



7-2-A2, Hetero Corporate Industrial Estates, Sanath Nagar
Hyderabad – 500 018.Telangana, INDIA
Tel: +91 40 23704923

VMPL/KP/HR/2021-2022

13/12/2021

TO WHOM SO EVER IT MAY CONCERN

This is to certify that B.PUSHPA LATHA with Reg. No. 20811E0001, MBA(HRM) student of AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY, MAKAVARAPALEM has pursued her project work on RECRUITMENT & SELECTION in our organisation between 10/11/2021 to 10/12/2021.

Her conduct and performance during the above period were found satisfactory.

Thanking you,

Yours faithfully,

HETRO DRUGS PVT.LTD

Manager HR

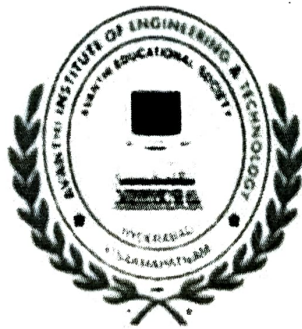
**A STUDY ON
"RECRUITMENT AND SELECTION"**

**with Reference To
"HETERO DRUGS LIMITED (UNIT-IX)"
NAKKAPALLY**

**A Project Report Submitted to
Jawaharlal Nehru Technological University, Kakinada
In a partial fulfillment for the Award of the Degree of
MASTER OF BUSINESS ADMINISTRATION**

**Submitted By
B. PUSHPA LATHA
(Regd. No: 20811E0001)**

**Under the Guidance of
P. PAVANI
Assistant Professor**

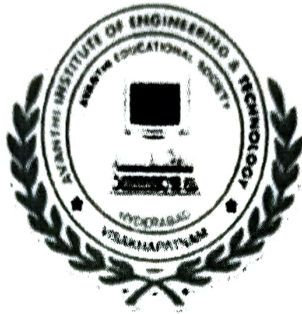


**DEPARTMENT OF MANAGEMENT STUDIES
AVANTHI INSTITUTE OF ENGINEERING AND
TECHNOLOGY**

**(An NBA Accredited Institution)
(Approved by AICTE, Recognized by the Govt. of A.P. &
Affiliated to JNT University, Kakinada.)
Narsipatnam, Visakhapatnam.
(2020-2022)**

DEPARTMENT OF MANAGEMENT STUDIES

AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY
NARSIPATNAM, VISAKHAPATNAM.



CERTIFICATE

This is to certify that the project "A STUDY ON RECRUITMENT AND SELECTION" with reference to "HETERO DRUGS LIMITED", NAKKAPALLY, has been carried out by B. PUSHPA LATHA (Reg No. 20811E0001) under the guidance of P. PAVANI and the project report has not been submitted to any other university or institution any time before.


Head of the Department


Project Guide

Submitted for the University Examination held on.....


External Examiner


Internal Examiner

1.4 OBJECTIVE OF THE STUDY

- The foremost objective of this report is to have a clear view about what is happening in the field of HRM in the company of Hetero Drugs Limited and to provide necessary information about company's procedures of Recruitment and Selection techniques.
- To identify the satisfaction level of the employees regarding recruitment and selection.
- To absorb qualified candidates into the organization.
- To know the capabilities of the individual and to use their skills to uplift the Organization.

L. Keshava Veni
COORDINATOR

5.1 SUMMARY

To summarize the project report titled "A Study on Recruitment and Selection at Hetero Drugs Limited". It's received each favorable and unfavorable responses from each the interviewer and the candidates. The study of the project is administered as per norms of university for the academic purpose. The study helped me perceive the mixed aspects of the organization and the way the organization works and the way to spot and solve issues. The organization's recruitment sources are based on factors, each internal and external. The recruitment of candidates for a specific post depends on the age, experience, qualifications, and percentage of the academic year.

The selection method is entirely supported communication skills and technical qualities. Human resources have become an integral a part of a corporation. Work, functions, tasks, and tasks could also be performed by skilled {a talented} person skilled within the art. Once the number of members of the organization is attentive to a lot of applicable recruitment and selection method which will build a selection of human resources within the right approach. The used individual could have expertise and information, however the way to modification inside the organization regarding numerous aspects like working conditions, attitudes, and behavioural characteristics of job-performing employers, the way to increase productivity, the employment of innovative technologies, and so on. once a worker is chosen, it should be dedicated to a loyal organization. they must commit to perform their duties and have the qualities of wit, diligence, and conscience. Finally, it should be said that

L. K. S. S. S.
COORDINATOR