

**Internship Report on
Human Resource Recruitment
of
Engineering Inspection Services of
Bangladesh (EISB)**



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Human Resource Recruitment
of
Engineering Inspection Services of
Bangladesh



Letter of Transmittal

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Sub: Submission of Internship Report on “Human Resource Recruitment of EISB”

Dear Sir

With due respect and great pleasure I submit my internship report on **Human resource Recruitment of Engineering Inspection Services of Bangladesh (EISB)**. I have been working in this company since 2013, and when I was assigned for internship at the end of my MBA program, I chose this organization so that I can relate the theoretical aspects learnt from different courses, in MBA, with the practical scenario at my work place. My main focus of the study is to understand the procedure of Recruitment process of **Engineering Inspection Services of Bangladesh**.

I have tried my level best to follow the guidelines that you have provided me and organize this report in such a way that it serves its purpose. I hope you would accept this report and find it as it was meant to be.

I will be always available for answering any queries on the paper. Any sort of query or any criticism on this report will be beneficial for me, as it will give me the opportunity to learn more and enrich my knowledge. I hope you will consider the mistakes that may take place in the report in the spite of my best effort.

Sincerely

Sharmin Sultana Shamme
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Acknowledgement

The successful accomplishment of this project work is the outcome of the contribution of number of people, especially those who have given the time and effort to share their thoughts and suggestions to improve the report. At the very beginning I would express my deepest gratitude to Almighty Allah for giving me the strength and the composure to finish the task within the scheduled time.

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Executive Summary

This paper is about a study on the recruitment practices of EISB (Engineering Inspection Services of Bangladesh), a firm engaged in providing diagnostic services for the structural construction industries. The industry is at the initial or growing stage in Bangladesh and the operations undertaken by the firm till this day has been limited compared to the same industry abroad. Consequently, the demand for the manpower was relatively lower at the beginning stage of the business.

That is why this study was intended to find out the recruitment practices at EISB and compare it to a standard for recruitment procedure prepared by the University of California, Riverside (UCR).

The findings of the study shows that although the recruitment practices are more conventional as it has been followed at EISB since the beginning of its operations, it somehow matches with the general method taken as the standard for this study. However, as the business is expanding now it has a need for a few changes in its recruiting practices to meet the contemporary procedures which are discussed in the recommendations part in this report.

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Chapter- 1

1.0 Introduction

1.1 Objectives of the study

The main objective of the study is to review the recruiting procedure of the company and compare it with the most basic steps of recruitment.

As EISB is one of the few companies in its field, this is to find out if EISB, being the pioneer in the market follows the same recruitment procedure as does any other company in other markets. It can be tested through this study if the same procedure for recruitment is equally applicable for all organizations regardless of the business stage and the market that organization operates in.

1.2 Scope of the Study

This chapter of the study shows the practiced recruiting activities done at EISB compared to the general guidelines from the theoretical context. The very basic steps of recruitment are presented along with the actual recruitment practices seen in the company.

The differences and similarities between the theory and reality at EISB is described as the "Findings" from the analysis. Any major problem identified as a result of the management's recruiting practices will be recorded and can be used for further improvements.

Potential solutions will be recommended in the following section which can be used as guidelines to rectify any possible malpractices and make the recruitment procedure a successful method for the company.

Find ways to resolve those issues or areas in management where the weaknesses are located.

1.3 Methodology

More widely used methods for collecting information through Survey or questionnaires are not enough for this study as the recruitment procedure in this company is not followed by guidelines. To analyze the entire procedure for recruitment followed at EISB and to address any problem the method used here is observation.

However, information have been collected from both primary and secondary sources - the theories of recruitment procedures along with other managerial studies are all collected from secondary sources. The standard from the theoretical aspect is taken from different text books

and websites, mainly the "Recruitment and Selection Process" recommended by The University of California, Riverside.

1.4 Limitations

The first common limitation for this study is the time constrain. The frequency of recruitment is very slow at EISB as it doesn't require many managerial employees unless it is to replace the existing ones when they leave.

Another limitation is that there is no HR department at EISB. So, collecting information regarding recruitment in this organization is not very easy. As there is no guideline sets as standard procedure, so different departments use different methods for recruiting new people when required.

The last limitation is the scope of testing the recruitment using the basic steps of recruitment as a trial to check the results, as it will be discussed later why the procedure is not so similar to the most used methods by other organizations.

Chapter -2

2.0 About the Organization

2.1 History

Engineering Inspection Services of Bangladesh (EISB) was formed to support its sister company CATHWELD Construction Co. Ltd. EISB incorporated in 1981 as a Non-Destructive Testing (NDT) Company, as that time there was no NDT company available in our country. So to support the services of NDT to the nation, EISB was established with only three technicians; one Gamma -Ray equipment and a few cans of Dye-Penetrant chemicals.

2.1.1 CATHWELD - the organization EISB was formed to serve primarily for.

CATHWELD Construction Co. Ltd., (CATHWELD) was established in 1978 is a Mechanical Construction House formed by a group of talented and qualified engineers of diverse discipline like Engineering, Designing, Constructing, Fabricating, Manufacturing etc. Since its establishment CATHWELD has successfully accomplished a number of critical projects in various sectors, most of them are independently and rest in association with other Local and Foreign Companies.^[1]

2.1.2 About EISB:

As already mentioned earlier, Engineering Inspection Services of Bangladesh was established in 1981, with a vision to serve the nation providing non-destructive inspection services. Prior to that period, there was no such local non-destructive engineering testing Service Company in Bangladesh. Bangladesh Atomic Energy was the only institution to have the authority to conduct this service.

