**SUBMITTED BY YASAR**

**SUBMITTED TO SIR WAJAHAT GUL**

**MID TERM ASSINGMENT**

**SUBJECT ( HR IN PUBLIC SECTOR )**

**ID = 17013**

**MBA**

**PublictSectortOrganization**

**RecruitmenttAndtSelectiontProcess**

ThetRecruitmenttAretdoingtthroughtThetExternaltChanneltIntThetEnglishtNewspapertAnd alsotIntLocaltNewspapertPublishedtAdertisement.

ThentthetOrganizationtCollecttthetDocumentstFromtThetSelectedtCandidatestAndtThentThatt CandidatestInvitestFortThetTest

ItSelecttThetGovernmenttSectortOrganizationtFortThetRecruitmenttAndtSelectiontProcess

IttistFulltTimetAdvertisement

FulltDetailstAretAvailabletIntThetAdvertisementt

**AYUBtTEACHINGtHOSPITAL**

Ayub Medical and Teaching Institution Abbotabad, at 1000 bedded tertiary care Teaching Hospital And is The Largest Health Care Facility To The Northern Pakistan.ATH started Working in The Year 1995 And Gaining That 1000 Bedded Status In Year 1998. It is The Centre For Undergratuate And Post Graduate studies in different Discipline of Medicine And Surgery.

**RECRUITMENT PROCESS:**

Recruitmenttprocesstistatprocesstoftidentifyingtthetjobstvacancy,tanalyzingtthetjobtrequirements,t reviewingtapplications,tscreening,tshortlistingtandtselectingtthetrighttcandidate.

RecruitmenttPlanning

AtSuccessfultRecruitmenttPlantIstMoretThantJusttNumbers.tvacancytAndtrecruittbudgettFromtThetsourcetoftRecruitmenttPlanstButtemploytGoodthiretPractisestCantpromotetThem

* IdentifyingtVacancy
* Numbertoftpoststtotbetfilled
* Numbertoftpositions
* Dutiestandttasksttotbetperformed
* Qualificationtandtexperience
* Job Analysis
* Jobtanalysististatprocesstoftidentify,tanalyzing,tandtshapingtthetduties,ttasks,tskills,tability,t andtworktenvironmenttoftatspecifictjob.
* Recordingtandtcollectingtjobtinformation
* Accuracytintcheckingtthetjobtinformation
* Generatingtjobtdescriptiontbasedtontthetinformation
* Determiningtthetskills,tknowledgetandtskills,twhichtaretrequiredtfortthetjob
* JobtDescription
* Classificationtandtrankingtoftjobs
* Placingtandtorientationtoftnewtresources
* Promotionstandttransfers
* Describingtthetcareertpath
* Atjobtdescriptiontprovidestinformationtontthetfollowingtelementst
* JobtTitlet/tJobtIdentificationt/tOrganizationtPosition
* JobtLocation
* SummarytoftJob
* JobtDuties
* Machines,tMaterialstandtEquipment
* ProcesstoftSupervision
* WorkingtConditions
* JobtSpecification
* Qualification
* Experiences
* Trainingtandtdevelopment
* Skillstrequirements
* Worktresponsibilities

**RecruitmenttStrategy**

Recruitmenttstrategytistthetsecondtsteptoftthetrecruitmenttprocess,twheretatstrategytistpreparedtforthiringtthetresources.tAftertcompletingtthetpreparationtoftjobtdescriptionstandtjobt specifications,tthetnexttsteptisttotdecidetwhichtstrategyttotadopttfortrecruitingtthetpotentialtcandidatestfortthetorganization.

SearchingtthetRighttCandidates

**Sourcetactivation**t−tOncetthetlinetmanagertverifiestandtpermitstthetexistencetoftthetvacancy,tthetsearchtfortcandidateststarts.

**Selling**t−tHere,tthetorganizationtselectstthetmediatthroughtwhichtthetcommunicationtoftvacanciestreachestthetprospectivetcandidates.

**Screening/tShortlisting**

Screeningtstartstaftertcompletiontoftthetprocesstoftsourcingtthetcandidates.tScreeningtistthetprocesstoftfilteringtthetapplicationstoftthetcandidatestfortfurthertselectiontprocess.

**tEvaluationtand Control**

Evaluationtandtcontroltistthetlasttstagetintthetprocesstoftrecruitment.tIntthistprocess,ttheteffectivenesstandtthetvaliditytoftthetprocesstandtmethodstaretassessed.tRecruitmenttistatcostlytprocess,thencetittistimportanttthattthetperformancetoftthetrecruitmenttprocesstistthoroughlytevaluated.

