

**DESIGN AND DEVELOPMENT OF
RECRUITMENT
SOFTWARE PACKAGE**

A PROJECT REPORT

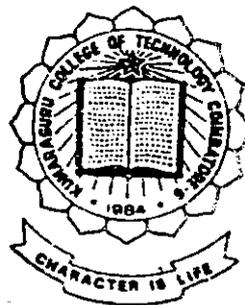
**Submitted in partial fulfilment of the requirements for the award of
the degree of**

M.Sc., [Applied Sciences - Computer Technology]

Submitted By

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15/Apr/2000

TO WHOMSOEVER IT MAY CONCERN

PROJECT COMPLETION CERTIFICATE

This is to certify that

Mr. J. SARAVANARAJA

has successfully completed his project work entitled

“HRMS - RECRUITMENT”

The duration of the project was for four months (02/01/2000 to 15/04/2000).

He was involved in design, coding and implementation.

During the course of the project work we found him to be very sincere, dedicated and hardworking person. We wish him all the best for his future endeavours.

For Visesh Infosystems Ltd.,


K.C.Sharma
D.G.M HR and Admin

Signature of the Project Guide,


M.J.Sriram
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SARAVANARAJA . J

SYNOPSIS

The project titled “**RECRUITMENT**”, a module in HUMAN RESOURCE MANAGEMENT SYSTEM, is done for Visesh Infosystems Limited, Bangalore. The main aim of this project is to fully computerise the Human Resource Department of Visesh Infosystems Limited.

Management of Human Resources is the main objective of any organization. HRMS is generalised in every manner in the sense that it covers all the areas of management of Human Resources right from the entry of any person into the organization no matter for what purpose, to his exit like, the recruitment, Personnel, Training, Security, Pay-Roll, Income-tax, etc.

Recruitment details include various options like grade details, designation details, qualification details, external source details, selection committee details, advertising details, bio-data entry details, employee joining details, etc.

The system has been developed in ORACLE 8.0 as backend and VISUAL BASIC 6.0 as frontend. The entire system is menu associated so it is user-interface. The outputs produced by the system are concise and in a neat format.

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CHAPTER 1

INTRODUCTION

1.1 IMPORTANCE OF INFORMATION TECHNOLOGY

Information is perhaps the most critical resource of a modern, complex organization. It serves to hold the organization together through policy making and other communication procedures, thereby providing meaningful basis for decision making. Information links the internal organizational environment to the fast paced external world of change. Use of information technology in the past four decades has resulted in significant innovations in the production processes and the way in which the modern business is done resulting in the end user benefits. Information technology embraces the applications of computing, communications, and associated technologies to capture, store, retrieve and disseminate information in various forms including voice, video, text and data.

Computers have become indispensable in the day to day activities. This has brought large scale social and economic changes in our lives. Information technology has emerged as the most pervasive and strategic technology.

In business and trade, computers will enable things to be done in new and more efficient ways. If companies combine their standard business process with information technology, they will be able to establish a far superior position in the market. This will reinforce competitiveness of small and large organizations and make them more viable. Computerization of the processes, utilities and services in productivity and reliability, which means producing more competitively and efficiently.

With the increase in the market size and demand for not just better services, but also a quicker one has made information technology the key player in the modern economic process of any country. The application of information technology in the areas of trading, manufacturing, transport, defense, health_care, finance etc., can significantly contribute to face the challenges and improving performance in these sectors.

1.2 ORGANIZATION PROFILE

Visesh Infosystems is engaged in the manufacture of the quality business application software packages for Indian and overseas market. Visesh operates with five branch offices in Bombay, New Delhi, Chennai, Bangalore, and Minnesota (USA) as well as 26 customer service centres.

Visesh Businessoft Application software are platform independent currently available on DOS, LAN, UNIX, ULTRIX, LINUX, VMS, SUN and on HP-UX. Corporate strength lies in 100 qualified cost/chartered accounts, system specialists, programmers, system analysis and consultants.

We continue to develop and design our software packages. Our software packages meet domestic and international quality standards. The client list includes Pepsi, Ponds, Verifone, TISL, Corona Shoes, Procter & Gamble, Zenith Computers, Ceattypes, Tandon, Birla 3M and several multinationals.

Software maintenance is Visesh's main business objective. Visesh maintains software packages installed through our annual maintenance contract (AMC), Upgrades, documentation, and manuals, release new letters and customization. Visesh puts consulting and customization experience behind every new software Visesh installs. Platform upgradation and investment protections are the integral part of Visesh's customer service. Visesh provides chunk on cost and hardware obsolescence.

Customisation of user requirements is supported by the Visesh's Customer Support Division, which has, by experience and system specialists evolved its own CASE methodology for systems design and development. Visesh also manufactures bar-code

hardware and software for Library Management System, Time Office Attendance Recording Systems, Inventory Control Systems, Super Market Management Systems.

Visesh genesis revolves around a concept and an attitude . Concept of a genuine IT solution provider. Attitude that technosavvy and very flexible. What was a burning desire in 1986, today is an icon of understanding IT needs and a specialist in modeling them into progressive vehicle of tomorrow. What separates visesh from the me-too software solution providers, is its forte in drafting evolution-oriented systems, procedures and packages. All because Visesh engineers are abreast with the changing trends and are attuned to adapt the flexible factor in every solution. This is the bane of Visesh's enterprising forays like "BUSINESSOFT" AND E-Commerce solutions. No wonder each Visesh solution is the culmination of not just the latest technology but the right technology.

OUTLOOK :

Focussed... Targeted.... Streamlined... and integrated. Each of these expressions carry in its fold the distinctive Visesh outlook The Visesh personality ... the company philosophy . These expressions further underline the fact that for Visesh, company philosophy is not just facade of jargons, it is away of life which revolves around innovative thinking and programmed efficiency.

Over the years, diligent practice of an aggressive profile, pro-active ideology and yield oriented methodology, has become Visesh hallmarks. That is why it is one of the most handful of Indian IT companies who visualized the software potential in its teething stage and left no stone unturned. In setting trends of need based expertisc and delivering commitments.

VISESH CLIENTS:**INDIAN CORPORATES:**

Dantal Hydraulics P. Ltd., Allergan India Ltd ., Anand Corporate (Group) , Galaxy Surfactants Ltd ., Pepsi Foods , Phil Corporation , DHL Air Freight , Ballarpur industries , Max India Group, Eli Lilly Ranbaxy Ltd ., SRF Group, Sterlite Industries , Marico Industries , etc.

MULTINATIONAL:

Hindustan Lever (Group) , Kellogg's(1) Ltd ., National Panasonic , Procter & Gamble Ltd., Tata Honeywell , Verifone Ltd ., Citicorp Overseas Software Ltd ., Ponds India Ltd ., etc..

OVERSEAS CLIENTS IN :

USA, Germany , Far East , Middle East , Africa & SAARC Countries.

1.3 ABOUT THE SYSTEM :

RECRUITMENT

Management of Human Resources is the main objective of any organization. HRMS is generalized in every manner in the sense that it covers all the areas of management of Human Resources right from the entry of any person into the organization no matter for what purpose, to his exit like the recruitment, etc.

The overall system flow is explained below:

Every grade, designation, qualification is given a code and it will be identified with that code only. The details of the external sources like travel agents, caterers, consultants, advertising agencies etc are maintained in the system. The members of the selection committee can be from either an external or internal agency. Manpower budget required during a training/recruitment is calculated. This helps the management to analyze the cost incurred and decide on taking up the training / recruitment.

Manpower requisition in the system is used to raise the requisition for manpower or in other words, a requisition to recruit people for a particular department. This option records various details like advertisement no, date, grade, qualification required, period, agency code, type of the agency, name of the candidate send by the agency, etc.

When the company receives resume from a candidate, it will be entered in to the Bio-Data bank. An interview call rejection can be done only if the resume is available in the bank. Various details like Bio-Data code, date, candidate details like name, qualification, complete address etc., are maintained in the system.

Details of the interview like date of first interview, interview for the post, grade, designation, rating awarded in the interview, whether selected, date of second interview, settled salary, expected date of joining, offer letter date, whether offer accepted, travelling allowance paid to the candidate like from station, to station, amount are maintained in the system.