However, during that time the required manpower for non-destructive testing was not widely available .To perform/have this service Bangladesh needed to go into contract with other foreign companies. Being a developing country, Bangladesh imports its technology and plant from different developed nations and depends on the foreign experts or companies for quality control and industrial inspection of these imported plants and equipment since long ago.

Later on, under the authority of Bangladesh Atomic Energy, Titas Gas started the services locally. There was no private company in this sector - that time Titas Gas also needed to hire NDT technician from foreign countries.

As the situation demanded; a need for a domestic company in the private sector was realized for quite a while to fill the necessity in the field of Industrial Inspection Engineering and Non Destructive Testing (NDT) in Bangladesh.

EISB is the first non-destructive testing private company in Bangladesh. Initially EISB needed support from foreign company, but now it is the one of the leading companies in Non-destructive Testing industry. After a few years of operation, Bangladesh Govt. stopped the service from Titas Gas due to health and safety issue. It can be said that EISB has been operating in this sector exclusively since its commencement.

In the 80s international Companies were pouring in and were undertaking lot of construction projects in Bangladesh. However, EISB, the first domestic private company, got involved during that time as a young company and gained the confidence of a few major players in the market like Reading & Bates, Ltamontaggi, Toyo Engineering Corporation etc. EISB's 2nd project was rendering NDT services for a 176 kmx24 pipeline from Bakhrabad to Chittagong, a project of Bakhrabad Gas Field, which EISB managed to do pretty well.

Although at the beginning EISB started with only three technicians, one Gamma -Ray equipment & few cans of Dye Penetrant chemicals; it has grown over the years to become a pioneering Inspection company in the Industrial Sector of Bangladesh. Currently EISB has more than 280 employees including regular technical staff, engineers, physicists, and metallurgist. Moreover, the firm has also expanded its operations in development of testing & engineering inspection - specially the NDT techniques, welding consultancy, cathodic protection, corrosion control, pre & post weld heat treatment as well as laboratory services for different testing and calibration services.

Eventually the good reputation of the company has allowed EISB to render complete NDT services from inside the country and there is no need for hiring foreign NDT companies. In fact, no foreign NDT company is working in Bangladesh for the last few years. Furthermore, now EISB is even ready to export its services and expertise across the national borders.

2.1.3 Profile of Engineering Inspection Services of Bangladesh Ltd. (EISB)

Registered in 1982, EISB is a Private Limited Company with 3 directors - 2 of them are ASNT Level II certified and one ASNT level III certified.

The registered Address for the organization is 9 North Road, Dhanmondi, Dhaka-1205, Bangladesh and business address is House - D-25, Block - E, ZakirHossain Road, Mohammadpur, Dhaka-1207, Bangladesh.

2.1.3.1 Following Licences are required to provide these services:

EISB has the following Licenses issued by Bangladesh Atomic Energy Commission and Certification from Survey Organizations:

- a) License to Own, Store, Handle and Use Radioactive Sources and Radiation Generating Devices.
- b) License to Import Radioactive Sources and Radiation Generating Devices.
- c) License to Transport Radioactive Sources and Radiation Generating Device

2.1.3.2 Education Qualification needs for these sector:

There are generally three categories of NDT Engineers- ASNT Level I, ASNT Level II & ASNT Level III. They are the certified personnel who are employed and utilized in the EISB Testing Technical Team. Basically the firm needs NDT Technicians (ASNT Level I) for its core services.

We need certified B.Sc. engineers from Mechanical and Electrical background, particularly along with NDT inspection certificate. Diploma from Mechanical or/and Electrical is also accepted with NDT certificate. To have the higher degree for NDT certificate we need higher educational back ground.

The three types of NDT Inspection Certificates are:

- i) ASNT Level I
- ii) ASNT Level II
- iii) ASNT Level III

ASNT Level I: It is the first stage of NDT Engineering. According to the **ASNT (American Society for Non-destructive Testing)** International rules, to apply for an exam of ASNT Level I, one must first work minimum of 200hours of field work as a helper in this sector. Candidates should have the record or certificate mentioning the work experience from the Project. These records/ certificates they have to submit as a proof for their work experience. The prerequisite education qualification for Level I examination is an HSC certified with science background.

An ASNT Level-III certificate holder is authorized to conduct the examination for an ASNT Level I candidate, the examiner has a license from the Bangladesh Atomic Energy Commission. According to the rules, an ASNT Level III certificate holder can award an examinee with an ASNT Level I certificate. After passing the ASNT level – I examination the successful examinee becomes an ASNT Level-I NDT Engineer.

ASNT Level II: Only an ASNT Level I achiever can apply for the ASNT Level II examination after completing 400 hours of field work as an NDT Engineer. Same as the previous exam, candidate must have submitted his/her working experience documents. After passing the ASNT Level-II exam one become NDT Inspector. As in the case of Level I the certificate for Level II also awarded by an authorized Level III Inspector.

ASNT Level III: On the contrary, the certificate for Level III is not given by any institution in Bangladesh. To achieve ASNT Level III, the Engineer has to earn the certificate taking examination at any institution abroad which is authorized from ASNT (American Society for Non-destructive Testing) the higher study for ASNT Level III is available in Europe, America, Australia, Singapore, Malaysia, even in India.

However, as the final examination (ASNT Level-III) for this NDT course is very difficult and the practical activities are hazardous to health, there are very few personnel who are found to be interested in this field; and that's why the supply of manpower required in this field is very lower than that is required.

Mostly an ASNT Level III don't have to go or work in field, they are the certified authorised person who takes exams and gives certificates to successful candidate for ASNT Level I & ASNT Level II exam.

