy position changes towards a better future for everyone under the flag of red and green. With Better Bangladesh hereafter we aim to drive sustainable practices from being a responsibility to an act of good passions commodity that will be comfortable to be put in practice.



# **Chapter - 03**

# **Recruitment and Selection**

# **Process**

### 3.1 Recruitment process of Walton

- **Internal Sources**

- **Employee referrals:** It is less expensive to find the most suitable talents through the employee referrals. Using this tactic, existing staff might advise friends and family to fill vacant positions. Walton favors personnel recommendations since they are less expensive and time-consuming than locating candidates from outside sources. Businesses must compensate their employees in addition to giving them access to successful hiring in order to inspire their workforce.
- **Intern:** Walton appoints a relatively small number of interns and then assigns them according to their areas of expertise and available projects. Walton has an enormous capacity for forming connections with their academic peers and for doing the same with the business or technical school.

- **External Sources**

- **Advertisements:** Walton use its i-recruitment website to add new employees. Candidate resumes may be uploaded here. The application process is simply too easy for individuals seeking any kind of employment with this company. The ideal candidate for a position might be found by employers as well. This website is really easy to use. Fill out the online application form to register for the Walton e-recruitment system and apply for any position within the Walton Group at any time. After successfully registering, you may log in to the system and update your CV whenever you like, apply for any vacancies that are offered, or both using your user ID. If no openings are available, you can still submit your resume using our career portal online. We will take a look at your CV when we have future openings that fit.

Step 1: Choose the specific position from the posted openings. Please be aware that you may apply for many positions.

Step 2: Before applying for any position, read the instructions.

Step 3: Sign in to your account to apply. To apply, you must first register if you have not already.

Step 4: You must complete the fields that are denoted by an asterisk (\*). Your application won't be submitted if this is the case. In the event that any information is

wrong or missing, you will get alert messages. Please carefully read those alert messages and accurately fill out the necessary blanks.

Step 5: Then User Identity Information and passcode must be retrieved if our applications was finalized smoothly so that you may log in and amend or update your resume later or apply for a specific position that may become available in the future.

WALTON | JOBS

Home Apply Procedure Sample Question About Us Sign In

01678028778(Headquarters)/01686690109(Corporate Office)

Sign Up BN | EN

### Featured Jobs

Walton Digi-Tech Industries Ltd.

Intern for Cellphone R&I

Remaining day/s: 9

View Job

Education : BSc in EEE/ECE/ECE/Mechatronics from any reputed university.

Experience Requirements : 2 Year/s

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Walton Digi-Tech Industries Ltd.

E-Commerce Manager

Remaining day/s: 5

View Job

Education : Graduation from any reputed University.

Experience Requirements : Minimum 5 Year/s

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Walton Digi-Tech Industries Ltd.

Project Manager

Remaining day/s: 3



View Job

Education : B.Sc in CSE/CS/IT from a reputed university.

Experience Requirements : Minimum 3 Year/s

The LinkedIn page of Walton Digatech Industries Ltd. is frequently used for hiring. Candidates for positions should email their resumes to [jobs.digitech@waltonbd.com](mailto:jobs.digitech@waltonbd.com).



## নিয়োগ বিজ্ঞপ্তি

দেশের সর্ববৃহৎ ইলেকট্রিক্যাল, ইলেকট্রনিকস, হোম অ্যাপ্রায়োস এবং আইটি প্রোডাক্ট উৎপাদন ও বাজারজাতকারী শিল্প প্রতিষ্ঠান ওয়ালটন গ্রুপের অঙ্গপ্রতিষ্ঠান ওয়ালটন ডিজি-টেক ইন্ডাস্ট্রিজ লিমিটেড-এর কম্পিউটার প্রজেক্টে নিম্নবর্ণিত পদসমূহে দক্ষ ও কর্মঠ জনবল নিয়োগ দেয়া হবে।

