



**RECRUITMENT AND SELECTION PROCESS OF NATIONAL DEVELOPMENT
PROGRAMME (NDP), BANGLADESH**

Ranjita Rani, Subrota Kumer Pramanik, Md. Shah Azam

To cite the article: *Ranjita Rani, Subrota Kumer Pramanik and Md. Shah Azam (2019). Recruitment and Selection Process of National Development Programme (NDP), Bangladesh, Asian Journal of Sustainable Business Research, 1 (1):58-66*

Link to this article: <http://aiipub.com/journals/ajbr-1900911-040104/>

Article QR



Journal QR



RECRUITMENT AND SELECTION PROCESS OF NATIONAL DEVELOPMENT PROGRAMME (NDP), BANGLADESH

Ranjita Rani¹, Subrota Kumer Pramanik^{2}, Md. Shah Azam³*

**Corresponding author E-mail: subrota.hstu10@gmail.com*

ARTICLE INFO

Article Type: Research
Received: 18, May. 2019.
Accepted: 01, Oct. 2019.
Published: 10, Oct. 2019.

Keywords:

HRM, Recruitment, Selection, NGOs, NDP, Requirement policy

ABSTRACT

Recruitment and Selection is a foundation of Human Resource Management practices, and its integration to business is critical to achieving organizational strategic goals. Better recruitment and selection strategies result in improved organizational outcomes. The basic objective of this research was to explore the recruitment and selection procedures of NDP and with analyzing the findings some recommendations have been made to improve the recruitment and selection practices. Here both primary and secondary sources are used for data collection and a structured questionnaire was used to conduct the research. The findings suggest that the NDP emphasize professionalism and career orientations and implement long-term, forward-looking approaches in their selection, recruitment, and remuneration. The overall recruitment and selection process of NDP, Bangladesh is satisfactory.

1. INTRODUCTION

1.1 Statement of the problem

Poverty mitigation or eradication is the principal target of the NGOs of Bangladesh. National and international NGOs of the country have been patronized for the development of her socio-economic progress, where human resource (HR) is the main problem. It is obligatory to have fresh and free unbiased recruitment and selection process otherwise all the programme and technology will come to a failure.

1.2 Background and importance of the study

The human resources are the most important assets of an organization. The success or failure of an organization is mostly dependent on the calibre of the people working in the organization. Without positive and creative contributions from the employee, no organizations can progress towards and prosper in the lifetime of the organization. Every organization has an ultimate goal. In order to achieve the goals or the activities of an organization, therefore, they need to recruit people with requisite skills, qualifications and experience from internal and external side. As they doing so, they have to keep in mind of the organization about the present as well as the future requirements. Recruitment and selection is a major human resource management function (Dessler, 2005) as it encompasses all organizational practices and decisions. Recruitment is the process of searching for prospective employees and stimulating and encouraging them to apply for jobs in the organisation (Flippo, 1984). On the other hand, selection is a process of hiring suitable people for job who can successfully perform the job (Byars and Rue, 2004). Recruitment is the first step then after selection

¹ Ranjita Rani, Technical Officer (Health, Hygiene, Nutrition and Women Empowerment), National Development Program (NDP), Sirajganj, Bangladesh.

² Subrota Kumer Pramanik, Lecturer, Department of Crop Physiology and Ecology, Hajee Mohammad Danesh Science and Technology University, Dinajpur, Bangladesh.

³ Md. Shah Azam, Professor, Institute of Business Administration, University of Rajshahi, Rajshahi, Bangladesh.

and placement comes in the employment process (Rao, 2010). Selection is the process of choosing the appropriate candidate which matches the candidate skills and the job requirements (Bhattacharyya, 2010). The selection process involves many steps such as preliminary reception of application, screening, interviewing, test, medical test, references and final decision of hiring. Therefore, recruiting and selecting is important for every organization including NGOs, FPOs, GOs, etc. because the best qualified applicants must be found to fill vacancies. Selection of perfect and competent employee is always a vital job for an organization. It has to consider the required level of skills/technical abilities, competencies and flexibilities of an employee. As different types of development interventions are carried out in NDP the selection process of this organization is vast and more complicated. For fulfilling the growing number of staff demand from different programs and projects every year a massive number of employees are employed through recruitment, selection and placement section of human resource development. Effective, deserving, value driven and competent staff can be hired through successful recruitment, who will perform to their best abilities towards the organization's goals and objectives. NDP believes in equal employment opportunity in any recruitment and always gives preference to the underprivileged group of people in the society.

