

RECRUITMENT AND SELECTION IN STATE INSURANCE AND GENERAL PROVIDENT FUND DEPARTMENT, RAJASTHAN: A CASE STUDY

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ABSTRACT

In the presented research paper, various aspects of human resources recruitment and selection process have been analyzed in the reference of the State Insurance and General Provident Fund Department of State of Rajasthan. Under the state insurance and provident fund department, recruitment and selection has been clarified in various positions under Personnel Management of government departments in Rajasthan. Due to human resources management, the employee has the effect on the efficiency of the personnel and vacancies working compared to the approved posts. The main purpose of the research paper is to analyze the process of recruitment and selection in S.I.P.F. department, Rajasthan. The State Insurance and Provident Fund Department, Rajasthan has been selected as a Case Study. In the paper, descriptive research study method and mainly secondary data sources have been used. In the State Insurance and Provident Fund Department, the efforts of recruitment and selection process have been made to clear the viewing of the process. The research analysis shows a result that there is a strong need for reviewing present human resource policy.

Keywords: State Insurance, General Provident Fund, Recruitment, Selection, Career, Administration, Personnel.

1. INTRODUCTION

The State Insurance and General Provident Fund Department, Rajasthan has been established for the 84 personnel in 1943 to provide economic and social security to State Personnel by Rajasthan Government. In 1921, the Assets of the State Government of Rajasthan in the insurance business, various departments, constitutional boards, corporations, co-operative institutions were brought to its realm through government assets through fire, motor, marine and diversified insurance. The State Insurance and Provident Fund Department, Rajasthan works under direct control of the State Government's Finance Department. The State Insurance Plan, General Provident Fund Plan, General Provident Fund Plan (2004), General Provident Fund, All India Group Insurance Scheme operated for officers of All India Administrative services, Group Insurance Scheme, State Insurance are main streams. In addition, the group personal accident insurance scheme is also operated for personnel. The headquarters of the State Insurance and Provident Fund Department is located in Jaipur. In addition, 36 District Level Office and an office operates in New Delhi.

Scope Or Area Of Research Work- In the presented paper, recruitment and selection practices in State Insurance and Provident Fund department in Rajasthan have been analyzed.

Objectives Of The Research - The objectives of the research paper are presented in the following manner-

1. To find out Recruitment and Selection Practices in State Insurance and General Provident Fund Department, Rajasthan
2. To analyse various dimensions of Recruitment and Selection Practices in S.I.P.F. Department, Rajasthan.
3. To provide strategic improvement structure about Recruitment and Selection in S.I.P.F. Department.
4. To gain the knowledge about human resource recruitment and selection practices in public departments.

2. REVIEW OF LITERATURE

The process of research was fixed by studying audit report, administrative reports, annual accounts of different years. For making foundation of research paper, the State Insurance Department Manual-1965, GPF Procedure Manual, RPSC Recruitment Advertisements, RSSMB Recruitment Advertisements have been studied. In addition to this, various circulars of the state insurance and provident fund department, finance department, Rajasthan, dissertation related with S.I.P.F. department, Rajasthan of Dr. Lilawati Sharma, Faculty of Commerce, Maharaja Ganga Singh University, Bikaner, Research Paper Entitled Present Scenario of State Insurance by Miss Garima Vyas (2012) has been studied. The book written by Upadhyay, Ravindra (2016), has been studied in relation to the history of the human resources management, (Slaughter, 2012), Human Resource Management by Sharma, Sharma, Surana (2016), has been consulted for recruitment, selection process, interview, psychological tests. Similarly, the typical classification, tabulation is determined by the basis of book research techniques written by Kothari (2017).

3. RESEARCH METHODOLOGY

Primary data as well as secondary data have been used in the paper for comprehensiveness. The analytical presentation and strategic structure building for recruitment and selection have been used with the initial interviews of departmental officers and personnel. Under Secondary Data, audit reports, administrative reports, financial statements of SIPF Department, Circulars of the Finance Department, RPSC and Rajasthan Staff Selection Board for recruitment advertisements, selection process, Rajasthan service rules have been used. Additionally, Departmental File Records, Records of labour union has been used for better understanding. Limitations of the Study - This paper is mainly based on Secondary Data. In the research paper, the exploratory composition has been used, but there is a lack of latest data. In addition, the problem of not being updated by the departmental records has encountered.