- **ইলেকট্রিক্যাল ও ইলেকট্রনিকস ইঞ্জিনিয়ার:** পদের সংখ্যা-১৫  
 শিক্ষাগত যোগ্যতা: ন্যূনতম বিএসসি ইন ইলেকট্রিক্যাল ও ইলেকট্রনিকস/মেকট্রনিকস ইঞ্জিনিয়ারিং।  
 অভিজ্ঞতা: ইলেকট্রনিকস প্রোডাক্ট আরএন্ডডি/প্রোডাক্ট সোর্সিং এবং প্র্যানিং-সংশ্লিষ্ট বিষয়ে কমপক্ষে ০৫ বছরের অভিজ্ঞ ও প্রশিক্ষণপ্রাপ্তদের অগ্রাধিকার দেওয়া হবে। বয়স: সর্বোচ্চ ৩৫ বছর।
- **মেকানিক্যাল ইঞ্জিনিয়ার:** পদের সংখ্যা-১০  
 শিক্ষাগত যোগ্যতা: ন্যূনতম বিএসসি ইন মেকানিক্যাল ও মেকট্রনিকস ইঞ্জিনিয়ারিং  
 অভিজ্ঞতা: ইলেকট্রনিকস প্রোডাক্ট-মেকানিক্যাল ডিজাইন ও সিমুলেশন/প্রোডাক্ট প্রসেস ডেভেলপমেন্ট/ সিস্টেম ইঞ্জিনিয়ারিং-সংশ্লিষ্ট বিষয়ে কমপক্ষে ০৫ বছরের অভিজ্ঞ ও প্রশিক্ষণপ্রাপ্তদের অগ্রাধিকার দেওয়া হবে। বয়স: সর্বোচ্চ ৩৫ বছর।
- **কম্পিউটার ইঞ্জিনিয়ার:** পদের সংখ্যা-১০  
 শিক্ষাগত যোগ্যতা: ন্যূনতম বিএসসি ইন কম্পিউটার সাইন্স অ্যান্ড ইঞ্জিনিয়ারিং/ইনফরমেশন টেকনোলজি/কম্পিউটার সাইন্স।  
 অভিজ্ঞতা: Programming, E-Commerce Web Development, Front-end & Back-end development and Firmware design, Apps বিষয়ে পারদর্শী হতে হবে (Java/React/Python & C, C++ এর উপর বাস্তব অভিজ্ঞতা থাকতে হবে) বয়স: সর্বোচ্চ ৩৫ বছর।
- **ইন্ডাস্ট্রিয়াল প্রোডাকশন ইঞ্জিনিয়ার:** পদের সংখ্যা-৫  
 শিক্ষাগত যোগ্যতা: ন্যূনতম বিএসসি ইন ইন্ডাস্ট্রিয়াল অ্যান্ড প্রোডাকশন ইঞ্জিনিয়ারিং  
 অভিজ্ঞতা: প্রোডাক্ট ডিজাইন/প্রসেস ডেভেলপমেন্ট অ্যান্ড প্রোডাক্ট সোর্সিং এবং সাপ্লাই চেইন ম্যানেজমেন্ট-এ কমপক্ষে ০৪ বছরের বাস্তব অভিজ্ঞতা থাকতে হবে। বয়স: সর্বোচ্চ ৩৫ বছর।
- **সেলস ও মার্কেটিং: মোট পদের সংখ্যা-৬০**  
 • **ন্যাশনাল সেলস ম্যানেজার:** পদের সংখ্যা-১  
 শিক্ষাগত যোগ্যতা: বিবিএ(মার্কেটিং)/বিএসসি ইন ইঞ্জিনিয়ারিং (EEE/CSE)। অভিজ্ঞতা: কমপক্ষে ৭ বছর বয়স: সর্বোচ্চ ৪০ বছর।  
