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Dr. Pragya Rai Asst Professor
Political Science,
Maharaja College,
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Personnel Private Administration

Private Administration is the management and organization of private business enterprises. This is an administrative purpose carried out by the private individuals, a team or a group, to make a profit.

Characteristics of Private Administration -

- (1) Private ownership and control
- (2) Profit Motive
- (3) No state participation
- (4) Private finance
- (5) Independent management

Advantages of Private Administration -

- (1) A private sector undertaking is fully owned and managed by private entrepreneurs.
- (2) There is no government participation in such a form of business organization.

Disadvantages of Private Administration -

- (1) Smaller resources
- (2) Lack of transferability of shares
- (3) Poor protection to members
- (4) No valuation of investment
- (5) Lack of Public confidence.

(1) Recruitment

Recruitment is one of the most crucial problems of personnel administration. The purpose of recruitment is to locate sources of manpower to meet job requirements and job. Recruitment means attracting the proper and suitable type of candidate for the post to be filled.

Recruitment Policy - Recruitment policy asserts the objectives of recruitment and provides a framework of implementation of the recruitment programme in the form of procedures. A well considered and pre-planned recruitment policy may avoid hasty or ill-considered decisions and may go a long way to man the organisation with the right type. Recruitment policy in its broadest sense involves a commitment by the employer to such general principles as;

- (1) To find and employ the best qualified persons for each job.
- (2) To retain the best and most promising of those hired.
- (3) To offer promising opportunities for life-time working careers
- (4) To provide programmes and facilities for personal growth in the job.

8 Sources of recruitment -

9 Internal Sources - Whenever any vacancy occurs, somebody, from within the organisation is upgraded, transferred, promoted or sometimes demoted.

11 External Sources - The organisation recruits persons from outside the organisation.

12 Methods or techniques of Recruitment -

13 Direct Methods -

14 These include sending travelling recruiters to educational and professional institutions.

15 One of the widely used direct method is that of sending of recruiters to colleges and technical schools.

16 Most college recruiting is done in cooperation with the placement office of the college. Other direct methods

17 include sending recruiters to conventions and seminars, setting up exhibits at fairs and using mobile offices to

18 go to the desired centers.

19 Indirect Methods -

20 advertising in newspapers or the radio, television, in trade and professional journals, technical magazines and brochures. Advertising is very useful for recruiting blue-collars or unskilled workers as well as scientific, professional and technical employees.

Third Party Methods -

These methods include the

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08 use of commercial or private employment agencies, state agencies, placement offices of schools, colleges and professional associations, recruiting firms, management consulting firms, indoctrination seminar for college professors and friends and relatives. Private employment agencies are widely used. These private agencies are brokers who bring employers and employee together. School, colleges and professional institutions offer opportunities for recruiting their students.

14 Casual Labour or Applicant at the gate - Most

industrial units rely upon to some extent on the casual labour which presents itself daily at the factory gate or employment office. However, this source is uncertain and the candidates covers the wide ~~rag~~ range of abilities.

17 Consolidated Applications - For positions in which large number of applicants are not available from other sources, the companies may keep files of applications received from ~~each~~ candidates who make direct inquiries about possible vacancies on their own.

20 Steps - The following steps are taken for recruitment -

- (1) Notification of Vacancies
- (2) Submission of personal bio-data
- (3) Interview System (Written Test + Interview)

- (4) Announcement of the results
 (5) Waiting Lists of the results
 (6) Pre employment medical examination
- (2) Training

Training is a term most often applied to acquisition of skills which generally are oriented around lower level positions in the organization and are expected to have an immediate impact on job behaviour and possibly on labour productivity. In personnel management, the term training usually refers to teaching operational or technical employees how to do the job for which they were hired.

Training is a learning experience which seeks a relatively permanent change in an individual that will improve his/her ability to perform on the job. Training can involve the changing of skills, knowledge, attitudes or behaviours. Training activities include all planned organizational efforts aimed at increasing employees' ability or modifying their behaviour. Regardless of their specific form, the basic purpose of training is to increase the needed attributes and skills of employees.

Importance of Training —

Every organization must have well-trained and experienced people to perform the activities that must be done. Training programmes are designed to enhance learning, so that employees are more effective and efficient on the job.

08 (3) Promotion

09 Promotion is the most crucial element of public
 10 personnel administration. Promotion is the
 11 device to retain the best, talented and
 12 efficient persons in the Civil Services. All the
 13 organization, therefore, must endeavor to evolve
 14 a suitable promotion policy to reward meritorious
 15 hard and sincere work. 'Promote' is derived
 16 from Latin expression 'Promovere' which
 17 means to move forward. Promotion
 18 means advancement, greater authority and
 19 responsibility, higher pay, better terms and
 20 conditions of service, and, therefore,
 recognition, higher status or rank and
 prestige.

According to L.D. White, "Promotion is an
 appointment from a given position of a higher
 grade, involving a change of duties to a more
 difficult type of work and greater responsi-
 bility accompanied by a change of title
 and usually an increase in pay."

Principles of Promotion:-

- (a) Seniority Principle
- (b) Merit Principle
- (c) Seniority cum Merit Principle

Methods of testing of Promotion-

- (a) Written Examination

- 08 (b) Personal judgement of the Head of the organization
 (c) Efficiency Rating
 09 (d) Viva-voce/ Interview

10 Critical Evaluation of Promotion system in India

- 11 1- Limited promotion avenues.
 2- Doubtful yardstick to determine merit.
 12 3- Political interference.
 4- Unnecessary delays in promotion.
 13 5- Administrative hurdles in the way of promotion.
 6- Lack of information amongst the employees.

14 Morale Moral/Ethics in Public Administration

15 Ethics are the rules that define moral conduct
 16 according to the ideology of a specific group.
 Ethics or moral in public administration is important
 17 for good business conduct based on the needs of a
 specific town, state or country. Ethics provide
 18 accountability between the public and the
 administration. It also gives the administration
 19 guidelines for integrity in their operations. That
 integrity, in turn, helps foster the trust of the
 20 community. By creating this atmosphere of
 trust, the administration helps the public
 understand that they are working with their
 best interests in mind.

Another positive outcome of
 good ethics in public administration is timely
 and informative communication with the
 community. Communication keeps all parties

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involved so they can all work towards
common goal. When it comes to
public sector, strong ethics or
moral is paramount.