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Under the process of recruitment and selection, the human resources have to be combined as needed. In the direct control of the Finance Department of Rajasthan Government, the combination of human resources for the State Insurance and the Department of Finance is a specific task. For this, the owner of the Personnel Administration is borne by the Rajasthan State Government. According to Peter F. Druker, the personnel to be consulting, and making them are maintaining personnel in the Personnel Administration. Under the recruitment and selection process, various actions- determining the human resources requirements, determining the source of recruitment, working with the reform provisions of the Rajasthan Government, according to the reservation provisions, such as the leading, promotions, personnel transfers is done by the state government to ensure the settlement process, and on the basis of different tests, the basis of the selection of the written examinations (according to the rules) is done.

RECRUITMENT PROCESS

Recruitment Process is done by the coordination of the Department of Personnel and the Finance Department. The main stage of the recruitment process is as follows -

1. Determining the nature of the work

To determine the nature of the work, the process is adopted on the basis of human resource management, in which the following is done -

A. Job Analysis- Job Classification and Job specification is done according to the nature of the works that are concluded under the actual analysis. Actions / work that are concluded by personnel working on different positions are determined under its scope. Some work is placed in the category based on the importance of work. Similarly, the basis of some work hierarchy is determined.

B. As well as determining the nature of the work- the capabilities of present work force capacity are also evaluated on the basis of human resources requirements as well as relevant employees.

2. Determining the number of potential personnel for the capacity –

The finance department with the coordination of the Department of Personnel, is decided on the recruitment offer by the competent level of the state government for various posts. Rajasthan employee selection board, for the executives, while the state government level, the Rajasthan Staff Selection Board and Rajasthan Public Service Commission are main recruitment agencies.

3. Determining the sources of recruitment-

Planning for personnel to recruit is recruited through internal and external sources. Recruiting the best personnel is searched and is motivated to apply them. The resources of the recruitment of two parts by the State Insurance and the Department of Finance has been divided-

A. Internal source

Recommendations of Personnel, Recommendations by executives, Departmental Transfers, Departmental Promotions

B. External source

Management Trainees, Part time Employees, Present Employees' Present Employer, Former Employees Support, Customer Suggestions, Ex-servicemen Category, Direct Recruitment through Placement Agencies, Employment Exchanges, Rajasthan Public Service Commission, Union Public Service Commission, Professional Bodies, Training in institutions, Direct Recruitment through RPSC or RSSMB, Retired Employees.

Following Table- 1 shows position of sanctioned post, working posts and vacant posts in State Insurance and General Provident Fund Department. It shows higher vacant posts in 2021-22.

Table-1 DESCRIPTION OF EMPLOYEES POSTS IN S.I.P.F. DEPARTMENT, RAJASTHAN

YEAR	SANCTIONED POSTS	WORKING POSTS	VACANT POSTS
2000-2001	2262	2067	195
2005-2006	2184	1961	223
2009-2010	2047	1843	204
2018-2019	2252	1593	659
2019-2020	2239	1582	657
2020-2021	2247	1702	545
2021-2022	2256	1596	660

SOURCE: ANNUAL ADMINISTRATIVE REPORTS (2000-01 TO 2021-22)

Table-2 STATE INSURANCE, G.P.F. AND NPS HOLDERS (IN LAKHS)

YEAR	STATEINSURANCE	GPF	NPS
2018-19	7.05	3.78	3.83
2019-20	7.01	3.58	4.75
2020-21	7.27	3.26	5.28
2021-22	7.75	3.13	5.28

SOURCE: ANNUAL ADMINISTRATIVE REPORTS (2000-01 TO 2021-22)