 • **ডিভিশনাল মনিটরিং হেড:** পদের সংখ্যা-৫  
 শিক্ষাগত যোগ্যতা: বিবিএ(মার্কেটিং)/বিএসসি ইন ইঞ্জিনিয়ারিং (EEE/CSE)। অভিজ্ঞতা: কমপক্ষে ৫ বছর। বয়স: সর্বোচ্চ ৩৫ বছর।  
 • **সিনিয়র এক্সিকিউটিভ/অ্যাসিস্টেন্ট ম্যানেজার (কর্পোরেট সেলস):** পদের সংখ্যা-৪  
 শিক্ষাগত যোগ্যতা: বিবিএ(মার্কেটিং)/বিএসসি ইন ইঞ্জিনিয়ারিং (EEE/CSE)। অভিজ্ঞতা: কমপক্ষে ৫ বছর। বয়স: সর্বোচ্চ ৩৫ বছর।  
 • **সেলস কনসাল্ট্যান্ট:** পদের সংখ্যা-৫০  
 শিক্ষাগত যোগ্যতা: ডিপ্লোমা ইন ইলেকট্রনিকস/কম্পিউটার ইঞ্জিনিয়ারিং অ্যান্ড টেলিকমিউনিকেশন। অভিজ্ঞতা: কমপক্ষে ২ বছর, বয়স: সর্বোচ্চ ৩০ বছর।
- **প্রোডাক্ট ম্যানেজার:** পদের সংখ্যা-১০  
 শিক্ষাগত যোগ্যতা: ন্যূনতম বিএসসি ইন ইলেকট্রিক্যাল ও ইলেকট্রনিকস ইঞ্জিনিয়ারিং/কম্পিউটার সাইন্স অ্যান্ড ইঞ্জিনিয়ারিং।  
 অভিজ্ঞতা: আইওটি ও কম্পিউটার প্রোডাক্ট যেমন (ল্যাপটপ/ডেস্কটপ/ট্যাব ও মোবাইল/মনিটর/প্রিন্টার/স্পিকার ও সাউন্ডবার সিসি ক্যামেরা, রাউটার/ইন্টারএকটিভ বোর্ড, এক্সেস কন্ট্রোল প্রোডাক্ট সোর্সিং/আরএন্ডডি অ্যান্ড ডেভেলপমেন্ট) এবং ই-বাইক সংশ্লিষ্ট বিষয়ে অভিজ্ঞ ও প্রশিক্ষণপ্রাপ্তদের অগ্রাধিকার দেওয়া হবে। বয়স: সর্বোচ্চ ৩৫ বছর।
- **অ্যাকাউন্ট্যান্ট/ইন্টারনাল অডিটর:** পদের সংখ্যা-০৫  
 শিক্ষাগত যোগ্যতা: কমপক্ষে B.Com/BBA (Accounting) with CA CC  
 অভিজ্ঞতা: সংশ্লিষ্ট বিষয়ে অভিজ্ঞ ও প্রশিক্ষণপ্রাপ্তদের অগ্রাধিকার দেওয়া হবে। বয়স: সর্বোচ্চ ৩৫ বছর।
- **সহকারী টেকনিশিয়ান/টেকনিশিয়ান:** পদের সংখ্যা-২৫  
 শিক্ষাগত যোগ্যতা: ন্যূনতম এসএসসি পাস/সমমান।  
 অভিজ্ঞতা: ল্যাপটপ/ডেস্কটপ/প্রিন্টার/স্পিকার ও সাউন্ডবার এবং অন্যান্য আইটি প্রোডাক্ট-এর কাজে কমপক্ষে ০২ বছরের বাস্তব অভিজ্ঞতা ও প্রশিক্ষণপ্রাপ্তদের অগ্রাধিকার দেওয়া হবে।  
 কর্মস্থল: দেশের যেকোনো জেলা। বয়স: সর্বোচ্চ ৩০ বছর।