When an employee joins the company, his details are entered and maintained. They are, first name, last name, father's name, nationality, present address, phone number, permanent address, category, date of appointment, date of joining, notice period, confirmation date. Experience details like name of the organization, nature of the business of the last organization, date of joining, date of leaving, job responsibilities, and last salary drawn.

Offer letters has to send to the candidates who are selected in the Interviews. Appointment letter will be issued after he/she submits the requisite documents like (Resume, Degree certificate, Experience certificate if any etc). Appointment letters has to be given to the candidates who accept the offer provided by the organization.

1.4 NEED FOR COMPUTERISATION

Timely information is equally important so as to collect information. This can be achieved by computerization. Computerization is beneficial both in terms of economy and manpower. Since it is necessary to record all the activities of Human Resources with extreme user-friendliness, we go for computerization.

It is proposed to make the new system extremely user friendly with well designed screens and limited inputs.

At every stage of operation a great deal of information is required for checking, controlling, and feedback purposes. If the information is available on the paper, then the time for retrieval is more. In order to assist in easy retrieval of data, computerization is essential. As the volume of data increases, the manual handling of it is tedious and time consuming. It will also create a lot of errors. In the manual system, it is also difficult to provide security. Since the system requires many records to be maintained, the manual system needs a lot of paper work and more employees, which in turn increases the expense of the company. Thus, computerization is essential.

CHAPTER 2

SYSTEM STUDY

2.1 EXISTING SYSTEM STUDY AND ITS LIMITATIONS

The existing system is running on a very early version of COBOL software. The OS is MS DOS ver 5.0, the traditional single tasking OS. The screen forms have been designed using some screen design software and were not much user interactive. The existing system does not support user interface and the file structure was not properly designed, so due to all these reasons the system is changed to the latest version.

The following are the drawbacks of the existing system.

- Programming is complex
- Not flexible
- Comparatively slow
- Screens are not so user-friendly
- Errors occur frequently
- Currently proper coding system does not exist
- The cost of validation is high
- Lengthy accessing time

2.2 PROPOSED SYSTEM AND ITS ADVANTAGES

The drawbacks of the existing system are overcome by the following system. The proposed system provides a very user-friendly environment with highly interactive forms and generating particular reports. The new system will be a Client-Server application, which caters to the needs of the users. The system provides for a centralized database, which will be accessed by the users. The new system will be developed using VB as the front-end and ORACLE 8.0 as the back-end.

The following are the advantages of the proposed system

- User friendly
- Less time consumption
- Quick response.
- Accurate calculation.
- Retrieval of information is easy.
- Reports at desired time.

2.3 SYSTEM DESCRIPTION OVERVIEW

Management of Human Resources is the main objective of any organization. HRMS generalised in every manner in the sense that it covers all the areas of management of Human Resources right from the entry of any person into the organization no matter for what purpose, to his exit like the recruitment, etc.

All details pertaining to the recruitment of personnel to the company is available in this option. Click on the Recruitment and it takes you to Recruitment screen. There are 4 menus in this option: Masters, Transactions, Reports and Exit.

The Master menu has the following options:

Grade Master:

Grade code is given for different types of grades and a description is specified for each grade. The number of days for confirmation is also specified i.e., the probation period.

Designation Master:

Every designation is given code and it will be identified with that code only. Grade code for which the designation is being defined.

Qualification Master:

Every qualification is given a code and it will be identified with that code only. Description for each qualification is also defined.

Relational Master:

Every relation is given a code and description.

Language Master:

Every language is given a code and it will be identified with that code only.

Description for each language is also defined.

External Source Master:

The details of the external sources like travel agents, caterers, consultants, advertising agencies etc are maintained. Member number /code is given to each external source, complete address of the agency and specialization entry specifies what the agency deals with are the other details that are maintained in this option.

Selection Committee Master:

The members of the selection committee can be from either an external or internal agency. The various details maintained in this menu are grade of the employee. This field is not highlighted. Member number is given only if he /she is an external and employee number is given only if he / she is internal.

Organization Standards:

Manpower budget required during a training/recruitment is calculated. This helps the management to analyze the cost incurred and decide on taking up the training / recruitment. This option records details like SBU, the branch code of the company, the department code for which the manpower is required, grade code and description for which the requirement exists, period from and to for which the manpower is required and

finally it also records the number of employees to be present in a dept during the period specified.

The Transaction menu displays the following options:

Man power requisition

Advertising details

Bio-data entry

Interview details & travel allowance

Recruiting agency payment

Employee join details

Man power requisition:

This is used to raise the requisition for manpower or in other words, a requisition to recruit people for a particular department. The various details entered in this form are SBU code, Department code, Requisition No, Date of requisition, No of persons required for that department, Qualification and experience if any, etc. This option also records the details like by whom the requisition raised and recommended, No of vacancies available and annual cost per head.

Advertising Details:

This option records various details like advertisement no, date, grade, qualification required, period, agency code, type of the agency, name of the candidate send by the agency, etc.

Bio-Data Entry:

When the company receives resume from a candidate, it will be entered in to the Bio-Data bank. An interview call rejection can be done only if the resume is available in

the bank. The various details entered in this form are a code for Bio-Data, date, candidate details like name, qualification, complete address etc.

Interview and Travel Allowances:

Details of the interview like date of first interview, interview for the post, grade, designation, rating awarded in the interview, whether selected, date of second interview, settled salary, expected date of joining, offer letter date, whether offer accepted. The travel allowance paid to the candidate like from station, to station, amount is entered in this form.

Recruitment Agency Payment:

This form gives information about the recruitment agency and the payment made to them by the organization once the employee is recruited through the agency. The details to be entered are the source, agency code, address, payment period, advertisement no, employee ID, name, join date, department, designation, payment date, amount.

Employee join details:

When an employee joins the company, his details are entered in this form. They are, first name, last name, father's name, nationality, present address, phone number, permanent address, category, date of appointment, date of joining, notice period, confirmation date. General details like sex, blood group, height, weight, whether physically handicapped, whether a relative of freedom fighter. Other details such as marital status, wedding date, spouse name, sports activities, club memberships, hobbies, etc. Recruiting agency details like the agency code, reference number, and agency type. Documents like photo, antecedent's verification. Experience details like name of the organization, nature of the business of the last organization, date of joining, date of

leaving, job responsibilities, and last salary drawn. Qualification details like name of the institution course period, main subject studied. Language known to read, write or speak. Reference from person, name of the organization, address and phone number. Details of the dependents like relationship, name, date of birth, occupation. The image of the employee is also stored.

Reports

Offer Letter

Offer letters has to send to the candidates who are selected in the Interviews. Those offer letters are produced in this option as report. This report includes details like the candidates designation and the person to whom he/she wanted to report and the reporting date is specified in this report. Appointment letter will be issued after he/she submits the requisite documents like (Resume, Degree certificate, Experience certificate if any etc)

Appointment Letter

Appointment letters has to be given to the candidates who accept the offer provided by the organization. Those appointment letters are produced in this option as reports. This Appointment letter includes some terms and conditions like Reporting, Duties and responsibilities, confirmation letter, Transfer, etc.

2.4 HARDWARE SPECIFICATION

Processor	:	Pentium III
RAM	:	64 MB
Hard Disk Capacity	:	4.2 GB
Serial Mouse	:	Microsoft Compatible Mouse
Printer	:	HP Laser Jet
Display	:	SVGA - Color
Monitor	:	14" Color Monitor
Ports	:	2 Serial ports, 1 Parallel ports

2.5 SOFTWARE SPECIFICATION

Platform Used	:	Windows NT Server 4.0 / Windows'95
Front End Tool	:	Visual Basic 6.0
Back End Tool	:	Oracle 8.0.3
Reporting Tool	:	Seagate Crystal Report 7.0
Component Used	:	ActiveX Data Objects (Msador15.DLL)

2.6 FEASIBILITY STUDY

Feasibility study of a system is an important phase in the software engineering process, which is closely related to the risk analysis process. Let us see how the system is effected by the various constraints offered by the existing system. The main objective of the feasibility study is to consider the technical, operational and economical feasibility to develop the software system. This is done by investigating the existing system in the area under investigation and generating ideas about a new system. The proposed system must be evaluated form a technical viewpoint first, and if technically feasible their impact on the organization and staff must be assessed, if compatible social and technical systems can be devised, then they must be tested for economic feasibility.