2.1.4 Services of EISB:

The core function of EISB is conducting Non-Destructive Testing of infrastructures and construction sites. As the term "Non-Destructive Testing" (NDT) sounds, it refers to testing of different infrastructures for cracks, leaks, dents, or other problems without penetrating through - keeping the surface intact. It is done through different procedures like X-ray or Gamma ray to detect any problem without destroying the surface of a structure.

1. Radiographic Testing (RT) using both Gamma Ray & X-Ray.
2. Cross Country Pipeline Radiographic Testing (RT) using Fully Automatic X-Ray and Gamma Ray Crawler.
3. Ultrasonic Testing (UT). This service includes Ultrasonic Flaw Detection and Ultrasonic Thickness Gauging.
4. Magnetic Particle Testing (MT)
5. Dye Penetration Testing (PT)
6. Post Weld Heat Treatment (PWHT)
7. Pre Heating of Welds
8. Positive Material Identification (PMI) Services
9. Handling of Radioactive Source such as Cobult-60, Ir-192, Cs-137 etc.
10. Soil Resistivity Test
11. Mechanical Testing (i.e. Tensile, Bend, Impact, Nick Break, metallographic test etc.)
12. Coat & Wrap Test, Painting Quality Inspection.
13. Calibration & Testing of Pressure Vessels and Piping (Thickness Gauging, Hydraulic / Pneumatic Pressure Testing etc.)
14. HRD Activity by Training in NDT, Welding etc. and Conduction of Welder Qualification Test.

15. Supply of Qualified & Experienced NDT Manpower and Equipment.
16. Conduction of Welder Qualification Tests as per WPS supplied by the Client
17. Welding Consultancy
18. Prepare Welding & NDT Procedure
19. Vacuum Testing

2.1.4.1 Brief Description of the Major Services provided by EISB:

The terms used for different services of EISB are generally unfamiliar to a non-professional. This section gives a brief description of a few major services related to the core functions of NDT conducted by EISB.

1. Radiographic Testing (RT):

This is a procedure where the affected area (with possible problems) is placed between the radiation source, (different machineries used to emit such a radiation) and film (or detector). The material density and thickness differences of the affected area will disrupt the penetrating radiation through interaction processes involving scattering and/or absorption. ^[2]

There are two different radioactive sources available for industrial use; namely the **X-ray** and **Gamma-ray**.

EISB Provide services of RT in these sectors in Bangladesh:

- Natural Gas Sector (Gas Field, Pipe Line, Process plant)
- Power Sector (Power Plant)
- Fertilizer Sector
- Chemical Industry
- Refinery
- Railway (UT of Rail & Structure) etc.

These sectors need both X-ray and Gamma Ray RT services and EISB has been serving them more than three decades.

Manpower needed for RT:

Mainly to provide a simple X-ray or Gamma services at least three people are needed; Two NDT Technicians and one NDT Inspector. They may need additional manpower as helpers depending on the work load.

Equipment needed for RT:

At least one **X-ray Machine** is needed to have X-ray diagnosis and at least one **Radioisotope source** is need for Gamma Ray diagnosis. A few other accessories are needed to support the basic RT analysis like:

- i) Survey meter
- ii) Film
- iii) Densitometer
- iv) Lid marker
- v) Process Chemicals etc.

EISB have 8 x-ray machines and 20 Radioisotope source for RT testing.

2. Ultrasonic Test:

Ultrasonic Testing (UT) uses high frequency sound waves to conduct examinations and takes measurements of distance. Ultrasonic inspection can be used for flaw detection/evaluation, dimensional measurements, material characterization, and more.^[2]

Ultrasonic Test needs Ultrasonic machine and some support accessories:

- i) Cable
- ii) Probe
- iii) Charger
- iv) Printer
- v) Lysine/ Glycerin / Mobil etc.

EISB currently has 3 portable Ultrasonic machines. Only one person is enough to operate such a machine. EISB has a Level III inspector for ultrasonic testing.

3. ED Current:

Eddy current inspection is one of several NDT methods that use the principal of “electromagnetism” as the basis for conducting examinations. Eddy currents are created through a process called electromagnetic induction.^[2]

One of the major advantages of eddy current as an NDT tool is the variety of inspections and measurements that can be performed. In the proper circumstances, eddy currents can be used for:

- ❖ Crack detection
- ❖ Material thickness measurements
- ❖ Coating thickness measurements
- ❖ Conductivity measurements for:
 - Material identification
 - Heat damage detection
 - Case depth determination
 - Heat treatment monitoring

The accessories required to perform the service are:

- i) ED Current
- ii) Cable power
- iii) Chemical

4. Magnetic Particle Test (MPI):

Magnetic Particle Inspection (MPI) also sometimes known as Magnetic Test (MT) is a non-destructive test method for the detection of surface and sub-surface discontinuities in ferrous materials. The test method involves application of magnetic field externally or applying electric current through the material which in turn produces magnetic flux in the material. Simultaneously, visible ferrous particles are sprinkled or sprayed on the test surface.

Magnetic Particle Inspection (MPI) is the economical and comparative faster non-destructive test method used widely in Aerospace, Locomotive, automotive, power generation, nuclear, petrochemical industries. ^[4]

5. Dye-Penetration Test (DPT):

Dye Penetrant Inspection (DPI), also called Liquid Penetrant Inspection (LPI) or Liquid Penetrant Testing (PT), is a widely applied and low-cost inspection method used to locate surface-breaking defects in all non-porous materials (metals, plastics, or ceramics). For applications where a greater sensitivity to smaller defects is required, the fluorescent penetrant method is preferred.