■ **বিশেষ যোগ্যতা:**

- কম্পিউটার হার্ডওয়্যার ও সফটওয়্যারের বেসিক ধারণা থাকতে হবে।
- সুজননীল এবং স্ব-উদ্যোগী মনোভাব থাকতে হবে।
- যেকোনো সময়ের সমাধান এবং বিশ্লেষণযোগ্য দক্ষতা থাকতে হবে।
- দীর্ঘ সময়ের কাজ করার অস্থির থাকতে হবে।

■ **শর্তাবলি:**

- বয়সসীমা: সকল পদের জন্য চাকরি প্রার্থীর বয়স কমপক্ষে ১৮ বছর হতে হবে।
- বেতন: সকল পদের জন্য বেতন আলোচনা সাপেক্ষে নির্ধারণ করা হবে।
- অন্যান্য সুবিধা: কোম্পানির নিয়ম অনুযায়ী।

বেতন: আলোচনা সাপেক্ষে।  
 অন্যান্য সুযোগ সুবিধা: কোম্পানির নিয়ম অনুযায়ী।  
 আবেদনের শেষ তারিখ: ১৫.১২.২০২২ ইং  
 উপরিউক্ত পদ সমূহের জন্য আগ্রহী ও যোগ্যতাসম্পন্ন প্রার্থীদের চাকরির আবেদনের ক্ষেত্রে সাবজেক্ট লাইনে পদের নাম উল্লেখ পূর্বক ইমেইল করার অনুরোধ করা হলো। ইমেইল: [jobs.digitech@waltonbd.com](mailto:jobs.digitech@waltonbd.com) অথবা মোবাইল: ০১৬০৮৯৮০২৯৫ (প্রয়োজনে)।

- **Educational institutes:** Campus recruiting is extensively used by large and medium-sized businesses that bear largely trained support labor force. Campus reclamation may be relatively profitable for a company since it allows for rapid-fire and accessible interviews with several suitable campaigners in one place. Thanks to the Walton HR team, the Bangladesh University of Business and Technology (BUBT) conducted an on- campus hiring event during my apprenticeship. It's useful in that the university's reclamation center provides a position and executive support. Hiring on lot is fairly priced.

- **Outsourcing through Employment Agencies:** Utmost popular outsourcing website at Walton is bdjobs.com. This website assists towards locating appropriate candidates for employers. The procedure for posting jobs is really simple. It helps firms cut back on labor hours.

The screenshot shows the bdjobs.com website interface. At the top, there's a navigation bar with 'Video Resume' (marked 'new'), 'Job Search', 'Quick Links', and 'Career Resources'. The main content area displays a job listing for 'Brand Executive (Events & Activation/ Internal Events/ Documentation) - IT Products' at 'Walton Digi-Tech Industries Ltd.'. The job is categorized under 'Marketing'. A sidebar on the right provides a 'Job Summary' with the following details: Published on: 18 Oct 2022, Vacancy: 02, Employment Status: Full-time, Experience: At least 2 year(s), Age: Age at least 25 years, Job Location: Dhaka, Salary: Negotiable, and Application Deadline: 17 Nov 2022. The main job description includes 'Job Responsibilities' such as executing promotional activities, analyzing brand performance, and understanding digital & offset printing materials.

- **Recruitment at the factory gate:** The "recruiting process" refers to the act of relating competent seekers from outside sources by declaring a job vacancy on the association's bulletin board. Every day, Walton use this mill gate reclamation approach to detect staff. I took engaged in hiring for regular staff at the Walton commercial headquarters. In this process, contenders are communicated before the interview date. This approach is also known as the "straight connection approach." contenders come to the installation every day bearing pictures, identification documents, and honors from the indigenous chairman.
- **Job Fair:** This is another excellent resource for hiring from outside. Typically, Walton organizes district-specific employment fairs to find new staff. Walton Plaza, in particular, hosts it more regularly. A lot of people are waiting for this employment. They may easily visit job fairs because it is convenient for them as well. District-level job fairs lower the transportation costs for job searchers. I have firsthand knowledge of the employment fair that took place at United International University. A participant at the UIU national employment festival was the Walton Group. Twenty-five firms attended the recruitment, screening, and spot interview sessions. A participant at the

UIU national employment festival was the Walton Group. Twenty-five firms attended the recruitment, screening, and spot interview sessions.