**Advertisement**

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| --- | --- | --- | --- | --- |
| Sr/no. | post | no.of  tposts | aget  limit | requiredtqualification |
| 1 | charget nurse  domiciletkpk | 70tfemalet  Only | 18-35 | .threetyearstdiplomatintgeneraltnursing .registeredtwithtpakistantnursingtcouncil |
| 2 | charget nurse  domiciletkpk | 130tmale  andt  female  tboth | 18-35 | .threetyearstdiplomatintgeneraltnursing  .registeredtwithtpakistantnursingtcouncil |
| 3 | anesthesia  /smotbps-18 | 09 | 25-40 | .mbbs.mcps/diplomatintanesthesiologytwithtvalidtpmdctregistrationt.havingt05tyearstexperience |
| 4 | public relation  officer | 01 | 30-45 | .masterstdegreetintmasstcommunicationtjournalismtmediatsciencetortrelevanttsubjecttfrontanthectrecognisedtuniversity  .minimumt3tyearstposttqualificationtexperiencetintrelevanttfieldtwithtnational/inetrnationaltcompanies/group |

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Applicationtformstandtdetailtoftthetjobstaretavailabletontthetinstitutiontwebsite([www.ath.gov.pk](http://WWW.ATH.GOV.PK))

.eligibletcandidatestshalltsendttheirtattestedtdocumentstalongtwithtapplicationtbanhtdraft.copytoftcnic

passporttsizetphotographtontthetfollwingtaddress.

.humantresoursetdeptttmtitayubtteachingthospitaltabbottabad.

**Selectiontprocess**

Thetselectiontprocesstcantbetcleartastthetprocesstoftselectiontandtshortlistingtoftthetrighttcandidatestwithtthetnecessarytqualificationstandtskilltsetttotfilltthetvacanciestintantorganisation.tThetselectiontprocesstvariestfromtindustryttotindustry,tcompanyttotcompanytandteventamongsttdepartmentstoftthetsametcompany.

**PreliminarytInterviewt**

Thististatverytgeneraltandt[basicinterview](https://www.toppr.com/bytes/soft-skills-internship-placement/)tconductedtsotasttoteliminatetthetcandidatestwhotaretcompletelytunfitttotworktintthetorganisation.tThistleavestthetorganisationtwithtatpooltoftpotentiallytfittemployeesttotfillttheirtvacancies.

**EmploymenttTestst**

Beforetantorganisationtdecidestatsuitabletjobtfortanytindividual,ttheythavettotgaugettheirt talentstandtskills.tThististdonetthroughtvarioust[employmentttests](https://www.toppr.com/guides/business-management-and-entrepreneurship/human-resource-management/performance-appraisal/)tliketintelligencettests,t[aptitudettests](https://www.toppr.com/guides/reasoning-ability/coding-decoding/coding-decoding-practice-questions/),tproficiencyttests,tpersonalitytteststetc.

**EmploymenttInterview**

Thetnexttsteptintthetselectiontprocesstistthetemployeetinterview.tEmploymenttinterviewstaretdonettotidentifytatcandidate’stskilltsettandtabilityttotworktintantorganisationtintdetail.tPurposetoftantemploymenttinterviewtisttotfindtouttthetsuitabilitytoftthetcandidatetandttotgivethimtantideatabouttthetworktprofiletandtwhattistexpectedtoftthetpotentialtemployee.tAntemploymenttinterviewtistcriticaltfortthetselectiontoftthetrighttpeopletfortthetrighttjobs.

**MedicaltExaminationt**

Thetmedicaltexamtistalsotatverytimportanttsteptintthetselectiontprocess.tMedicaltexamsthelptthetemployerstknowtiftanytoftthetpotentialtcandidatestaretphysicallytandtmentallytfitttotperformttheirtdutiestinttheirtjobs.tAtgoodtsystemtoftmedicaltcheckupstensurestthattthetemployeetstandardstofthealthtarethighertandttheretaretfewer[tcasestoftabsenteeism](https://www.toppr.com/bytes/absenteeism/),taccidentstandtemployeetturnover.

**FinaltSelectiontandtAppointmenttLettert**

Thististthetfinaltsteptintthetselectiontprocess.tAftertthetcandidatethastsuccessfullytpassedtalltwrittenttests,tinterviewstandtmedicaltexamination,tthetemployeetistsenttortemailedtantappointmenttletter, tconfirmingthistselectionttotthetjob.tThet[appointmenttletter](https://www.toppr.com/guides/business-communication-and-ethics/business-correspondence/parts-of-business-letter/)tcontainstalltthetdetailstoftthetjobtliket workingthours,tsalary,tleavetallowancetetc.tOften,temployeestarethiredtontatconditionaltbasist where theytarethiredtpermanentlytaftertthetemployeestaretsatisfiedtwithttheirtperformance.

**Conclusion**

In a conclusion we summarize and written about assignment . we need to think about the main point of the topic .The main point of this topic is the recruitment and selection process of Ayub Teaching Hospital. I learn more about the Recruitment And Selection process in this assignment .In this I learn how to Recruit and Select the Employees.

**Recommendation**

A Recommendation report is another name for a problem. The difference is that the recommendation report is generally focused on improving a system of institution. Recommendation report examines all the possible solutions. Here the Recruitment process is much good then the Selection process. In the selection process the management is not good then the Recruitment process of Ayub Teaching Hospital. They should to be focus on Selection process management to improve the system for the new employees.

**REFRENCE**

Tutorialspoint.com/recruitment-and-selection-process

Toppr.com/guides/business-management-and-entrepreneurship/human-resourse-management/selection-process/