The Penetrant may be applied to all non-ferrous materials and ferrous materials, but for inspection of ferrous components magnetic-particle inspection may be preferred for its subsurface detection capability.

Commonly, DPI is used to detect cracks, surface porosity, lack of penetration in welds and defects resulting from in-service conditions (e.g. fatigue cracks of components or welds) in castings, forgings, and welding surface defects. ^[5]

2.1.5 Equipment:

Since the testing procedures make use of advanced technologies, it involves various equipment to conduct all these Non-Destructive Testing. These machineries and equipment require legal authorization Bangladesh Atomic Energy Commission to import, stock, or use for different purposes.

Table 1: list of the equipment that EISB possesses, and are licensed to use for its projects

Sl	Name of the Equipment	Make/Model	Qty
1.	Radiographic Testing Equipment		
a.	Automatic X-Ray Crawler with X-Ray Tube, Power Source and other accessories	IRIS-10, France	3 Sets
b.	Automatic Gamma Ray Crawler with accessories	IRIS-10, France	1 Set
c.	External X-Ray Machine with all accessories	ICM C-286, Belgium	1 Set

d.	Gamma Ray Exposure Container with remote controlled B1:B7	TechOps-660, USA Sentinel 880 Delta, USA	6 Sets 2 Sets
e.	Mobile Darkroom with Interpretation Room		4 Units
f.	Darkroom equipment like Film Viewer, Densitometer, Film Developing accessories etc.		Lot
g.	Radiation Survey Meter	Gammasonics, Australia Wallac RD-10, USA EEE, India	6 Nos. 4 No. 10 Nos.
h.	Dosimeter & Buzzer type personal Radiation Monitor	EEE, India	30 Nos.
i.	All other necessary RT Tools, consumables etc.		Lot
2.	Ultrasonic Testing Equipment		
a.	Ultrasonic Flaw Detector with all necessary probes, Calibration Block etc.	Krautkramer USN-52L, Germany Krautkramer USK-7D, Germany Modsonic Einstein-II, India	2 Sets 1 Set 4 Sets
b.	Ultrasonic Thickness Gauge with all necessary accessories	Elcometer C202, UK Krautkramer DM-4, Germany	5 Sets 3 Set
c.	Ultrasonic Coating Thickness Gauge with necessary accessories	Elcometer 245, UK	6 Units
3.	Equipment for other NDT Methods		
a.	Yoke Type Magnetic Particle Testing Equipment with all accessories	Magnaflux Y-6, India	18 Units
b.	Complete Dye Penetration Testing Kit		Lot
c.	Surface Profile Gauge		5 Units
d.	Welding Gauge		25 Nos.
e.	Soil Resistivity Meter with all accessories	IPSI CA 6425, France	1 Unit
f.	Borosopic Viewer		2 Sets
4.	Post Weld Heat Treatment (PWHT) Equipment		
a.	Control Panel	EEE, India	6 Units
b.	Temperature Recorder	EEE, India	8 Units
c.	Thermo Couple Attachment Unit	EEE, India	3 Units
d.	Hardness Tester		3 Units
e.	All other necessary PWHT Tools and Material		Lot
5.	Miscellaneous Equipments		
a.	Hydrostatatic Test Pump with necessary tools etc		3 Set
b.	Vacuum Pump Test		3 Set

* Equipment List taken from company's website

These mentioned equipment are fixed in EISB's stock. All other additional items required for work are acquired, stocked and used as and when needed.

2.1.6 Manpower (Technical) of EISB:

Although the projects are technology based and more machines are used for these testing procedures, the company requires man power in order to operate these machines and carry out the tasks as required.

The current permanent employees in the Technical and Executive Department are listed below:^[3]

1.	ASNT Level-III UT Inspector	1	Person
2.	ASNT Level-II RT Inspector	12	Persons
3.	ASNT Level-II UT Inspector	7	Persons
4.	ASNT Level-II MPI Inspector	8	Persons
5.	ASNT Level-II DPT Inspector	8	Persons
6.	ASNT Level-II Field Radiographer	18	Persons
7.	ASNT Level-I Field Radiographer	27	Persons
8.	Crawler Operator	4	Persons
9.	Dark Room Technician	13	Persons
10	PWHT Engineer	7	Persons
11	PWHT Technician	26	Persons

The above list shows Company's permanent Technical Manpower. Additional manpower required for projects are recruited usually on a contractual basis when necessary.^[1]

2.1.7 Highlights of Some Major Projects and Clients of EISB:

As Bangladesh is a developing country. Various industrial developments are going on here and lots of works are done by various foreign contractors. Among the local companies EISB is providing NDT services all over Bangladesh where needed.

A few of the major projects undertaken by EISB is given below:

- Entire NDT and PWHT of MeghnaGhat 450MW Combined Cycle Power Plant Project & Power Plant Shutdown, Haripur 365MW Combined Cycle Power Plant Project with **HYUNDAI Engineering & Construction Co. Ltd.**, a Korean Company.
- Entire NDT & PWHT works during Overhauling Work of Ashuganj Power Station with **Jurong Engineering Limited, Singapore.**

- Non Destructive Testing Works of Main Pipeline, Bakhrabad to Shiddhirgong, Qualification Test 30" Gas Pipeline under **Gas Transmission Company Limited (GTCL)** with **FERNAS INSAAT A.S Construction Co. Ltd., Turkish Company.**
- Complete NDT Services of 24KM x 20" Natural Gas Transmission Pipeline under Bheramara to Khulna Pipeline Construction Project of **GTCL & Dipon Gas Co. Ltd.**

EISB has a wide clientele and partners for providing NDT services, like: ^[3]

- ❖ CATHWELD Construction Co. Ltd.
- ❖ Ltalmotaggi(Singapore)Ltd.
- ❖ CeLummus (Uk) Ltd.
- ❖ Hitachi Zosen (Japan)
- ❖ Bangladesh Foundry and Engineering Works Ltd. (BFEW)
- ❖ Castle Construction Co. Ltd.
- ❖ Arc Construction Co.
- ❖ Energypac Power Generation Ltd.
- ❖ Skoda International,
- ❖ TECHNOPROMEXPORT (Russian Company)
- ❖ Bangladesh Power Development Board (BPDB)
- ❖ Westmont Power Ltd. and many more.