The job festival gathered close to 20,000 applicants. There was no cost associated with this, and all that was needed to take part in the fair was online registration.

To conduct a general hiring session, organizations such as United Group, Pakiza Technovation Ltd, Bank Asia, Pragati Insurance Ltd, bKash, Dhaka Bank Ltd, Prime Bank Ltd, Banglalink, Uttara Motors Ltd, Arla Foods Bangladesh Ltd, ACI Ltd, BRAC, Navana Group, Akij Venture Ltd, Madina Group, Walton Group, ACME, PRAN-RFL Group, Technovates, and Munshi were present.

**UIU NATIONAL JOB FESTIVAL 2022**  
POWER YOUR DREAMS

Powered by: **UNITED GROUP**

**UNITED INTERNATIONAL UNIVERSITY**

### List of Companies Participating in UIU National Job Festival 2022

**Participating Companies:**

- of B of Banking, Aamra, ACI, APD, ICI RESEARCH, UNITED GROUP, Marketic, AMAL LAB, ANWAR GROUP, Arla, AUGMEDIX, code, Standard Chartered, bac space, BYLC
- DCASTALIA, EN Bank Asia, banglalink, Bikroy.com, Bjit, bKash, brac, brightskills, BAT, AdvantEdge, Chaddal, CodersTrust, CREATIVE IT INSTITUTE, datapath
- Doodle Inc., DSJ, eGeneration, Energypac, COB GROUP, e-Zone, Fiber@Home, foodpanda, gtr, Gony, HEAVAS, LSF & Co., MUNSHI, NAVANA
- NEURAL ZONE CONDUCTOR, iecc, IPDC, JOBLETIC, KOFIA SL, Laxmi Education, LEADERS, LinkVision, obf, SPREY Education Canada Inc., Police Technovation Limited, DEKKO ISHO GROUP, PEC GROUP, PALAKA HEALTH
- SEBPO, SINGER, PRAGATI Insurance Limited, PRAN RFL GROUP, PriyoShop, REDX, ROYAL CAPITAL, LSF & Co., SPARKZ, Truck Lagbe, Group, PETRONAS, YELLEN
- Sharetrip, Prime Bank, DHAKA BANK LIMITED, IT TRAINING BD, Therap, ACME, bongob, studyCO, REINFORCE LAB, KOLPOLOK LIMITED, genex, AKIJ VENTURE, WebAppick
- Seshell Attire, Think Ahead, ADCA, BRITISH EDUCARE, SSL WIRELESS, ZOKA, DigitGists, NIC, DHAKA DENIM, Enjoys, ULKASEMI, Shubely's, RTMIS GROUP, Expansive Group
- LITARA, STRING Technology Private, MED, Sushil Kumar, Color Style Bangladesh Limited, TUBED, TCL Global, Chardita, NASSIRI WALA, WALTON, marco, Green

