

Quadrant II – Transcript and Related Materials

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Meaning of Recruitment

- Recruitment is the process of actively seeking out, finding and [hiring candidates](#) for a specific position or job. The recruitment definition includes the entire hiring process, from inception to the individual recruit's integration into the company.
- It is the most important aspect of Public Personal Administration.
- The efficiency of government machinery and the quality of the services rendered by it depends upon its Recruitment system.
- Recruitment means filling up the vacant post in civil service.
- Negatively it aims at eliminating those who are not qualified for the post in the service.
- Positively it aims at filling the vacant post with the best qualified most competent persons.

Types/Methods of Recruitment

Direct and Indirect Recruitment are two methods of Recruitment - Recruitment from within i.e. by promotion and recruitment from without means from the outside available sources of supply. When the vacant posts in the government are filled up by the suitable and qualified candidates available in the open market then it is called as Direct Recruitment. But when the vacant posts are filled up by the suitable and experienced candidates who are already in the service of the Government then it is called as Indirect Recruitment by promotion. Both the methods of recruitment have some advantages and disadvantages. But in all the countries of the world both direct and indirect methods are adopted for the recruitment of the Civil Servants. Posts at the lower levels are normally filled up

by direct recruitment and posts at the higher level are filled up by promotion i.e. by indirect recruitment. A judicious and practical combination of both types of recruitment is adopted in different countries according to their political and administrative policies.

1. **Direct Recruitment** means filling up vacant posts in the civil service by suitable and qualified candidates available in the open market.

- **Merits of Direct Recruitment**

- i. It is in tune with the principle of democratic values and norms as it ensures equal opportunities for entry to public office to everyone.
- ii. It widens the areas of selection and it is possible to tap a much wider source of supply.
- iii. Direct recruitment brings in new blood into the service with new ideas and outlook.
- iv. This method can help able youth from universities to join public service careers.
- v. The public services are kept attuned to the changing socio-economic conditions of the country through the constant flow of young persons. It also checks stagnation in services.
- vi. In technical fields, the latest knowledge is required which the young men can easily supply.
- vii. Direct recruitment motivates the persons in service to keep themselves up-to-date in knowledge lest they may not qualify in competitions for higher posts.

- **Demerits of Direct Recruitment**

- i. It causes jealousy among seniors and experienced employees as they are placed under young and kills the initiatives of these employees.
- ii. It demoralizes these employees who fail to get promotion leading to inefficiency.
- iii. Increases the burden on Recruiting Agencies.
- iv. It brings into service men and women who have no previous experience and intense training has to be given which is costly.

It is made through open competitive examination conducted by recruiting agency like UPSC.

2. **Indirect Recruitment** means filling up vacant posts by suitable and experienced candidates who are already in the service of Government for example promotion.

- **Merits of Indirect Recruitment**

- i. Persons appointed have the necessary experience of administration and government work. They discharge their duties with responsibility and confidence.
- ii. Prolonged training is not necessary for the persons recruited by this method.
- iii. It provides ample opportunity for employees for progress and advancement in the service.
- iv. It encourages employees to work hard for promotion. They continue to work efficiently and loyally.
- v. This method reduces the burden of the Public Service Commission to a great extent.

- vi. Hard work, efficiency and experience of the employees is utilized for the good of the country.
- vii. Indirect method is less time-consuming and less costly.
- **Demerits of Indirect Recruitment**
 - i. It gives opportunity to only limited persons, who are already in service. It is undemocratic.
 - ii. The source of supply is narrow and restricted.
 - iii. Young and competent persons are denied the chance to enter the services.
 - iv. There is a fear of stagnation and conservatism in this as new ideas are not inducted.
 - v. Civil services cannot keep pace with the rapidly changing world employees will wait for the opportunities for promotion.

Conclusion

- Which of the two methods should be adopted for recruitment to public service?
- It may be said that neither of these methods can be adapted to the entire exclusion of the other. In practice, both these methods are followed. In India, there is recruitment from without for the I.A.S. and other central services but a certain proportion of the post is filled by recruitment from within. Thus it indicates that one method cannot be exclusively used to the total neglect of the other. It is entirely within the discretion of the government to determine the source of recruitment for any post.