2.1.8 Organ gram of EISB:

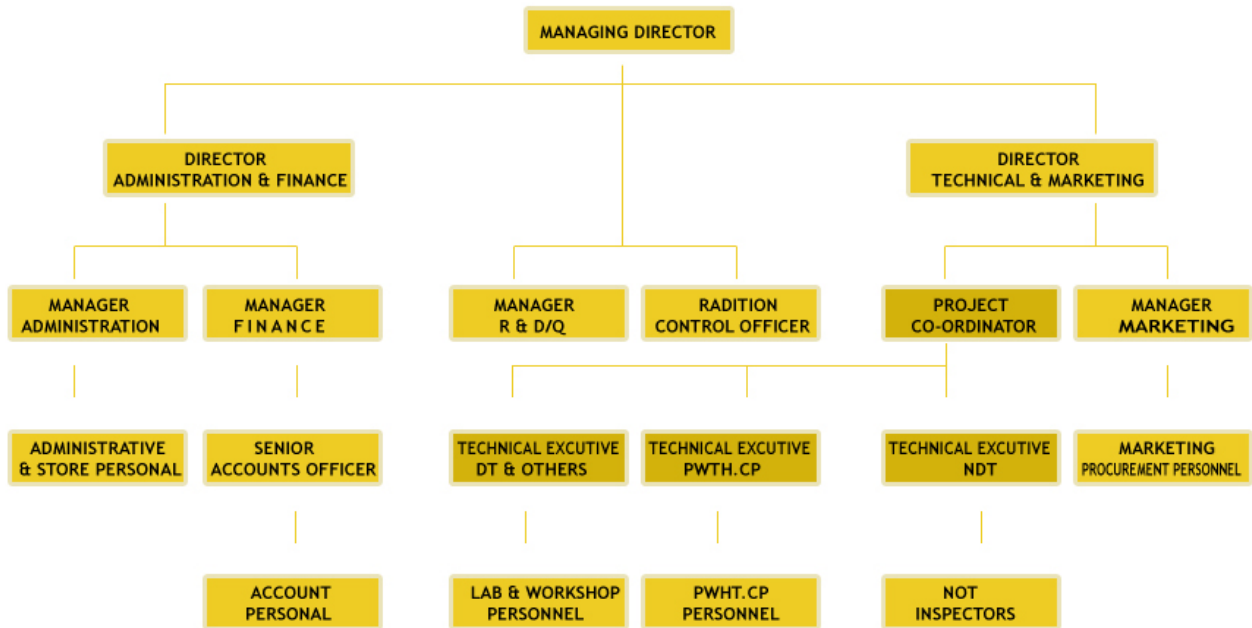


Fig 1: Organizational Structure of EISB^[3]

As shown in the figure above, the board of directors of EISB consists of three directors - the Managing Director, who is the head of the entire organization, and two other directors responsible for controlling as the heads of other departments. There are the Administration and Finance department under the supervision of one director, where there are administration and finance managers responsible the accounts, administrative and finance executives in the firm.

The other director of the organization is responsible for Project Coordination and Marketing - these include the Technical / execution department and the Marketing department. The technical department is the department to carry out the core services of the company, i.e. the NDT inspection projects.

However, the Research and Development and the Radiation Control department, is under the direct supervision of the Managing Director of the company.

Chapter- 3

3.0 Department Overview

3.1 The tasks served by the marketing department:

As it is a B2B business, we have to source for new opportunities for business development. The business development process usually includes:

1. Looking for circulars for tenders for both government projects, through existing clients, newspaper, internet, websites, other mediums including information through internal sourcing in different organizations.
2. From different tenders, we screen for the information to analyze if the requirement of the tender matches our capabilities. There are two types of scopes for EISB:
 1. Either EISB can directly participate for the services; although there are rarely some tender announced only for NDT services. Basically tender published for construction and NDT service together.
 2. Or EISB can go in collaboration to another business if the tender requires more services those are not scope of EISB's services. For instance, constructions, erection and fabrication required in a project are out of the core services of the company. So, when the tender requires all services like testing, constructions and fabrications, EISB goes into agreement with another organization that perform construction, erection and fabrication - where the NDT testing tasks are done by EISB.
3. In case the company goes for direct participation, we need to analyze check if our capabilities fulfill the requirement of the tender and prepare all the relevant documents for submission.
4. For the preparation of the documents we need to list down the followings:
 1. To check the instruments required for inspection and investigation. If the in-house equipment and machineries are not enough, then we might have to prepare for sourcing once the tender is confirmed.
 2. Prepare the costing and budgeting for the project. The Finance department helps the Marketing department in this task, calculating the estimated investments required and the budget allocated for this project.
 3. Estimate the volume of work required for the total project.
 4. Estimate the number of manpower required for the project. The Executing department of the projects help us in this issue.
 5. Predicting the duration of the project.
 6. Contacting the clients and vendors in advance for instant feedback and support if required.