**Organized by:** CCA, UIU, Standard Chartered, bKash, Prime Bank, Pakiza Technovation Limited

**Supported by:** Dhaka Bank, Pragati Insurance, bKash, Prime Bank, Standard Chartered

**Strategic Partners:** The Daily Star, Kamro Jobs

**Beverage Partner:** NESCAFÉ

**Print Media Partner:** কামরা কম

**Electronic Media Partners:** AamunTV, CCA

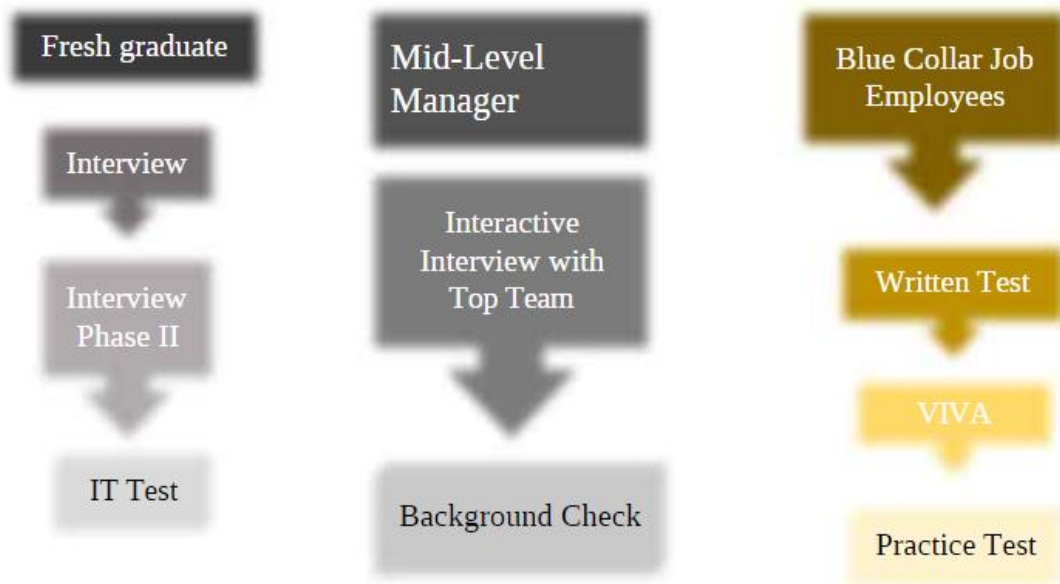
**Digital Partner:** Kamro Jobs

**Photography Partner:** Kamro Jobs

**Date:** 13-14 March 2022  
**Time:** 10.00 AM to 5.00 PM  
**Venue:** United International University, United City, Madani Avenue, Dhaka 1212

### 3.2 Selection Process of Walton

Both white-collar and blue-collar employees at Walton must go through a time-consuming screening process. Each applicant must successfully complete three vivas, an IT exam, and a written examination. Candidates for more senior positions might have to endure a longer selection procedure. The first viva is normally held by the manager of the HR department, and the second viva is often held by two Walton directors. An applicant must ace each of the three vivas in order to be selected. The third viva is overseen by a board of directors. The procedure is often speedier for jobs in graphics or IT.



- **CV Selection**

The selection procedure began after receiving the cv from various sources. The HR staff makes an effort to identify the top prospects from all the applicants during this procedure. Employers consistently place a premium on suitable education, experience, etc.

The two methods for choosing resumes are. The HR division initially chooses resumes of applicants depending on the position that has to be filled. The resumes are then organized, and they are sent to the relevant department. The responsible department, then makes the final choice and gives it to the HR department.

- **Making call list and informing candidates**

The recruiting team will develop a call list with the candidates' names, residences, education, and contact information to alert individuals who will be taking the exam. There are two ways the HR department may contact you. If there are enough applications, the HR department will call candidates personally; otherwise, they will send the text message via their bulk SMS service.

- **Preparing Attendance Sheet**

Before the exam starts, the HR team produces comprehensive attendance record. In there are name, contact info, and a signature box. This form must be signed by each candidate.

- **Selection Procedure**

As soon as a requisite number of participants are received or indeed the deadline for applicants is approaching, the HR department must organize a preliminary interview. The HR team will choose and shortlist individuals for the next process based on the following standards:

- Candidate's outward appearance
- Age restrictions for candidates (21-32)
- Must meet educational requirements
- Based on the location of the area
- Person's ability to communicate (both Bengali and English)
- The ability to learn and IQ.
- Solid awareness of technological advancement

In order to move on to the next proceedings, the applicant must prevail at the actual appointment:

- **Written Test**

This examination covers reading comprehension, writing, general knowledge, aptitude assessment, math, and leadership quality assurance. These evaluations must be under the supervision of the approved HOD and the HR teams.

