

Roadways India Limited

Roadways India believes in making dreams into reality.

We encourage unique identities.

But we insist in shared values

HR Concerns

ROADWAYS INDIA believes in the contribution of each individual and thereby in building a team that works in cohesion. Acquiring, developing and enhancing its human potential are a running process. Recruitment and retention of intellectual capital is a key management exercise. Its human capital constitutes a diverse pool of knowledge – a judicious mix of youth, imagination, risk-taking ability and seasoned experience. It works both ways – through this talent pool we maintain a strong brand name and high reputation and that in turn attracts more of such worthy talent.

Honesty, integrity, equality and mutual respect are prerequisite to any form of genuine success. These are not just words: we have enshrined them in practical policies and standards that govern all areas of our activity, including safety, security, human and environmental ethics. It is established to strengthen the management capabilities of our managers has evolved into a critical meeting point for business leaders across the diverse businesses and academia. The aim is to nurture several innovative ideas and practices for enhancing our business competitiveness.

It has been the melting pot for conduct of a variety of learning interventions , starting with the Inductions and Flagship Offerings like the Seven Habits of Highly Effective People, We attempt to reach out to fresh talent which can became the driver of growth and excellence in the future endeavors.

As an organization, It's not only believes in hiring the right and best talent but nurturing it too. We welcome our new members to the organization with a commitment to enhance their learning by acquiring knowledge, sharpening skills, concepts, rules, changing of attitudes and behaviors. New hires are groomed and empowered to independently handle projects.

Our carefully designed management development programme are meant to in improve our people and retain their services. ROADWAYS INDIA's investment in its employees is a clear indicator of our attempt to place our employees at the cutting edge of their professions.

Design your career with ROADWAYS INDIA LIMITED, one of India's leading Transportation organizations. It has strength of over 200 people in multiple disciplines, spread across offices in India.

Our capabilities provide for all the stages of the project life-cycle starting from concept design to commissioning, while our employees design the future today, we make their career at Roadways India with satisfying and rewarding.

We are relentless in ensuring the safety of our team and have secured numerous honours for an injury-free track record.

HR Policies

Recruitment & Selection

Training

Performance appraisal

Motivation

Wage and salary

RECRUITMENT & SELECTION:-

Successful human resource planning should identify our human resource needs. Once we know these needs, we will want to do something about meeting them. Recruitment is the discovering of potential applicants for actual or anticipated organizational vacancies. Certain influence constraint manager in determining recruiting sources:-

- *Image of the organization
- *Attractiveness of the job
- *Internal policies
- *Union requirement
- * Recruiting budgets Sources of recruiting

Employee in Roadways India Limited:-

- Internal sources
- External sources

Internal sources

- *Promotion
- *Transfer
- *Retired Manager
- *Recall from long leave
- *Internal advertisement

External sources

- *Vendor Management
- *Advertisement
- *Recommendations
- *Deputation

Selection

Selection is defined as the process of differentiating between applicants in order to identify (Delhi) those with a greater likelihood of success in a job. Selection is basically picking an applicant from (a pool of applicants) who has the appropriate qualification and competency to do the job. The difference between

Recruitment and Selection:

Recruitment is identifying encouraging prospective employees to apply for a job and Selection is selecting the right candidate from the pool of applicants.

ROLE OF SELECTION

Selection is crucial for the organizations effectiveness for 2 reasons:

1) *Work performance* : Performance of the organization is very important to the success of the company. So the organization always employs people who are well qualified and competent.

2) *Cost incurred*: cost incurred while selection process also plays an important role.

Training

Meaning of Training

Training plays an important role in human resource development. It is necessary and useful in the case of all categories of operative employees, supervisory staff and managers. Training raises their skills and creates confidence and ability to perform the job efficiently. It also facilitates self-development and career development of employees. The main purpose of training is to develop the human resources present within the employees. In brief, training is the watch word of present dynamic business world. Training is necessary due to technological changes rapidly taking place in the industrial field. Industrial training is for a short period but has wide coverage. It relates to Knowledge, information, technical skills, social skills, administrative skills and finally attitude building. Training is for developing overall personality of an employee. Training is the responsibility of the management as it is basically for raising the efficiency and productivity of employees. Expenditure on training is an investment for manpower development and gives rich dividend to employees and organization in the long run.