OPERATIONAL FEASIBILITY

We required to answer the following questions in this stage.

“Will the solution fulfil the end users requirements?”

“To what extent and how will the solution change the end-user work environment

“ “How do the end-user feel about such a solution?”

The existing platform of Dos environment will be changed to Windows environment. Graphical User Interface being today’s de facto standard has been exploited to give the user a nice look and feel. Hence we conclude that this development is operationally feasible.

TECHNICAL FEASIBILITY

The organization already has the software required for this project. Since the technical details about the new system are transparent to the users, it is not difficult to train them. There is no extra technical support requirement since this project does not need much of it and whatever it needs they already possess it.

ECONOMIC FEASIBILITY

This aspect mainly verifies whether the development is cost-effective. The cost includes development cost, software/hardware cost of system maintenance. The development cost of our proposed system will be kept optimum. The software cost might be slightly higher as it might have to be purchased and even this is a time cost.

The maintenance cost of the proposed system will be less compared to the present system. It is mainly due to users easy accessibility to generate his own reports. Considering the overall views, Hrms package will be a feasible solution in all ways.

ALTERNATIVE SOLUTION

Alternative solution also should be considered in order to merit the selected solution for the existing problem.

1. It could be developed using any rapid application development tool, so that development time is reduced. But none of the RAD tools are platform independent.
2. It could have been developed using Power Builder or Developer 2000 also but there are drawbacks if we use them and more over the company has already many products developed in VB and it is comfortable for the organization if the project is developed in VB.

CHAPTER 3

SYSTEM DESIGN

3.1 INPUT DESIGN

Input design is the process of converting user-oriented inputs to a computer-based format. Errors entered by the users can be controlled by the input design. If the input data given by the system is wrong, then the processing may lead to an unexpected error. The column of data to be input should be minimized.

3.2 SCREEN DESIGN

An entry that reduces the data preparation time use tabulated formats known as screens. The main objective of screen design is for accurate and quick data capture or data entry. These screens provide instant visual verification of input data and a means of prompting the user. The user can make any changes desired before the data goes for processing. Screens have been designed using Visual Basic forms. On forms, we draw graphical objects called controls which includes text boxes, command buttons, list boxes etc. There is no need to write any code to display them on the screen. We have to draw them to create the application user interface.

3.3 CODE DESIGN

A Code is an ordered collection of symbols to provide unique identification of data.

Types of code:

Significant codes:

- provides unique identification as well as furnishes additional meaning.

Non-Significant codes:

- where individual values are meaningless, without some defined relationship to the data which is coded. Therefore they are assigned only to provide unique identification.

The following are the characteristics of a good code:

- uniqueness
- meaningfulness
- stability
- uniform size and format
- simplicity
- conciseness
- versatility

3.4 OUTPUT DESIGN

Output requirement has been designed during system analysis. A good starting point for output design is the Data Flow Diagram (DFD). Human factors or end-users issues for design involves addressing internal controls to ensure the readability and distribution of outputs generated by the computer.

Output design principles are

- Computer outputs should be simple to read and interpret the purpose of the report.
- Every report or screen should have a title.
- The timing and volume of each output must be precisely specified.
- The distribution of all output must be specified.
- Access controls are used to control accessibility of video (online) outputs.

Output Data Format Consideration :-

Output Labelling:

The output should be clearly and correctly labelled to ensure that the user understand what is being reported.

Report Separation:

Different categories of report must be properly separated from other to enhance the readability and understand the ability of the report.

Start and End identification:

The starting of the report should be identified by a proper heading, which should be highlighted. It may appear on a page by itself, which may form the cover page of the report. Each page in the report should be numbered and should have a heading. It is a common practice to print the report heading in an abbreviated form as part of the heading on each page. Similarly each page in a report should have a legible and distinct ending which is usually referred to as footing.

Output Tabulation:

Where it is appropriated, the data should be presented in a tabular form. This allows the user to analyze all or at least some number of related data at the same time. If at all possible, the entire table should be presented on a single page.

Highlighting:

It is a practice to focus on important or exceptional pieces of data in an output and includes such techniques as underlining, capitalizing, shading etc.,

Report Summary:

A report summary should always be terminated with a summary page. Often, it is only the summary page that is reviewed by the top management. The content of this page is usually determined in consultation with the user of the report and is naturally based on the environment. Based on the above factors, the reports needed by the user have been prepared.

3.4 TABLE DESIGN

The following are the Master tables to be designed in the system.

GRADE MASTER

This option is used for storing grade details. The fields used are grade code, Description, and the Probation period.

DESIGNATION MASTER

This option is used for storing designation details. The fields used are a code for designation and description.

EXTERNAL SOURCE MASTER

The various fields used in this option are Member No, Member Name, Address, City, Phone, Charge and Specialization.

SELECTION COMMITTEE MASTER

This table consists of fields like the member no, member name and grade.

RECRUITMENT AGENCY MASTER

The various fields used in this option are source, commercial terms, payment period, agency code, name, address, city, pin code, phone, fax, service period from, service period to, grade from, grade to, contact person.

ORGANIZATION STANDARDS MASTER

The fields used in this option are SBU Code, Department code, Period from, Period to, Grade code, Grade description, Minimum strength.

The tables are created in Back-End using the SQL command CREATE TABLE

Example:

```
Sql > Create table emp (emp-code varchar(3),emp-name character(30),salary  
number(4))
```

CHAPTER 4

SYSTEM DEVELOPMENT

4.1 PROGRAMMING LANGUAGE

The system has been developed in ORACLE 8.0 as Back-End and Visual Basic6.0 as Front-End and it has been developed for the following reasons.

- Simple and easy to understand
- Speed of processing the instructions is faster
- Efficient access to database

4.2 VISUAL BASIC-OVERVIEW

Visual Basic is Object-Oriented i.e., It revolves around ready made objects, and it is event-driven, i.e., all the activities in the program are triggered one event or another. Each object also has its own event handling procedures. It knows what a button is and how it works, It also knows how to handle Images, Menus, Dialog boxes, Drive and directory list and much else. The programmers job is to determine where, how and when an object appears on screen, what its caption reads and what happens when event occurs. The user does not have to write code to trap these events the system does that automatically.

BASIS OF VISUAL BASIC:

When Visual Basic starts, it displays several windows on the screen. There are 5 different windows, to be extract on the Visual Basic program.

Menu Window:

In VB the top of the screen called menu window. It contains the main visual menu, from which you select commands and the tool bar that contains buttons you can click to carry out commonly needed menu commands, The title and menu bar is called Client area.

Form Window:

In VB the center of the screen is the form window, where you will draw your programs visual interface, You start each new project with one blank form and can add as many others as you need. The form can be of any size or color and a code can be attached to it that will run when the form is loaded or when the mouse is clicked or moves over it. Each form is saved on the disk as a separate file with .FRM extension.

Tool Window:

On the left side of the screen is the Toolbox. This window contains icons representing the visual object called controls that you can place on a form. To place a control, you click the corresponding toolbox button, then point and drag on the form to specify the position and the location of the control. The toolbox buttons display tool tips just like the toolbar buttons.

Project Window:

The property windows list the properties currently selected object, the name of which is displayed in the box at the top of the property windows. A form is an object, and the controls you place on it are also an object. An objects properties control appearance and behavior.

Other Window:

Code Window
Code Window, In a code window, you can enter and edit basic code. You can type text, delete, move and copy it from place to place and so on. If you want to see what a code window looks like, click the view code button in the project windows, and an empty window will be open.

Module:

A module is simply a component of Visual Basic project. For ex: each form is a module. When you start a new project, it contains only a single module, a form with the default name form1. Likewise, the project itself has the default name project1.