- **Test of the Communication (where required)**

The estimation exam will indeed measure both teamwork as well as communication. A Personnel through the relevant department and a member of the hiring staff also take this test.

- **Test of the Technical Proficiency (where required)**

This exam includes maintenance and checkup tests as well as the repair of real-world problems. The IT personnel, the admin manager, as well as the head of operations all take this test.

- **Computer Skill Test**

This section includes embraces the computer literacy examination. The Microsoft Office Package's functionalities are heavily utilized in the exam program. The most advanced program levels, Excel functions, and graphing tools are routinely updated. This test is taken by IT professionals, hiring specialists, and representatives from affiliated departments.

- **Final Interview**

The applicants who successfully completed the second phase and the management interview appear for the final interview. The concerned HOD and operations staff, along with the director and MD, conduct the final interview. The following is the purpose of the last interview:

- The panel will independently review the preliminary panel's evaluation before making a decision
- The application form for the company must include specific remarks from the interview panel
- The panel has the authority to accept or reject applicants
- Give your final consent for the choice of candidates

Finally, the post interview formalities, which includes the following:

- **Reference verification**

The HR division must verify the reference supplied by the candidates during the application/interview process. The interviewing team will look forward to through the references and maintain track of their formatted reports.

- **Issue of the letter of appointment**

The applicants won't receive letters of employment from of the HR Head until the certificates are being confirmed. When it is approved, the job seeker must sign the acceptance, which is composed of the criteria mentioned in the letter of appointment.

# **Chapter 4 - Findings, Recommendations & Conclusion**

## 4.1 Findings of the Study

1. Walton is a one of the largest company in Bangladesh. So, they were recruited almost 100 employees at a time
2. They give more priority to recruit experienced candidates
3. Most of the employees are not enough capability to do the multitask at a time
4. Their recruitment & selection process is time consuming

## 4.2 Recommendations

My suggestions for HRM Department of Walton would be:

1. Walton should provide more training on employee efficiency
2. The should reduce time for recruitment and selection process
3. Transportation Walton should offer job for fresh candidates

## 4.3 Conclusion

For the BBA degree, an internship program is required. Students get the opportunity to explore the scenario in real-world settings through this curriculum. The golden second of business in modern times is time. It unquestionably depends on various elements, such as how well a concept is developed. Walton plays a significant part in a recently competitive market. To stay competitive and maintain its position as the industry leader in high-tech, Walton upgrades itself constantly. This claim is well-supported by the fact that real-world circumstances frequently diverge from the cortical explanation. Nearly all of the workstations were chosen at some point during my time with Walton.

And while four months is not long enough to uncover all the differences between theory and practice, I did observe that the concept differs from exercising more or less. Despite the enormous workload, the officials have generally been courteous, helpful, and eager to help. It was still a really pleasant place to work in Walton. I learned about the function of Walton's human resources department during the practical orientation, which will be very helpful to me in the future as I seek to advance my professional career in the field of human resources management. Outside of the discussion above, it is possible to come to a conclusion by stating that the current customer bargaining strategy is rather precise.



The system is green and effective thanks to the automatic transaction. I have reached a solid and urban end in a completely at ease manner, starting from the sensible application of the negotiating approach with clients at some point during the duration of my sensible orientation to Walton. The recruitment and selection methods used by Walton over the past ten years have demonstrated that any goal may be attained with a strong preference and mental fortitude. In contrast to Walton, almost all major firms in our employ distinct strategies for hiring and selecting employees. But he was able to make the individual more useful than many distinct rivals. This only became feasible as a result of effective hiring and a rigorous selection.

## **Reference:**

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