Apart from business development, our department is also responsible for monitoring the current projects that are being implemented by the executive teams, as we have to plan for the future projects so we need to know when the manpower and equipment engaged in previous or running projects will be available for upcoming projects.

Once the bidding for the tender is won, then we prepare the agreement for the project, and commence the project on due time.

Besides from the government tenders, EISB works with private companies as well. Almost 80% of the offers from private companies are received through networks build through goodwill. The rest of the 20% works are sourced through business development activities mentioned above, including reaching out to potential clients through emails, lobbying and business references.

3.2 Job description and responsibilities:

My job description includes participation in all the tasks mentioned above. However, my job description is more associated with the activities related to procurement and logistic support.

3.2.1 Making all equipment and machineries available for the projects:

My job responsibilities include sourcing for equipment and instrument required for potential or current projects. First of all I have to check if the any engaged machineries or equipment will be available soon for the upcoming project. Afterwards, if there is still any requirement for additional equipment then I have to contact the vendors from different countries to source the items.

In order to look for the appropriate machineries, I have to communicate with both the clients and the suppliers simultaneously. Apart from contacting the existing suppliers I look for new vendors from references and also through internet. There are a few online portals like Alibaba.com and EC21.com where I look for the similar items required by the clients for our projects and contacts the vendors via email. The total correspondence of emailing is done and performed by me in supervision of my supervisor. The correspondence includes issues related mainly to price and lead time of delivery of the goods. The recorded conversations are often required also for comparing previous prices with the new ones and also to evaluate the quotations given by different suppliers.

Moreover, the correspondence with all the suppliers and the clients are recorded for future references. These records are required when the directors or representatives from our office goes for face-to-face meeting with the clients regarding any critical issue.

3.2.2 Monitoring the work in progress and working in collaboration with the Executing team (as an additional member)

As mentioned earlier, the tasks are all interrelated among different departments. So, for estimating the requirement of manpower for the coming projects, I have to sit with people from the Executing department to list down the number of workers who would be free for next project on time. In addition, as it is very relevant to my tasks, I have to stay in touch closely with the Executing teams to update all information regarding the work in progress of the current projects in order to keep track of the resources employed.

The issues sought out with the Executing team are:

- Updating work in progress frequently for all the current projects.
- Planning for the upcoming projects and finding the scope of work
- Listing down the human resources employed in current projects and how to make the required man power available for upcoming projects.
- Keeping track of the equipment in the current projects in order to plan for the usage of those machineries for next projects.

Chapter-4

4.0 Findings:

Recruitment is the process of attracting and selecting the right talent that an organization requires to fit in to accomplish a mutual goal. This process begins with the realization of the need for a talent to fulfil a position in the organ gram and ends with the successful selection of the appropriate candidate for that position.

As it is seen from the information provided about the company EISB in the earlier sections that this firm has the core activities that are different from the traditional ones. This study is to find out the recruiting process of EISB comparing it to the standard steps or practices followed by most of the companies in different markets.

Like the recruitment in other organizations, the recruitment of EISB also depends on the internal and external factors of recruitment. The main internal factors that influence the recruitment in the execution department are the growth and expansion of operations. And for the external factors, it is particularly the demand and supply in the labor market and the level of employment rate in the economy.

4.1 Identify vacancy and evaluate need:

The first step of recruitment starts with identifying the need for any additional employee in the workplace. The factors of recruitment are the different aspects that determine the quality and number of workforce required.

Factors of recruitment:

Internal factors - the job nature of the execution department of EISB is mostly project based. This includes both term projects and continuous projects. For both type of projects, the business operations of the organization is expanding day by day, creating a demand for new talents in this niche market.

External factors - as mentioned above, the main external factors are driven by the demand and supply of the talents required for the job. The engineers required for the Non-destructive testing are the specialized ones on ultrasonic, gamma and X- rays in physics. This is a very uncommon field of study in Bangladesh. That is why the supply of such talents in the market is very low. So, the demands for new candidates are high whereas the supply of the qualified candidates is relatively very low.

Again after the recruiting process is confirmed, the firm seems to have two sources for selecting their employees from:

Internal sources - This type of sourcing happens in EISB quite often. As old projects get closed sometimes with new projects being launched continuously; many of the employees are assigned immediately to new projects when required. Thus, selecting the candidates from internal sourcing is a regular practice in EISB. Moreover, the employees once worked for the company on a contract-based project are all listed in the database which is retrieved and the candidates are offered for further contracts when required.

External sources - EISB doesn't have to go for external sourcing except for the referrals of new candidates. As this job exposes the workers to harmful ultra and gamma rays at the workplace, there are very candidates found to work for projects in this field. Therefore there are only a few handfuls of people willing to work in these projects and they are hired more by referrals.

Recently EISB recruit 45 people for their NDT project at **Shahajalal Fertilizer Factory Ltd.** Here EISB is working with **CNCEC (China National Chemical Engineering group Corporation)**. The organization needed around 20 NDT technicians, 12 PWHT (Pre-Welding Heat Treatment) Technicians, 2 NDT Engineers (Level-II); 3 PWHT Engineers, 6 office staff (accountant, purchase officer, store keeper, computer operator) and 1 project managers (NDT Engineer with minimum 5years experience at related field).

We also needed some helpers for the site they are generally managed from locally/local area.

4.2 Develop position description:

This is the step where the required job descriptions are drafted. This defines the position(s) for the project that need to be filled by new candidate. It is important to draft the position description carefully as it is the foundation for selecting the right candidate. This section is used to develop interview questions, interview evaluations and reference check questions.