A module consists of type declaration and the global variable declarations. A basic module contains no visual elements only code. A variable declared outside the module. There may be several modules in one program, and each is saved as a separate file. These are marked by a .BAS extension.

MDI Form:

A Multiple Document Interface(MDI) form is a window that acts as the background of an application and is the container for forms that have their MDI child property set to true. If an MDI child form has menus, the child form's menu bar automatically replaces the MDI form's menu bar when the child form is active.

MDI forms can contain only menu and picture control and custom controls that have an Align property. To place other controls on an MDI form, you can create a picture box on the form and then draw other controls inside the picture box. MDI child forms are designed independently of the MDI form but are always contained within the MDI form at runtime.

Data Control:

It provides access to data stored in database using any one of the Recordset object.

There are two steps,

1. The data control to specific database file and to a specific table within the file.
2. The data control to a specific field in the table. A Record object provides a logical representation of the records in a table.

There are three types of Recordsets,

1. A Table Type Recordset replaces the old table object. This type of recordset provides access to all of the records in a specified table. The records are

returned in the order specified by the current index, which is set using the Recordset object Index Property.

2. A Dynaset type Recordset object provides access to a selected subset of the records in one of the more tables. The records and fields contained in a Dynaset type Recordset are specified by a query.
3. A Snapshot type Recordset is similar to a Dynaset type Recordset except that it is read-only copy of the data specified by the query. In other words, you cannot use a snapshot to modify (Add, Delete, and Edit) the records in the underlying tables.

A data control has two important properties that are already data access objects.

1. Database Name properties that are already data access objects.
2. Record source property to recording. (Since a database can have more than one table, specify the exact table to which the data control is linked).

4.3 ORACLE OVERVIEW

It is an RELATIONAL DATABASE MANAGEMENT SYSTEM, created by Oracle corporation, United States of America. Oracle is a powerful tool as it is portable, compatible and connectable. The Oracle itself provides various tools to buildup an application. Some features of it are:

- Large database and space management control.
- High transaction processing performance.

- Manageable security
- Distributed database system
- Client/server environment

The important tools among them are

- SQL*PLUS
- SQL*FORMS
- SQL*REPORT WRITER
- SQL*MENUS

4.4 CRYSTAL REPORTS OVERVIEW

Seagate Crystal Reports has many extensive capabilities and has designed to provide with the greatest possible flexibility in designing reports. The design of the report is maintained as per the convention of the company. Some of the reports follow ISO format for documents. Even the look and feel of the reports are taken care for appealing presentation. The report sections are standard and user-friendly.

4.5 SYSTEM SECURITY

Any system should be secured and protected against possible hazards. The software takes to see that in the event of interruption due to power failure or voltage fluctuations, the data in the files are not erased. The system is incorporated with a password, so that illegal alterations of data are not possible.

4.6 DOCUMENTATION

Documentation is one of the important step in the design process and this is the only material that will show how the user should run the system. It gives the layout's of the various fields, their types and length in each of the file used by the program.

4.7 IMPLEMENTATION

This phase of the system development contains of

1. The developed programs were tested with sample data.
2. Errors are identified and corrected.

The system is going to be implemented in future.

4.8 SYSTEM TESTING

System testing is the stage of implementation, which is aimed at ensuring that the system works accurately and efficiently. Each module in the system is tested individually and then these modules are put together to form a subsystem. The subsystem is also tested. Then the subsystem are integrated to form the complete system. Using test data the whole system is tested in order to verify that the programs link together in the way specified to produce the outputs specified. Test data is fed to the system and the output obtain is compared with the manually obtain results for verification. The reports are also tested.

CONCLUSION

The system designed and developed has to be implemented in the customer environment as a complete package. The package includes the library required for the system to run, the special user controls developed, the DLL (Dynamic Link Library) files for ADO component, the setup kit as a whole with the back end SQL script files to create the tables in the customer environment.

The existing system has been studied to design and to develop a complete recording and reporting system.

Future Scope

The HRMS system is designed in such a way that it can be enhanced in future with more features. This package is modularized in such a way that it is easy to understand and make changes by programmers in future. The system has been completely documented. This software gives all necessary information for the management of a company about the employees in the organization.

The system will be more user friendly and more efficient. The user will be comfortable in using this package. Here the time consumption is reduced to a great extent. The system is menu driven and hence user friendly. The end users will be lightened from remembering the commands and filenames. This system has a provision to display messages when errors occur. So that the user can understand the mistake he commits and act accordingly.

In future this software will play a vital role in Human Resource Management System.

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SYSTEM ANALYSIS AND DESIGN

- ELIAS M. AWAD
- LEE & LEE

SOFTWARE ENGINEERING

- ROGER S. PRESSMAN

ORACLE - THE COMPLETE REFERENCE

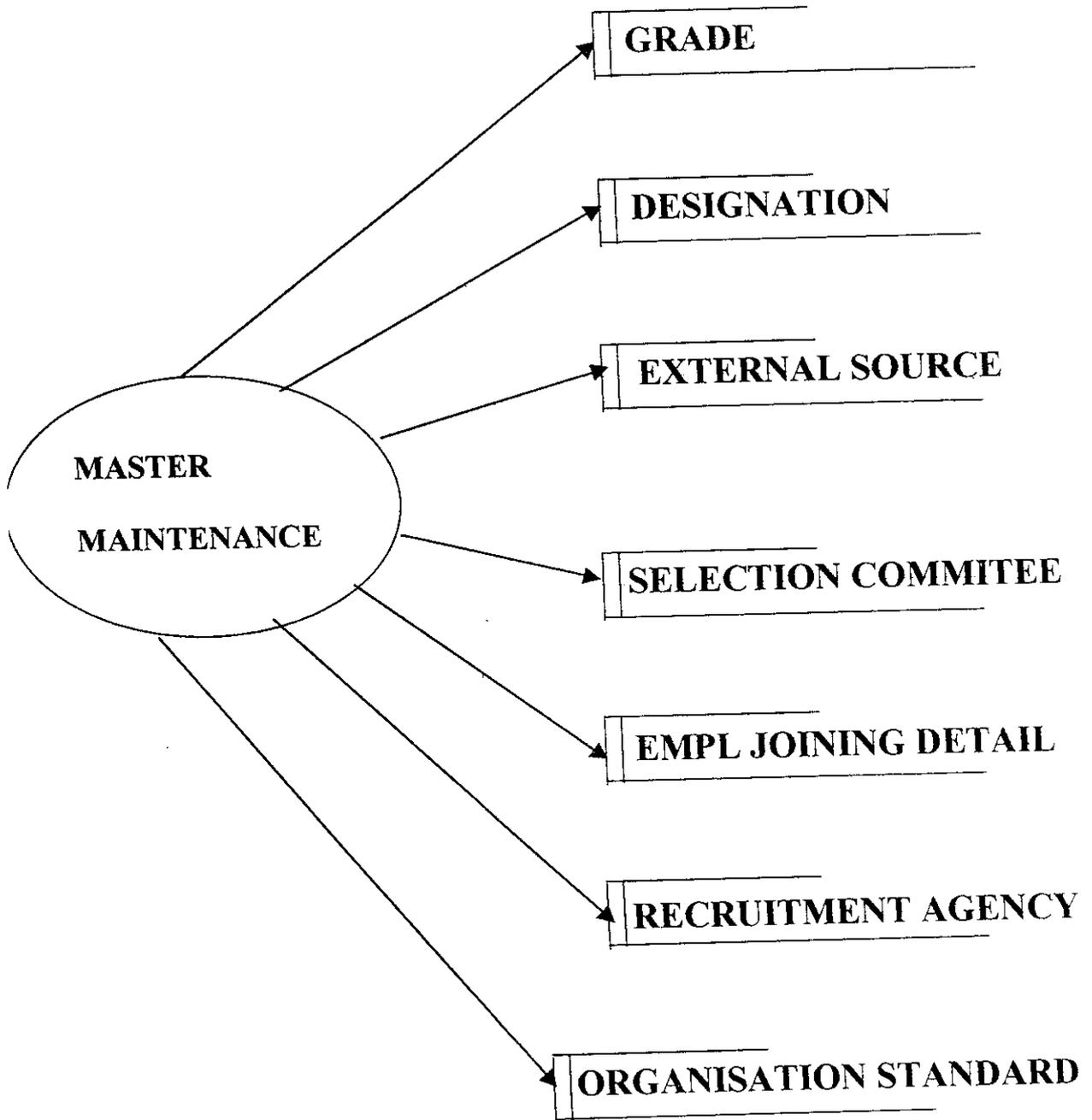
- GEORGE KOCH & KEVIN LONEY

VISUAL BASIC 5.0 FROM GROUND UP

- GARRY CORNELL

VISUAL BASIC USER MANUALS (MSDN LIBRARY)

