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(परमाणु ऊर्जा विभाग का स्वायत्त निकाय, भारत सरकार )

**ATOMIC ENERGY EDUCATION SOCIETY**

*(An autonomous body under Department of Atomic Energy, Govt. of India)*

# Ch - 6

# Staffing

(Module 1 of 4)

# Introduction

The success of any organisation doesn't depend upon the physical and financial resources but it depends upon the utilization of these resources by human resources. So, hardworking efficient people are the most important asset of an organisation for its success. Staffing function is concerned with the bringing right and efficient people in the organisation



# Meaning

Staffing is a managerial function of filling and keeping filled positions in the organisation structure which is achieved by identifying number of employees required followed by recruitment, selection, placement, promotion, appraisal and development of personnel.

# STAFFING PROCESS



## Manpower Planning



### Quality of Personnel

What kind of people do we need?

This question is answered by job analysis, job description and job specifications.

These guides also make our selection procedure more effective.

### Quantity of Personnel

How many people do we need?

Quantity of personnel depends on a number of factors :

1. Demand for certain jobs.
  2. Amount of work done by one person in one day.
  3. The level of absenteeism.
  4. The level of turnover.
  5. Retirement and resignation.
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