1.3 Justification of the study

This research will be a modern contribution in the recruitment policy as in the last decade there have been many changes in the recruitment and selection process. Right now is the time to develop a strong recruitment and selection strategy to counter the effects of turnover and increase the opportunity to gain top talent (Brazeel, 2010). Even though this research is based on Bangladesh, it will be helpful for other developing countries especially Asian countries. As we know most of the Asian countries are poor and there NGOs play a vital role to the development of economy of those countries. Therefore, for proper recruitment and selection of those countries along with Bangladesh this investigation will be facilitated.

1.4 Objectives of the Study

The overall objective of this research was to explore the recruitment and selection process of NDP and analyzing these, some recommendations were made to improve recruitment and selection practices. However, the present investigation was carried out with the following objectives-

1. To know the recruitment and selection process of NDP.
2. To evaluate the effective method of recruitment and selection process of NDP.
3. To analysis the sources used for recruiting at various levels and various jobs in NDP.

2. MATERIALS AND METHODS

Data required for this quantitative and qualitative analysis were collected from primary and secondary sources like, face to face interview, HR policies and records. Data and information from secondary sources were collected by consulting various relevant journals, documents related to human resources division, books, magazines, articles research report etc. The sample size of the recruiters was 30 employees from different sectors like manager (HRM), project managers and general staffs. In-depth interviews of some of the employees of the HR Division of NDP have been conducted to gather necessary information. Also, the recruitment and selection policy of NDP has been consulted in preparing this report. Moreover, the internet, the annual report of NDP etc. have been used to collect information.

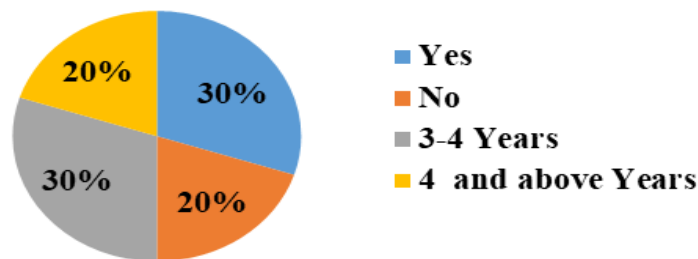
The collected data were analyzed and is represented through pie graphs using percentages for analyzing and interpreting.

3. RESULTS AND DISCUSSIONS

Employers want best employee for business development manner and employees are searching best job as their qualification. Thus it is very important to select the best candidates for the job by using various tools and techniques. The study was in order to find out the best selection and recruitment practices in NDP.

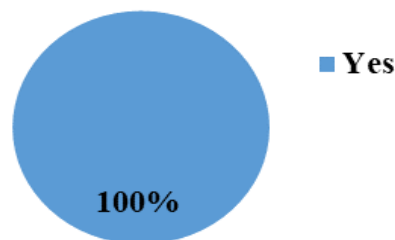
3.1 Analysis of opinion on specification of the time periods for which the estimates are made

Among 30 people surveyed 20% people said that the organization specifies 0-2 years, 30% people said that the organization specifies 2-3 years, 30% people said that the organization specifies 3-4 years and 20% people said that the organization specifies 4 and above time periods for making estimation of forecasting.



