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**Subject: Hr in public sector**

**Mid-term assignment**

**Submitted to Sir Wajahat Gul**

**Introduction**

Oil and gas development company limited commonly known as OGDCL which is the multinational oil and gas company of Pakistan. It is established by government of Pakistan in 1961. First it is listed in Pakistan stock exchange and second it is listed in London stock exchange. OGDCL is involved in exploring, drilling, refining and selling oil and gas in Pakistan. It is located in Jinnah avenue, blue area in Islamabad in Pakistan. 74% of stake of the company is hold by the government of Pakistan and 26% of stake hold by the private investors. In 2013 the revenue of OOGDL was 223.356 billion and profit before tax is 90.777 billion.

**Human resource department**

Human resource department is one of the main department of OGDCL. Human resources department defined as the people employed by a company or the department in a company in managing of recruitment, training and development, benefits and records. The Hr department of OGDCL is to manage people and develop their skills for meeting company requirements.

The company have a diverse work-force base, the largest professional base and the largest technical base in the country’s oil industry. OGDCL has regular and contract base manpower strength of 9567, 2290 are officers and 7236 are staff and 4484 are third party workers.

**Function of hr department**

The aim of HR department to motivate the employees, employee recognition, empowerment, communication, talent management, making strategies, effective appraisals, recruitment and improving employee skill developments.

**Recruitment and selection**

The process of identifying the need for a job, defining the requirements of the position , advertising the position and choosing the most suitable talented person for the job.

**Recruitment types in OGDCL**

* Regular employees
* Contract base employees
* Trainees
* Hiring through contractors
* Classified appointment

**OGDCL recruitment sources**

The main sources of recruitment are as follows:

* Internal promotion and internal introduction in department
* Career officers
* University appointment boards
* employment agencies
* Advertisement ( via newspaper, tv, internet, noticeboard)

**Recruitment policy by OGDCL**

All lower and higher vacancies will be advertised.

The advertisement will be clear and indicates

* Name of the posts or post.
* Scale of the salaries and their benefits.
* Required qualification to fill up the post.
* Place of the work, where to work.
* Other requirements such as age, disability etc
* Last date of submission.

**Selection**

Choosing the most suitable talent person for the job. The steps selection process of OGDCL are as follows:

* Initial screening
* completed application
* Employment test
* Comprehencive test
* Background investigation
* Conditional job offer
* Medical or physical examination
* Permanent job offer

**Selection process of OGDCL**

* **Completion of application**
  + The 1st step of selection is the completion of application
* **Employment test**
  + Test will be conduct for to check your abilities analytical or technical abilities
* **Panel interview** 
  + those who passed the employment test will now face panel interview and, in this interview, he will be checked and interviewed properly . In this they will check your all academics and your abilities which you have mentioned in the application.
* **Selection interview** 
  + after the panel interviews the eligible candidates are send to the department which will hire them for current vacancy. The department head will conduct the interview
* **Permanent job offer** 
  + after completing all the selection process the head of department will give the permanent job.

**Problems**

OGDCL does not goes for background investigation.

They don’t take medical and physical tests.

**Suggestion**

OGDCL should go for background investigation through this the reputation of the organization will be increased by not hiring those candidates who have criminal records.

And should do medical and physical examination of the candidates. So due to this we will select the fit ones.

**Conclusion**

In the above whole discussion, I concluded that the whole recruitment and selection of hr is formulated by good policies. Better results will we see if we have best recruitment process. Company recruitment and selection process is the good way to achieve success in the business world and to get the target.

**Recommendation**

* During hiring equal opportunities should given to external employees in organization Due to this new ideas, new knowledge and new experience will come to organization.
* avoid the nepotism and favouritism only focus on merit base.
* The organization should give more and more opportunities to the fresh graduates as a trainee.
* OGDCL should go for the background investigation because due to this we will find out he or she has criminal record or not.
* Should arrange behaviour and psychological tests.
* Use hr technologies for clean and convenient recruitment.
* Collect feedbacks from the candidates.

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