RECRUITMENT



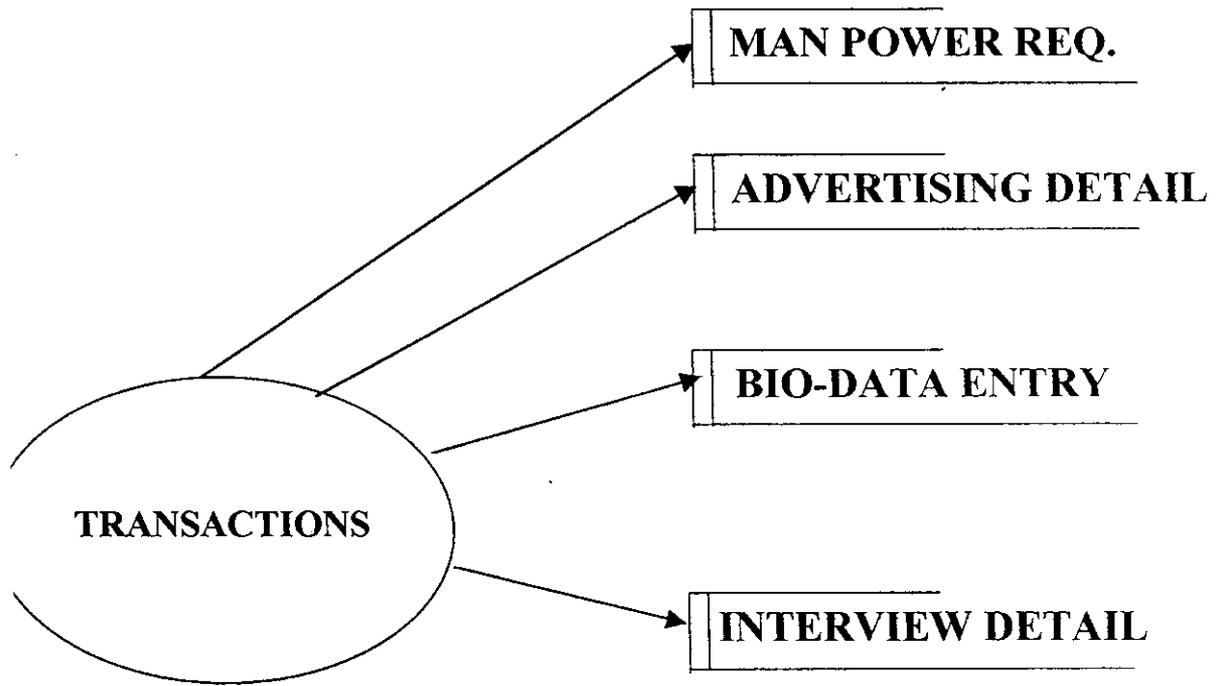


Table structures for Recruitment

Grade Master

Fields	Possible values	Maximum Characters
Grade code	Alphabetic, Numeric or Symbols	5
Description	Character	30
Probation period (in days)	Numeric	3

Designation Master

Fields	Possible values	Maximum Characters
Grade code	Alphabetic, Numeric or Symbols	5
Designation code	Alphabetic, Numeric or Symbols	5
Description	Character	30
Responsibility	Character	30

External Source Master

Fields	Possible values	Maximum Characters
Member number	Alphabetic, Numeric or Symbols	5
Member name	Character	30
Address 1	Alphabetic, Numeric or Symbols	30
Address 2	Alphabetic, Numeric or Symbols	30
Address 3	Alphabetic, Numeric or Symbols	30
City	Alphabetic, Numeric or Symbols	30
Phone	Numeric	15
Charge	Numeric	15,3
Specialization	Character	30

Selection Committee Master

Fields	Possible values	Maximum Characters
A	Character	8
Member number	Numeric	10
Member name		30
Grade	Numeric	5

Recruitment Agency Master

Fields	Possible values	Maximum Characters
Source	Character	20
Commercial terms	Alphabetic, Numeric or Symbols	60
Payment period	Date	8
Replacement within	Numeric	2
Agency code	Alphabetic, Numeric or Symbols	5
Name	Character	30
Address 1	Alphabetic, Numeric or Symbols	30
Address 3	Alphabetic, Numeric or Symbols	30
Address 2	Alphabetic, Numeric or Symbols	30
City	Character	30
Pin code	Numeric	15
Phone	Numeric	15
Fax	Alphabetic, Numeric or Symbols	15
Email	Alphabetic, Numeric or Symbols	30
V-mail	Alphabetic, Numeric or Symbols	30
Service period from	Numeric	7
Service period to	Numeric	7
Contact person	Character	30
Phone	Numeric	15
Grade from	Alphabetic, Numeric or Symbols	5
Grade to	Alphabetic, Numeric or Symbols	5
Remarks	Character	30

Organization standards Master

Fields	Possible values	Maximum Characters
SBU code	Alphabetic, Numeric or Symbols	5
Dept code	Alphabetic, Numeric or Symbols	60
Period from	Numeric	7
Period to	Numeric	7
Grade code	Alphabetic, Numeric or Symbols	5
Grade description	Character	30
Minimum strength	Number	3

Transactions

Manpower requisition

Fields	Possible values	Maximum Characters
Unit	Alphabetic, Numeric or Symbols	5
Department	Alphabetic, Numeric or Symbols	5
Period	Char	7
Requisition number	Alphabetic, Numeric or Symbols	10
Grade	Alphabetic, Numeric or Symbols	5
Requisition date	Date	8
Designation	Alphabetic, Numeric or Symbols	30
No of persons required	Number	3
Minimum qualification	Alphabetic, Numeric or Symbols	30
Additional qualification	Alphabetic, Numeric or Symbols	30
Experience	Number	2
Required date	Date	8
Raised by	Alphabetic, Numeric or Symbols	30
Recommended by	Alphabetic, Numeric or Symbols	30
Approved	Alphabetic, Numeric or Symbols	1
Approved by	Alphabetic, Numeric or Symbols	30
No of vacancies approved	Number	3
Annual cost per head	Number	15,3

Advertising details

Fields	Possible values	Maximum Characters
Requisition number	Alphabetic, Numeric or Symbols	10
Advertisement number	Alphabetic, Numeric or Symbols	10
Date	Date	8
Grade	Alphabetic, Numeric or Symbols	5
Minimum qualification	Alphabetic, Numeric or Symbols	30
Maximum qualification	Alphabetic, Numeric or Symbols	30
Minimum age	Number	3
Maximum age	Number	3
Period	Char	7
Type	Alphabetic, Numeric or Symbols	30
Code	Alphabetic, Numeric or Symbols	30
Name	Alphabetic, Numeric or Symbols	30

Bio data entry

Fields	Possible values	Maximum Characters
Bio-date number	Alphabetic, Numeric or Symbols	6
Date	Date	8
Advertisement number	Alphabetic, Numeric or Symbols	6
Category	Alphabetic, Numeric or Symbols	18
Last name	Alphabetic, Numeric or Symbols	30
First name	Alphabetic, Numeric or Symbols	30
Birth date	Date	8
Sex	Alphabetic, Numeric or Symbols	1
Religion	Alphabetic, Numeric or Symbols	30
Marital status	Alphabetic, Numeric or Symbols	8
Present address	Alphabetic, Numeric or Symbols	30