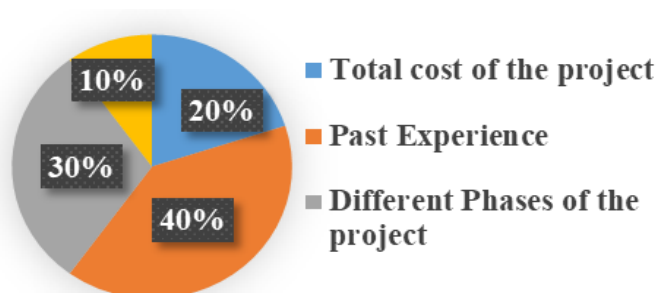
3.2 Analysis of opinion on planning of recruitment policy of the organization

Organization always maintained 100% recruitment policies for any recruitment according to discussion with 30 employees of NDP Bangladesh. Among 30 people surveyed 100% people said that the Organization have written recruitment policy.



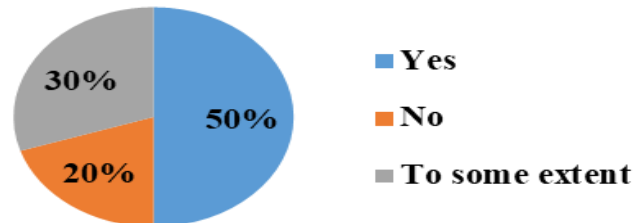
3.3 Analysis of opinion on the basis of forecasting

20% people said that their organization forecast on the basis of total cost of the project, 40% people said that their organization forecast on the basis of past experience, 30% people said that their organization forecast on the basis of different phases of the project and 10% people said that their organization forecast on the basis on of the above.



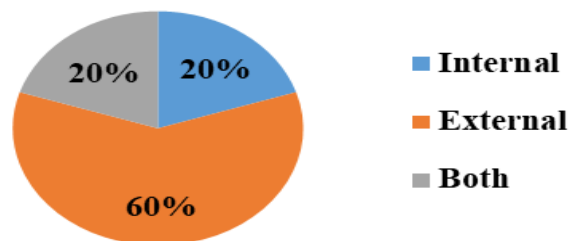
3.4 Analysis of opinion on effectiveness of the present recruitment policy in achieving the goals of the organization

Majority per cent (50%) of the employees told that organization doing well to achieve his intended goals, 6% employee think it is not the right way and rest 30% told it need to some extent. 50% people said that the organization recruitment policy helps achieve the goals. 20% people said that the organization recruitment policy does not help to achieve the goals. 30% people said that the organization recruitment policy is useful to some extent in achieving the goals.



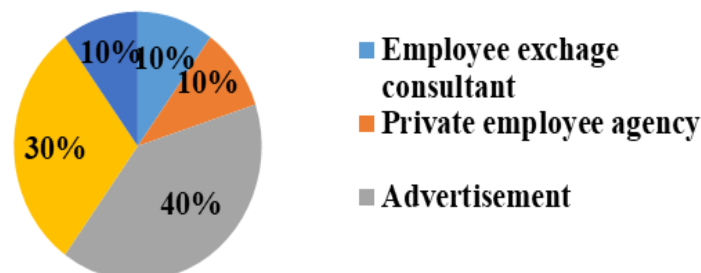
3.5 Analysis of opinion on source of employees recruitment

The source of recruitment was analyzed considering the internal and external source and found that external source is high e.g. 60%, internal is 20% and the rest 20% are form both. 20% people said that the organization recruits the employees from the internal sources. 60% people said that the organization recruits the employees from the external sources. 20% people said that the organization recruits the employees from the both sources.



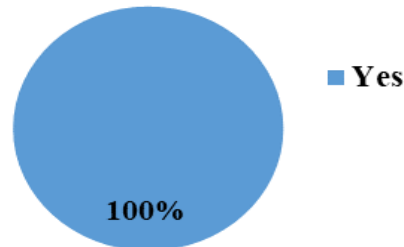
3.6 Analysis of opinion on preferences of external sources for the recruitment of the employees

Employees think that advertisement is the best process to recruit any employee and the internet is the best way to circulate for any position. People get the message very easily through internet system. 10% people said that the organization uses the employee exchange consultant. 10% people said that the organization uses private employment agency. 40% people said that the organization uses advertisement. 30% people said that the organization uses the internet method. Rest 10% people said that the organization uses any other way.