The most important list that is prepared:

- General information about the job.
- Purpose of the position at workplace.
- Essential job functions required for the projects.
- Minimum qualification or requirement from the employees for the vacant positions.

At EISB, as there is no HR division to maintain the above list properly. However, the requirement and qualities expected from the candidates are informally listed down as the same job qualities are required for most of the new projects.

After the head of the department approves the requirement for any additional employees for new projects, the requisition for new employees is transferred to the administrative department (as there is no formal HR department in the firm). Administrative department attempts to fulfill the

requirement through internal sourcing first and if all the permanent employees are engaged in different other projects, the sourcing are done for hiring the candidates who have already worked with the company before on a contract basis. So all the requirementor functions that has to be done by the new employee are very important to source candidates based on the given criteria.

For example: the general descriptions based on qualifications can be listed as given below

- NDT Technician: NDT certificate, skilled, NDT technician with work experience of 1year, with minimum education of HSC- from science background.
- NDT Engineer: BSc. or Diploma in Electrical Science or Mechanical Engineering with NDT certificate, Skilled, and having work experience of at least 3 years.
- PWHT Technician: Minimum HSC with Science Background, PWHT skilled, and having work experience of around 1 year.
- PWHT Engineer: B.Sc. or Diploma Engineer in Electrical Science; and minimum work Experience of 2years.

4.3 Develop recruitment plan:

This is the phase where the initial plan is developed for using the right channels and declares any vacant position.

In this stage, the period of posting is declared. Different positions require different periods for postings. A worker as a field assistant can be hired more easily and in a very short notice than filling the position of a director or a department head. The placement goals are also set at this phase - the qualities that are required or the qualities appropriate for this job is distinguished from what is not appropriate. For example, a handicapped person who doesn't have sight can be hired for a job as a call center agent, but the person cannot be hired as a night guard.

The channels to be used for the recruitment are also decided at this step. The channels are the medium for declaring about the placement. It can be either through internal sourcing or external sourcing. The popular channels used are:

- Print media
- Online media
- Social media
- Resume Bank
- Job fairs
- Campus recruitment
- Employment Agencies

In EISB, the plan for recruitment is developed prior to the beginning of the process. As mentioned above in the earlier section, once the requirement is realized and the approval for

placement (stating all the requirements for quality assessment) is transferred to the Administration department, the appropriate channel for the talent hunt commences.

The channel mostly used by the company is the "Resume Bank". First of all, the company searches for both the permanent and contract-based employees who are currently working with EISB. In case, further searching is required if all the current employees are engaged in other projects, the searching committee and the administration department look for the appropriate person for the job from the resume bank that the company has.

However, if still required, the print media and online media are used. The daily newspapers serve as the common medium for print media, and for online media EISB usually goes for the most popular job site **www.bdjobs.com**.

4.4 Select a search committee

This search committee is the group responsible for the ultimate selection of the candidates for the position. It is required to have more than one member in the committee for the selection process as it would minimize the risk of making a wrong selection, and also eliminate any biasness during the selection process.

The committee usually consists of three to six persons. However, there should be members who would serve for these three purposes:

- At least one who has a strong knowledge about the role of the job and its contribution to the department.
- A job specialist.
- An individual who will interact closely with the person being hired for the new position.

In EISB, although there is no practice of creating a formal search committee as the theoretical aspect requires, but the recruitment procedure of the company is not out of the conventional rule either. The company has a search committee of usually three members:

1. Director of EISB
2. GM of the department
3. GM of Administration

There can be other members present in the committee like the immediate supervisor the new employee will have to work with on a daily basis. Since the nature of the work done by EISB requires the General Manager to interact with the employees regularly, the committee hardly includes an additional member for this purpose.

The General Manager of the department usually also have the knowledge about the role of the job. So, the presence of the GM of the concerned department is a must for candidate selection at EISB. Other than the GM of the concerned department, the GM of Administration deals with the

entire procedure from the beginning till the end. As mentioned earlier, the approved requisition is transferred to the administration department where the right channel is selected in communicating the potential or current candidates for the position. Finally, the Director of EISB, who happens to be one of the owners of the organization, gives approval for all the necessary steps. He is the ultimate decision maker in the organization.

4.5 Post position and implement recruitment plan:

After the planning is made for the recruitment, the committee members finalize the requirements and proceed to post the position on the appropriate media to target the selected candidates. There are many channels of media used for this purpose depending on the costs involved and the target candidates required to reach; i.e. fresh graduates or interns can be reached through bulletin boards at colleges or through campus recruitments.

At EISB, normally the posting for positions are not required when only a few additional employees are required. As the works are mostly project based, the firm goes for contractual hiring, where the CVs of the former employees are collected and saved in the database, after the contract period is over, for reference. Later these candidates are contacted to be offered for further contracts if they are available and willing to serve for EISB.

When there are needs for a large no. of manpower for any big project, then the company posts the position either on newspaper or online job sites, like bdjobs.com

Once the job circular is posted and enough CV is received from all the candidates, the resumes are then screened and eligible and qualified candidates are selected for further screening in the next step.

4.6 Review applicants and develop shortlist:

After enough resumes are gathered from different sources, the next step is to review all the resumes and select a shortlist for the first interview or test. It is very important to review each and every file carefully and select the ones that match the criteria required for the job position.

It is recommended that at least two search committee members review the files together to avoid any biasness or individual opinion. At this stage the goal is to select at least more than one candidate for further consideration.