Present address	Alphabetic, Numeric or Symbols	30
City	Alphabetic, Numeric or Symbols	15
Phone	Alphabetic, Numeric or Symbols	10
Appointment date	Date	8
Company joining date	Date	8
Confirmation date	Date	8
Notice period	Numeric	3
Sex	Alphabetic, Numeric or Symbols	1
Blood group	Alphabetic, Numeric or Symbols	5
Height	Numeric	6,2
Weight	Numeric	6,2
Physically handicap	Alphabetic, Numeric or Symbols	1
Relation of freedom fighter	Alphabetic, Numeric or Symbols	1
Marital status	Alphabetic, Numeric or Symbols	10
Marriage date	Date	8
Spouse name	Alphabetic, Numeric or Symbols	15
Image	Alphabetic, Numeric or Symbols	1
Antecedent verify	Alphabetic, Numeric or Symbols	1
Sports	Alphabetic, Numeric or Symbols	20
Member of clubs	Alphabetic, Numeric or Symbols	20
Hobbies	Alphabetic, Numeric or Symbols	20
Membership	Alphabetic, Numeric or Symbols	20
Others	Alphabetic, Numeric or Symbols	20
Advertisement ref.	Alphabetic, Numeric or Symbols	10
Agency code	Alphabetic, Numeric or Symbols	5
Agency type	Alphabetic, Numeric or Symbols	20

Recruitment agency payment

Fields	Possible values	Maximum Characters
Agency source	Alphabetic, Numeric or Symbols	20
Code	Alphabetic, Numeric or Symbols	5
Address	Alphabetic, Numeric or Symbols	30
Payment period	Date	8
Commercial terms	Alphabetic, Numeric or Symbols	60
Advertisement number	Alphabetic, Numeric or Symbols	10
Employee code	Alphabetic, Numeric or Symbols	10
Employee name	Alphabetic, Numeric or Symbols	30
Joining date	Date	8
Department	Alphabetic, Numeric or Symbols	5
Designation	Alphabetic, Numeric or Symbols	5
Payment date	Date	8
Payment amount	Numeric	15,3

Employee join details

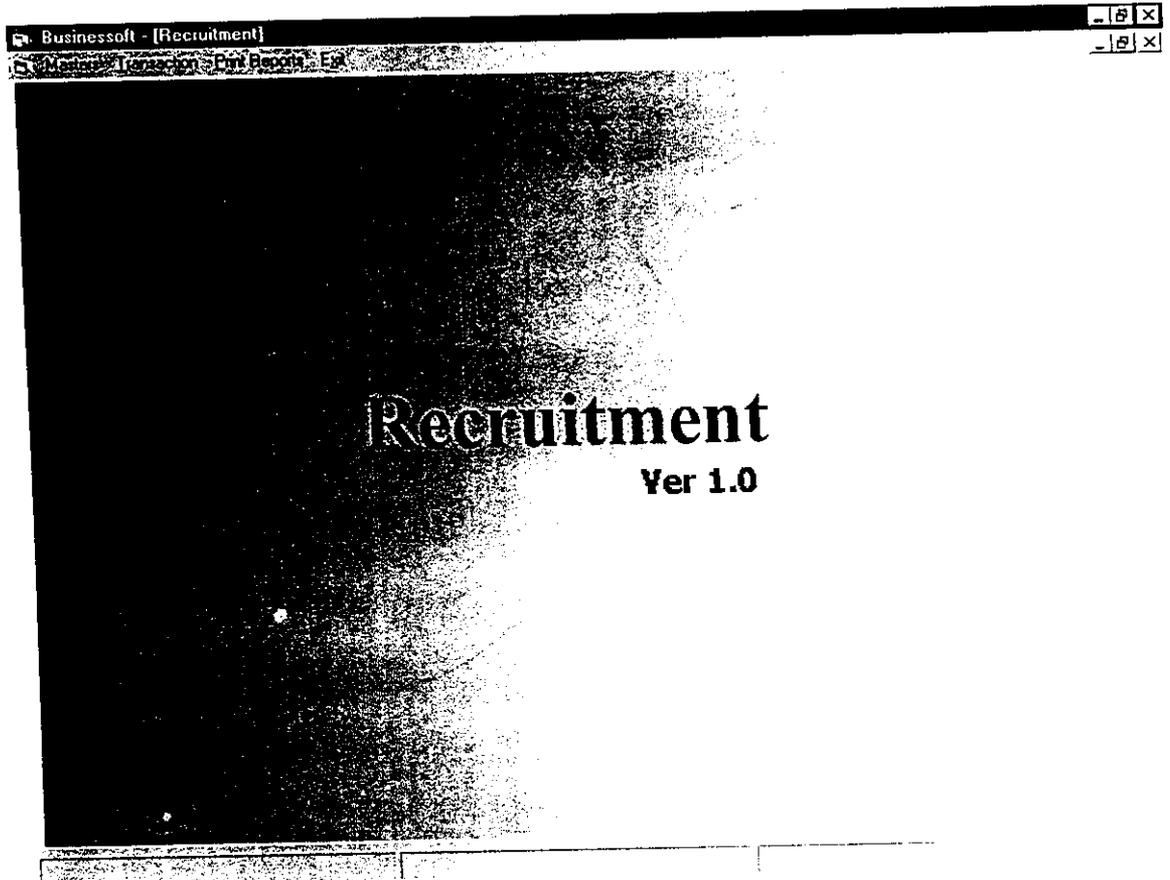
Fields	Possible values	Maximum Characters
Employee code	Alphabetic, Numeric or Symbols	3
First name	Alphabetic, Numeric or Symbols	15
Last name	Alphabetic, Numeric or Symbols	15
Father's name	Alphabetic, Numeric or Symbols	15
Date of birth	Date	8
Nationality	Alphabetic, Numeric or Symbols	5
Category	Alphabetic, Numeric or Symbols	10
Permanent address	Alphabetic, Numeric or Symbols	30
	Alphabetic, Numeric or Symbols	30
City	Alphabetic, Numeric or Symbols	15
Phone	Alphabetic, Numeric or Symbols	10

Pin code	Alphabetic, Numeric or Symbols	10
Phone (off)	Alphabetic, Numeric or Symbols	15
Phone (res)	Alphabetic, Numeric or Symbols	15
Permanent address	Alphabetic, Numeric or Symbols	30
Pin code	Alphabetic, Numeric or Symbols	10
Phone	Alphabetic, Numeric or Symbols	15
Employee reference	Alphabetic, Numeric or Symbols	10
Qualification	Alphabetic, Numeric or Symbols	30
Grade	Alphabetic, Numeric or Symbols	5
Designation	Alphabetic, Numeric or Symbols	5
Experience	Alphabetic, Numeric or Symbols	4
Expected salary	Number	15,3
Agency code	Alphabetic, Numeric or Symbols	5

Interview and travel allowances

Fields	Possible values	Maximum Characters
Interview code	Alphabetic, Numeric or Symbols	3
Interview date	Date	8
Interview conducted	Character	1
First name	Alphabetic	30
Last name	Alphabetic	30
Grade	Alphabetic, Numeric or Symbols	5
Designation	Alphabetic, Numeric or Symbols	5
Rating	Numeric	3
Selected	Character	1
Call for final interview	Character	1
Final interview on	Date	8
Setteled salary	Numeric	15,2
Expected date of joining	Date	8
Offer letter given	Character	1
Offer letter date	Date	8
Offer accepted	Character	1
Remarks	Alphabetic, Numeric or Symbols	30
Travel allowance	Numeric	15,3
Station from	Alphabetic, Numeric or Symbols	30
Station to	Alphabetic, Numeric or Symbols	30

Recruitment Opening Screen



Grade Master Form

Visesh Infosystems Ltd. - [Grade Master]

Help

Grade

Description

Probation Period Days

Ready

Designation Master Form

Visesh Infosystems Ltd. - [Designation Master]

Help

Grade

Designation

Description

Responsibility

Ready

Qualification Master Form

Visesh Infosystems Ltd. - [Qualification Master]

File Edit View

Qualification Code

Description

Ready

Relation Master Form

Visesh Infosystems Ltd. - [Relation Master]