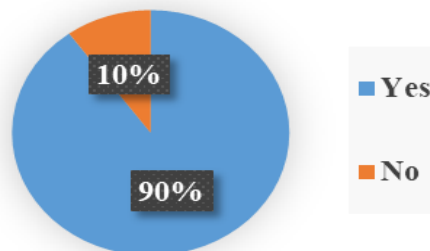
3.7 Analysis of opinion on using the latest method of requirement through the internet to recruit employees

As per employee's opinion organization followed the latest methods and used the internet for any recruitment. 100% people said that the organization use the newest method of requirement.



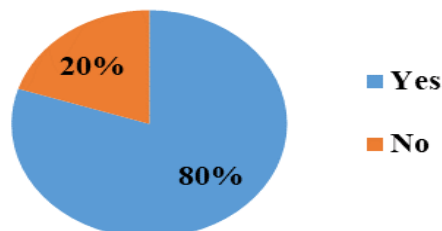
3.8 Analysis of opinion on using organizational own website for recruitment

90% employees think that organization used website during recruitment time which is effective process for them. 90% people said that the organization use own website and 10% people said that the organization does not use own website.



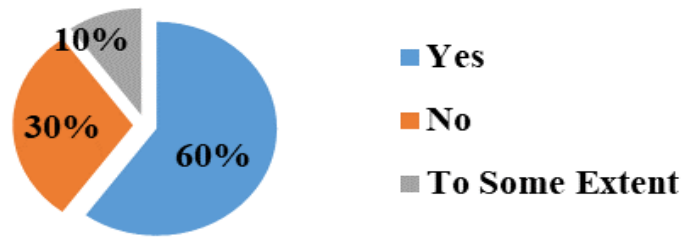
3.9 Analysis of opinion on effectiveness of internet for recruitment process

Majority of employees (80%) thinks that it is very effective process which is cost effective and easy way. 80% people said that the internet recruitment is effective source of recruiting the employee and 20% people are not in favor of recruiting employee through internet.



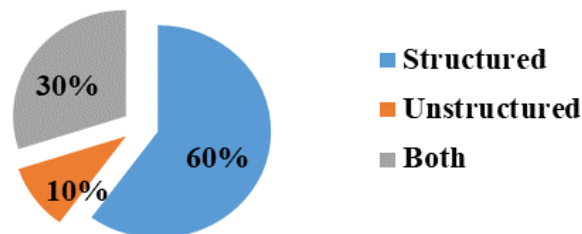
3.10 Analysis of opinion on adoption of the procedure for recruitment and selection of employee to give the right person at the right job

Maximum employees think that through this process organization can select the right people for right place and 30% employees think the internet access not available in their area. So it takes time to adopt for them. 60% people said that the procedure adopted for recruitment and selection of employees enable to place the right person for the right job. 30% people said that the process adopted for recruitment and selection of employees does not enable to place the right person for the right job. 10% people said that the process adopted for recruitment and selection of employees enable to some extent to place the right person for the right job.



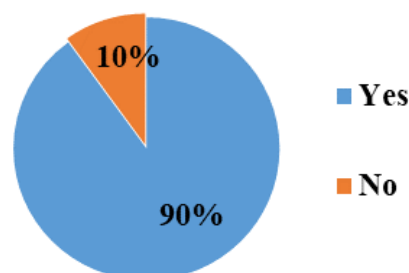
3.11 Analysis of opinion on type of technique used for interview

According to employee's opinion, 60% think that structural interview is the best technique for recruitment, and 30% believe it can be both structured and unstructured. 60% people said that the organization uses the structure technique for selection. 30% people said that the organization uses the unstructured technique for selection. 10% of people said that the organization uses both techniques for selection.