SELECTION PROCEDURE

For selection of employees, the Department of Finance, State Insurance and Provident Fund Department, the Rajasthan Public Service Commission, for the selection of the personnel, the Rajasthan employee selection board, through the permanent / institution and service provider agencies, there are also different services (on the contact). Applications are obtained by issuing releases of advertisements by the recruitment agency in the selection process. After this, written examination, psychological testing interviews are organized as a need of schedule (primary level) in the form of need. After the release of the test, the character verification and health tests are organised . Character Verification and Health Testing Process are completed as the state government's rules. The residential of personal transmission and promotion is used as an internal recruitment source to meet departmental personnel requirements by State Insurance and Provisioning Fund Department. In addition, the work is arrangement based on deputation from other departments. When the human resource requirement is not completed when departmental internal arrangement, then the recruitment proposal is presented by the State Government by the Department's High Schools. Additionally, advertising recruitment for various posts are recruited for recruitment through Rajasthan Public Service Commission, Rajasthan Employee Selection Board, through employment offices as the external sources of recruitment. There is currently working context through special employees and officers working in the department. For the direct recruitment, the officials of the All India Administrative Service for employees and recruitment of state government are also employed. For this, personnel are selected through competitive examination and interview. The source and selection process of the recruitment of personnel in the State Insurance and Provisional Fund Department has been determined differently for different positions. All India Administrative Services Officers - In the State Department of State Insurance and Provident Fund Department, the State Government has authority for placement. Indian Administrative Service Officers on Director / Commissioner posts keep changing through time on transfer of time. Recruitment and selection of Indian Administrative Service Officers is done by the Union Public Service Commission from the meaning of written examination and interview. The Union Public Service Commission is a selection agency through the interview by organizing preliminary and mains examination at the indian indoor level for recruitment of the Indian Administrative Service Officials as required as the need for the recruitment of the Central Government and the organization of the Indian Administrative Service allocated to the official administrative service. The appointment of the official administrative service officials is trained by the Central Government.

Rajasthan Administrative Services Officers, Rajasthan Administrative Services officials are appointed on posts in the State Insurance and Provident Fund Department by Rajasthan Government.

1. Additional Director

2. Joint Director

3. Deputy Director

4. Assistant Director

According to the provisional service rules and reservation provisions on the recommendation of Rajasthan Administrative Services officials, the Rajasthan Public Service Commission is a agency through Rajasthan State Administrative and Subordinate Service Examination, the final selection is done by the interview of the candidates. Its administrative officers are empowered by training. Similarly, junior personnel are also adjusted on the above mentioned positions based on seniority.

Subordinate Service Personnel, Ministerial Services Personnel, The supervisors are appointed through departmental promotions in the State Insurance and Provident Fund The Rajasthan Public Service Commission and Rajasthan employee selection board are recruitment agencies. In addition, state employees' dependents are also provided employment as per the Rajasthan Service Rules.

Fourth Class Services-IV Category / Assistant Employees, Recruitment and selection of the employee based on the level of departmental requirement, by the acceptance of proposal and legal process by the state government authorities.

The Union Public Service Commission and Rajasthan Public Service Commission are examined at two levels under the recruitment and selection process at the official level. After this, the candidates have been interviewed in the written examination. The appointment papers are issued to the selected candidates in the interview. Personnel administration system of State Insurance and Provident Fund Department, are given opportunities for training, motivations and promotions. Detailed training sessions are also organized for the development / skill development of the Indian Administrative Service and Rajasthan Administrative Service Officials. The potential recruitment is the process in which applicants are encouraged to apply to work on a specific post. The selection process is different from the recruitment. After the recruitment, selection process starts. Under the selection process, the best applicants are selected based on different parameters. According to Yoder, "The Recruitment Policy is Concerned with the Quantity and Qualification of Manpower" (Yader, Dale, Personnel Management and Industrial Relations p. 263.)

4. CONCLUSION

An organizational framework has been established by the State Government for recruitment and selection in the State Insurance and Provident Fund Department of Rajasthan Government. The State Insurance and Provident Fund Department's recruitment and selection policy is necessary to be conformity to human resources policies. Recruitment and selection process is required to complete the requirement of personnel, the efficiency of the personnel and the transparency is necessary. The S.I.P.F. department Rajasthan is required to recruit by making schedule by various recruitment agencies of the State Government. In addition to the imprisonment of the general posts and the employees employed due to paperless working and e-governance in the State Insurance and Provident Fund Department. Recruitment process and selection process requires more rationality in the department of State Insurance and General Provident Fund, Government of Rajasthan.

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