Help



Relation Code

Description

Ready

Language Master Form

Visesh Infosystems Ltd. - [Language Master]

Help

Language Code

Description

Ready

External Source Master Form

Visesh Infosystems Ltd. - [External Source Master]

Help

Member No:

Member Name:

Official Address:

City:

Phone:

Charge:

Specialisation:

Ready

Recruitment Master Form

Visesh Infosystems Ltd. - [Recruitment Master] Help

Code

Source

Terms And Agreements

Commercial Terms

Payment Date / / Replacement Within Days

Name

Address

City

Pin Code

Telephone

Fax

E-mail

V-mail

Service Period From / /

Service Period To / /

Grade From

Grade To

Contact Person

Phone

Remarks

Ready

Organization Standards Form

Visesh Infosystems Ltd. - [Organisation Standard]

Manpower Budget

SBU Code

Department Code

Period From

Period To

	Grade	Description	Min Strength
1			

Line Delete

Ready

Manpower Requisition Form

Visesh Infosystems Ltd. - [Manpower Requisition]

Help

Delete

SBU Unit	<input type="text"/>	Department	<input type="text"/>
Period	11/1999	Requisition No.	<input type="text"/>
Grade	<input type="text"/>	Requisition Date	11
Designation	<input type="text"/>	No Of Persons Required	<input type="text"/>
Minimum Qualification	<input type="text"/>	Additional Qualification	<input type="text"/>
Experience	<input type="text"/>	Required Date	11
Requisition Raised By	<input type="text"/>	Recommended By/Unit	<input type="text"/>
Approved	<input type="checkbox"/> Yes	Approved By	<input type="text"/>
No Of Vacancy Approved	<input type="text"/>	Annual Cost Per Head	<input type="text"/>

Ready

Advertising Details Form

Visesh Infosystems Ltd. - [Advertising Details]

Period /

Requisition No:

Advertisement No: Date:

Grade:

Qualification

Minimum:

Maximum:

Age

Minimum:

Maximum:

Type	Code	Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Line Delete

Ready

Bio Data Entry Form

Visesh Infosystems Ltd. - [Bio-Data] _ [] X

Help _ [] X

Period 11/1999 07/10/1999

Bio-Data Code	<input type="text"/>	Advertisement No.	<input type="text"/>
Last Name	<input type="text"/>	First Name	<input type="text"/>
Category	<input type="text"/>	Sex	<input type="checkbox"/> Male
Birth Date	<input type="text"/>	Marital Status	<input type="text" value="Single"/>
Religion	<input type="text"/>	Qualification	<input type="text"/>
<input type="button" value="Present Address"/> <input type="button" value="Permanent Address"/>		Designation	<input type="text"/>
<input type="text" value="Address"/> <input type="text" value="Pin Code"/> <input type="text" value="Phone(Off)"/> <input type="text" value="Phone(Res)"/>		Employee Reference	<input type="text"/>
		Grade	<input type="text"/>
		Experience	<input type="text"/>
		Expected Salary/Month	<input type="text"/>
		Agency Code	<input type="text"/>

Ready

Interview & Travel Allowances Form

Visesh Infosystems Ltd. - [Interview & Travel Allowance]

File Edit Help

Interview Code: [] Interview Date: [/ /] Bio-data Code: []

First Name: [] Last Name: []

Grade: [] Designation Code: []

Retno: []

Call for final interview No

Interview Conducted No

Settled Salary: []

Final Interview On Selected No

Offer Letter Given No

Offer Accepted No

Expected Date of Joining: [/ /]

Offer Letter Date: [/ /]

Remarks: []

Travelling Allowance: []

Station From: [] Station To: []

Ready

Recruitment Agency Payment Form

Visesh Infosystems Ltd. - [Recruitment Agency Payment] Help

Source Code

Address Payment Period

Advertisement Identifier

Commercial Terms

Employee Recruited By This Agency

Ready

Employee Joining Details Form

Visesh Infosystems Ltd. - [Employee Joining Details]
_ [] X

Help
_ [] X

Employee Code		First Name		Last Name	
Father's Name		Nationality		Dept Code	

Languages	References	Dependents	Employee Image
General	Other Details	Experience	Qualification

Address	
Permanent	Category
	Date of Birth
City	Appointment Date
Phone	Company Joining Date
Present	Confirmation Date
City	Notice Period
Phone	(Days)

Sex	<input type="checkbox"/> Male	Height	Cms	Physically Handicapped	<input type="checkbox"/> No
Blood Group		Weight	Kgs	Relative of Freedom Fighter	<input type="checkbox"/> No

Ready

Offer Letter Form

Visesh Infosystems Ltd. - [Offer Letter]

Interview Code:

Reporting to:

Ready

Appointment Letter Form

Visesh Infosystems Ltd. - [Letter Of Appointment]

Emp Code

Report To Emp Code

Emp Code should be Entered

Press key F2 to view existing records

Ready

RECRUITMENT GRADE DETAILS

Database Code JEI

Date 14/04/2000

Page No: 1

Grade Code	Description	Probation Period
GRA1	GRADE 1	120
GRA2	GRADE 2	45
GRA3	GRADE 3	60
GRA4	GRADE 4	150
GRA5	GRADE 5	120
GRA6	GRADE 6	175
GRA7	GRADE 7	165

DESIGNATION. DETAILS

Database Code JEI

Date 13/04/2000

Page No. 1

Grade Code	Design. Code	Description	Responsibility
GRA1	TRA	TRAINEE	TRAINING IN THE SYSTEM
GRA2	PR T	PROJECT TRAINEE	STUDY & DEVELOPMENT
	SA	SYSTEM ANALYST	ANALYSIS OF SYSTEM
GRA3	DBA	DATABASE ADMINISTRATOR	DATABASE ADMINISTRATION
	PRA	PROGRAMMER	DEVELOPMENT
GRA4	PL	PROJECT LEADER	LEADING THE PROJECTS
GRA5	HOD	HEAD OF DEPARTMENT	DEPT CONTROL
GRA6	PM	PROJECT MANAGER	DESIGN & DEVELOPMENT
GRA7	T-H	TECHNICAL HEAD	PROVIDING THE TECHNICAL SUPORT

QUALIFICATION MASTER

Database Code

JEI

Date

14/04/2000

Page No. 1

Qualification Code	Description
BBM	BUSINESS MANAGEMENT
BCOM	BACHELOR IN COMMERCE
BE CS	COMPUTER ENGINEERING
BEECE	ELECTRONICS ENGINEERING
BSC	BACHELOR IN SCIENCE
BTECH	BACHELOR IN TECHNOLOGY
MBA	BUSINESS ADMIN
MCA	MASTER OF COMPUTER APPLICATION
ME	MASTER IN ENGINEERING
MSC	MASTER OF SCIENCE
MTECH	MASTER IN TECHNOLOGY

RELATION MASTER

Database Code JEI

Date 14/04/2000
Page No. 1

Relation Code	Description
BRO	BROTHER
COU	COUSIN
DAD	FATHER
FRI	FRIEND
MAM	MOTHER
SIS	SISTER

LANGUAGE CODES AND DESCRIPTION

Database Code JEI

Date 14/04/2000

Page No. 1

Language Code	Language Description
ENG	ENGLISH
FRA	FRENCH
GER	GERMAN
JPN	JAPANESE
KAN	KANADA
MAR	MARATHI
ORA	ORIA
PAN	PANJABI
TAM	TAMIL
TEL	TELGU

Recruitment Agency Master

Date 13/04/2001

Page No. 1

Database Code : JEI

Source	Code	Payment Date	Agency Name	City	Phone	Period From	Period To	Grade From	Grade To
Consultancy	AG1	21/12/2000	RAJ CONSULTANCY	CHENNAI	90809	2000/01	2000/03	GRA6	GRA7
Direct	AG2		DIRECT INTERVIEW	BANGALORE		2000/02	2000/12	GRA5	GRA7
Campus Interview	AG3		KONGU ENGINEERING COLLEGE	ERODE		2000/03	2000/12	GRA6	GRA7
Consultancy	PEP	21/05/2000	PARIES CONSULTANTS	B L O R E	5678890	2000/03	2000/06	GRA5	GRA6