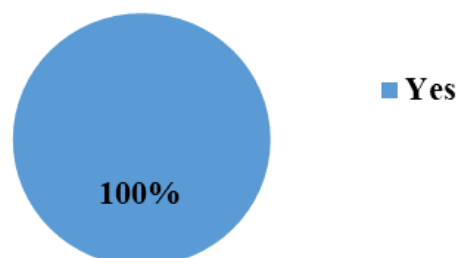
3.12 Analysis of opinion on provision for evaluation and control of recruitment and selection process

90% of employees thinks that there is a good control and evaluation process in the organization and very few (3%) employees think that it is not maintained. 90% people said that the organization has the provision for evaluation and control of recruitment and selection. 10% people said that the organization does not have any provision for evaluation and control of recruitment and selection.



3.13 Analysis of opinion on facility for absorbing the trainees in the organization

100% people said that the organization has the facility for absorbing the trainees.



4. CONCLUSIONS

Obviously, NDP is a reputed organization and it follows the international HR strategy in recruitment and selection process. Compensation and other benefits are provided as per markets survey and keeping its standards. The conclusion is drawn from the study and survey of the company regarding the recruitment and selection process carried out there. The recruitment process at NDP to some extent is not done accurately and consequently lot of bias hampers the future of the staffs. That is why the exploration of people should be of those whose talent and quality fits into the organization's goals. Though most of the employees were satisfied but changes are necessary according to the changing scenario as recruitment process has a great impact on the working of the organization as a fresh blood, new idea enters in the organization. It's great pleasure that NDP Bangladesh recently took the initiative to recruit staff from any religion in any position. Selection process is good but it should also be modified according to the requirements and should job profile so that the main objective of selecting the candidate could be achieved.

5. RECOMMENDATIONS

1. Organization should avoid long time recruitment process and should mention grade level and salary during the circular time.
2. The online circular should be followed during any recruitment and selection process.
3. Short time recruitment is a bad practice in NDP, which should be avoided.
4. The opportunity should be created for abroad training and longtime training program for human resource management and their capacity building.

ACKNOWLEDGEMENTS

I convey my deep thanks to Mst. Nurunnahar Begum, Manager HRM and Dilip Kumar Pramanik, Assistant finance officer, National Development Programme (NDP) for giving me precious advice and guidance and provide valuable time in clarifying various points raised by me.

REFERENCES

1. ADAB (2000). Directory of NGOs in Bangladesh-ready reference, 1998-99. Dhaka: ADAB.
2. Ahmad, M. M. (2007). The careers of NGO field-workers in Bangladesh. *Nonprofit management and leadership*, 17(3): 349-365.
3. Bhattacharyya, D. K. (2010). *Human Resource Management*, Excell Books, New Delhi.
4. Brazeel, S. (2010). Recruitment and selections in the near future. *Power Engineering*, 114(5).
1. Retrieved via EBSCOhost.
5. Bryars, L. L. and Rue, W. (2004). *Human Resource Management*, 7th edition, McGraw-Hill Companies, London.
6. Dessler, G. (2005). *Human Resource Management*, 10th Edition, Pearson Education, Inc., Upper Saddle.
7. Fisher, D., Cynthia, S., Lyle, F. and James, B. (2004). *Human Resource Management-Biztantra*. pp 234-273.
8. Flippo, E. B. (1984). *Personnel Management*, McGraw-Hill International Book company, New York, p.131.
9. George, T. M. and John, W. (2005). *Personal Human Resource Management*, 5th Edition, Nice Printing Press, Delhi.

10. Rao, P. (2010). A Resource-based analysis of recruitment and selection practices of Indian Software Companies: A case study Approach. *Journal of Indian Business Research*, 2(1): 32-51.
11. White, S. C. (1991). Evaluating the impact of NGOs in rural poverty alleviation: Bangladesh country study. ODI Working Paper, 50, London: ODI.
12. www.google.com/annexure questionnaire for the research.
13. www.ndp.org.
14. www.ngoab.gov.bd.



This work is licensed under a [Creative Commons Attribution 4.0 International License](https://creativecommons.org/licenses/by/4.0/).