Need of Training

The need for training of employees is universally accepted and practical training in the form of information, instructions and guidance is given to all categories of employees. It is a

must for raising efficiency of employees. Training is necessary in present competitive and ever changing industrial world. The following points (reasons) justify the need for training:

- Training is needed as a good supplement to school/college education. Training at the industry level is practical and is needed for creating confidence among employees. It is also needed for personal growth and development of employees.
- Training is needed in order to introduce modern methods or for the introduction of rationalization and computer technology in the industrial units.
- Training is needed for raising the efficiency and productivity of industrial employees.
- Training is needed for personal safety of employees and also for avoiding damage to machines and property of the company.
- Training is needed as it creates highly skilled manpower in an organization. Such skilled manpower is the real asset of an industrial unit.
- Training is needed for preventing manpower obsolescence, for improving health and safety of workers, for improving organizational climate and finally for meeting future personnel needs of the organization.

PERFORMANCE APPRAISALS

In simple terms, performance appraisal may be understood as the assessment of an individual's performance in a systematic way, the performance being measured against such factors as job knowledge, quality and quantity of output, initiative, leadership abilities, supervision, dependability, co-operation, judgment, versatility, health and the alike. Assessment should not be condensed to past performance alone. Potentials of the employee for future performance must also be assessed. A formal definition of performance appraisal is: It is the systematic evaluations of the individual with respect to his/her performance on the job and his/ her potential for development.

A more comprehensive definition is:

Performance appraisal is a formal, structured system of measuring and evaluating an employee's job related behaviors and outcomes to discover how and why the employee is presently performing on the job and how the employee can perform more effectively in the future so that the employee, organization and society all benefit. The second definition includes employees' behavior as part of the assessment. Behavior can be active or passive-do something or do nothing. Either way, behavior affects job results. The other terms used for performance appraisal are: Performance rating, employee assessment, employee performance review, personnel appraisal, performance evaluation, employee valuation and (perhaps the oldest of the terms used) merit rating. In a formal sense, employee assessment is as old as the concept of management, and in an informal sense, it is probably as old as mankind. Nor performance appraisal is done in isolation.

Objectives of Performance Appraisal:

Data relating to performance assessment of employees are recorded, stored, and used for several purposes. The main purposes of employee assessment are:

1. To effect promotions based on competence and performance

2. To confirm the services of probationary employees upon their completing the probationary period satisfactorily.
3. To assess the training and development needs of employees
4. To decide upon a pay raise where (as in the unorganized sector) regular pay scales have not been fixed.
5. To let the employees know where they stand insofar as their performance is concerned and to assist them with constructive criticism and guidance for the purpose of their development.
6. To improve communication. Performance appraisal provides a format for dialogue between the superior and the subordinate, and improves understanding of personal goals and concerns. This can also have the effect of increasing the trust between the rater and the rate.
7. Finally, performance appraisal can be used to determine whether HR programmer's such as selection, training, and transfers have been effective or not
8. Broadly, performance appraisal serves four objectives- I) development uses,
ii) Administrative uses/decisions
iii) Organizational maintenance/objectives,
iv) Documentation purposes.

MOTIVATION

Motivation play a great role in the development on an employee in Roadways give both financial as well as non-financial motivator to their employee .what type of motivational tool given in reliance info comm.?

- Annual salary revision.
- Promotion
- Delegation & authority
- Bonus

SALARY

ROADWAYS INDIA LIMITED CTC Policies

Salary can differentiate in different ways as Roadways appoint employees on

- Trainee
Here salary for Trainee employees on behalf of monthly working days which is known as stipend.
- Permanent
Here salary for the permanent employees on the TCTC(total cost to the company) which includes Fixed part and Variable part

Fixed CTC included

Basic + DA

HRA

Conveyance
LTA
Employees Contribution of PF
Employer Contribution of PF
Medical reimbursement

Variable CTC
Incentives
Perks and Benefits
Etc.

For both Trainee employees and permanent employees' salary varies according to their caliber and capabilities towards Organization.

ROADWAYS INDIA is recognized for their exceptionally strong emphasis on human values and ethical business practices. People being our key resource, we require professionals to infuse fresh ideas and insights into building successful and cohesive teams.

Email your Resume /CV: - hr@roadwaysindia.com