ORGANISATION STANDARD

Date : 14/04/2000

DATABASE CODE : JEI

SBU Code	Dept. Code	Period From	Period To	Grade	Description	Min Strength
ARA	DEP1	2000/01	2000/03	GRA6	GRADE 6	15
SBU	CSE	2000/02	2000/06	GRA5	GRADE 5	12

MAN POWER REQUISITION REPORT

Date : 14/04/2000

Page No. : 1

DATABASE CODE : JEI

SBU Code	Dept.Code	Period	Min Qualification	Req. Persons	Requisition By	Vacancy Approved	Annual Cost
ERO	ACC	2000/01	MCA	2	EMP3	2	120,000
SBU	DEP	2000/01	MCA	25	EMP4	20	250,000
SBU	MKT	2000/01	MCA	12	EMP5	10	150,000

ADVERTISING DETAILS REPORT

DATABASE CODE : JEI

Date : 13/04/2000

Requisition No	1						
Advertisement No	1	Date	01/04/2000	Grade	GRA7	Maximum Qualification	01/2000
Minimum Qualification	MCA						
Advertisement Type	Advertisement Code	Advertisement Name					
Advertisement Agency	RAM	RAMNARAYAN AGENCIES					
Requisition No	2						
Advertisement No	2	Date	12/04/2000	Grade	GRA6	Maximum Qualification	01/2000
Minimum Qualification	MCA						
Advertisement Type	Advertisement Code	Advertisement Name					
Consultancy	AGI	RAJ CONSULTANCY					

BIO DATA REPORT

Database Code JEI

Date 13/04/2000

Page No 1

Id	Date	AdvNo	Category	Name	DOB	M/S	Qualification	Grade	Desig	Exp	Expected Salary	Agy Code
B01	11/04/2000	1	Bio-Data Bank	RAJESH KUMAR	12/12/1977	Single	MCA	GRA7	PRA	1	8,000	AG1
B02	11/04/2000	2	Bio-Data Bank	DILIP KUMAR	21/08/1977	Single	MCA	GRA6	PRA	1	12,000	AG1
B03	12/01/1997	2	Bio-Data Bank	UMA SHANKAR	12/04/1976	Single	MCA	GRA6	SA	0	24,500	AG3
B05	12/01/1997	2	Bio-Data Bank	KIRUBA SHANKAR	12/12/1977	Single	MCA	GRA6	SA	3	16,000	PEP

INTERVIEW & TA REPORT

Date : 14/04/2000

DATABASE CODE : JEI

Interview Code	Date	Name	Grade	Designation	Rating	Final Interview Date	Selected	Expected Joining Date	Settled Salary	Offer Accepted	Travelling Allowance
1	12/04/2000	RAJESH KUMAR	GRA3	PRA	0	25/04/2000	Yes	01/06/2000	10,000	Yes	1,200
2	25/04/2000	KUMAR DILP	GRA3	PRA	1	26/04/2000	Yes	01/05/2000	10,000	Yes	1,200
3	12/05/2000	KUMAR RAJESH	GRA2	SA	4	15/05/2000	Yes	01/06/2000	12,500	Yes	1,500
4	02/04/2000	UMA SHANKAR	GRA2	SA	3	10/04/2000	Yes	25/05/2000	145,000	Yes	15,000
5	12/04/2000	DILIP KUMAR	GRA3	PRA	4	15/04/2000	No		0	No	1,200
6	12/03/2000	KIRUBA SHANKAR	GRA2	SA	4	21/04/2000	Yes	12/05/2000	12,560	Yes	1,500

EMPLOYEE DETAILS REPORT

Date : 14/04/2000

DATABASE CODE : JEJ

Employee Code	First Name	Last Name	Date of Birth	Date of Appointment	Sex	Blood Group	Agency Code
EMP1	GOVINDA	RAJ	05/03/1977	05/06/2000	M	AB+ve	
EMP2	JAMIES	CARTER	12/12/1977	02/01/2000	M	B+ve	PEP
EMP3	RADHA	KRISHNAN	12/12/1977	12/04/2000	M	A-ve	RAM
EMP4	GEETHA	AGARWAL	12/12/1977	15/05/2000	F	AB+ve	PEP
EMP5	NARASIMMA	RAJ	21/08/1977	25/06/2000	M	O+ve	RAM
EMP6	NIRMALA	KUMAR	12/09/1976	25/05/2000	F	A-ve	AGI



Mr.Saravananaraja.J
6/21-2 Kumaran Street
P.Puliampatti
Erode 638 459

Sir,
REF:LETTER OF APPOINTMENT

This has reference to your application and the subsequent interview you had with us. We are pleased to welcome you to our organisation on the following terms and conditions:

1. **REPORTING:** This Letter of Appointment will be effective from 31/03/2000. You are required to submit a joining Report on the day of your joining our organisation. You shall report to Mr.Indranil or such other person specified from time to time.You will be appointed as Software Engineer.
2. **DUTIES AND RESPONSIBILITIES:** You are expected to perform satisfactorily according to the expectation and as such you shall be given guidance and details of your duties and responsibilities from time to time by your superior. Although your selection now has been for the training courses proposed by the Company ,your services are liable to be transferred to other areas like Development /Support as may be decided by the Managementfrom time to time.
3. **CONFIRMATION:** On successful completion of your probationary period, you will be issued a confirmatory letter.
4. **MORAL RESPONSIBILITY:** You will maintain total secrecy as far as all Official matters are concerned as such you will not divulge any information, documents related to our Organisation to anybody intentionally or otherwise, which will be detrimental to the growth and the progress of our Organisation.
You shall have no copyrights, individually or otherwise on any developments, inventions or creative intelligence related to your assignment and activities in the Company. These are automatically the property of the Company.
5. **TERMINATIONS:** Services are liable to be terminated during probation without any notice.
6. (a) **SEPARATION/RESIGNATION:** You are required to give minimum of 30 days notice in writing or one month salary in lieu thereof for terminating this contract of employment , before confirmation. After completion of probation the notice period shall be 60 days from either side (or salary in lieu thereof at the discretion of the Management). The Management reserves the right to accept your resignation and relieve you immediately or during notice period on any day according to the Organisational convenience.
(b) In case , if your services are terminated due to mis-conduct, misdemeanor, misappropriation of assets or violation of the terms of the contract of Company's rules and regulations-causing any damage to the Organisation, your services will be terminated without any notice and will be asked to compensate the losses apart from your services being terminated.
7. On your resignation/termination of employment at any time, you will immediately surrender to the Company all the tools, accessories, formulate, documents, specifications, manuals, books, publication etc, keys and other Company Properties of whatsoever nature in your charge, custody and care and obtain a Clearance Certificate from all the persons/Departments Administrator concerned, on production of which only, your dues will be settled by the Company.
8. **REFERENCE:** You are expected to produce satisfactory references to make yourself eligible for the above offer.
9. **TRANSFER:** Your services are liable to be transferred to any department any branch anywhere in India according to the requirement which will be deemed fit by the Organisation. When transferred, you shall be paid Out Of City Compensatory Allowance, as decided by the Management except when you are offered suitable accommodation.
10. **SERVICE RULES:** You shall be governed by the rules and regulations that would be enacted from time to time for the progress and development of the Organisation by your superiors. You are a whole time employee of this establishment and you are not to undertake any other business work or public office on payment or otherwise, in the event of your doing so, you will be liable for removal from the service without any relief thereof or any notice.
11. This letter of appointment supersedes all discussions, negotiations, commitments, prior to this date. You are requested to return the duplicate copy of this letter duly signed as a token of your acceptance of this letter of appointment and all the terms and conditions therein.

We wish you best of luck and success in your above assignment in the years to come for mutual interest and benefit. We wholeheartedly welcome you to "VISESH."

for VISESH TECHNOLOGIES LIMITED

G. S. MAHESWARI
DIRECTOR(OPERATION)

I, hereby accept to abide by the terms and conditions mentioned in the above letter of appointment in totality.

Signature:
Name:
Date:

CC:Accounts