Search committee at EISB gets involved at this stage right after gathering the applications from the candidates. The Administration GM first reviews the applications and filters out the ones that do not meet the required criteria essential for the position. In case of the selection from existing official CV bank of the organization, only the candidates who meet the required qualifications

are separated. These are then passed on to the GM of the concerned department for a cross check.

After both the members of search committee finalize their primary selection, the candidates are called for the first interview so that they can be screened further. At this stage, sometimes the phone screenings are used, particularly for the new applicants. The phone screening is mainly done to get the idea of the applicants' expectation from the job and the firm.

During the screening process, the candidates from outside of Dhaka is given preference, as most of the projects of EISB is outside the Dhaka city, and it has been seen that candidates brought up inside the city is more prone to be settled in the city and less willing to move outside to the project sites when required. However, there is still no biasness in this preference, as all candidates are treated uniformly and it is made clear during the selection process if the applicants both from the city and outside the city are willing to move around if necessary.

4.7 Conduct interview:

Once the selection of the applications is done, the applicants are called for the primary interview. This interview is conducted by one or two members of the search committee. Some firms may go for written tests for the initial screening process before they conduct the final interview. Here, the number of screening steps such as interviews and other types of tests varies from organization to organization. This screening procedure may include numerous numbers of:

- Written tests
- Interviews
- Psychological tests / stress management tests
- English proficiency aptitude tests
- Practical tests

The interview is the most common type of screening method that is used by almost all the organizations despite of the type of industry. There are different type so interview those are conducted depending on the need of the organization.

Different types of interviews are:

1. One-to-one interview - the type of interview where the interviewee is interviewed by one interviewer and it is a face-to-face interview.
2. Panel interview - this refers to the interviewing procedure where the interviewee is questioned by a number of interviewers simultaneously - usually the search committee members form an interview-board where various questions are asked to assess the abilities of the candidate that covers aspects of the job.
3. Virtual interview - This interview is conducted when the candidate and the interview is unable to meet in person to carry on the traditional interviewing procedure. Usually telephone or internet connection is used to for a virtual interview.

This step at EISB generally includes two interviews -

- Primary interview - to assess the abilities of the applicants to perform the tasks required for the job position. This interview is mainly taken by the GM of Admin department and the GM of the department with the vacant position. So, this can be said to be a panel interview. Moreover, the panel interview may also include additional guest interview who is a specialist in the field of the job - usually university professors or other professionals related to such jobs. Once the candidates are selected from the panel interview - the candidates are called for the final interview.
- Final interview - the final interview usually is fixed with the director of the company - who takes the final decision regarding the recruitment and the remunerations package that is offered to the candidates.

4.8 Select hire:

After the interviews are conducted, the search committee meets for the final discussion regarding the results from the interviews. The members of the committee evaluate the candidates and find out the final applicants.

The reference recheck is done to gather additional information about the candidate. The reference check should be based on strictly job related information only. Sometimes the acquaintances and former employers or coworkers mentioned in the CV are contacted for verifying the credentials about the applicants.

At EISB, finally the executives of the administration department recheck the background of the selected applicants - more likely for the new applicants; as the ones from the firm's CV-bank are already verified. The reference checking of the new employees or the ones being recruited at the entry level are mainly related to the educational background. However, the reference checking of the ones being recruited to the higher positions is mainly concerning the job related experience - checked with the previous employers.

Once the reference checking is done, the applicants are called by the administration executive and offered the benefits that the office would provide. This part is done in the final stage of the recruitment procedure.

4.9 Finalizing recruitment:

The recruitment is not yet done. The final step is to make an offer to the finalist. However, before taking the last step, it is very important to review the previous steps once again to make sure that everything went just as planned and nothing got missed in the procedure.

Before initiating the offer, the management should review that the entire job descriptions were listed correctly, and that the selection criteria was based on the relevant job descriptions.

Moreover, the interview questions were all relevant and properly matched to the criteria. To avoid any mal practice or unethical practice, the entire procedure should be reviewed again to see that all the applicants were treated uniformly.

Initiating the offer - An organization must make the best offer that should go with the qualifications of the applicant. The offer should be reasonable - not too low and not too high as lower offer will degrade the image of the organization, and a higher offer would raise the expectation of the applicant.

Negotiating the offer - Quite often the offer proposed by the organization might be declined by the applicant. The management has to be open and negotiate the declination openly. The reasons for the refusal is very important for the firm as it has to find out if there is anything wrong from the part of the organization. If the negotiation is carried out successfully, there is a chance that both the party might come to mutual terms and come to an agreement, and this brings the recruitment procedure to an end. However, if the applicant does not comply with what the firm has to offer, then the search committee will have to move on to the next finalist who would be available to accept the offer and join in that position.

At EISB, once the reviews of the previous procedures are found satisfactory, an administrative executive contacts the finalists with an offer. There is no standard list of benefits or remuneration package for each position; but the benefits provided by the company is based on the qualifications of the candidates. However, the benefits of EISB generally include:

- Gross salary - including the basic salary along with allowance for house rent, transportation, medical etc.
- Two bonuses per year based on the basic salary.
- Health insurance - as the core activities of the organization is hazardous to health that is why EISB provides health insurance to the employees.

In addition, EISB generally provides intensive training to the newly recruited employees which is not only for the benefit of the company but also very useful for the career of the employee himself. The company also provides an opportunity for scholarship and educational leaves to its employees - where the employees with ASNT Level I qualification can get the chance to study abroad and obtain the certificates for ASNT Level II or even ASNT Level III. EISB has been sending its qualified employees for higher education to Singapore, India, and Middle East. However, the employee has to go for an agreement to serve the company for a certain period of time if they take such opportunity.

After the finalist accepts the offer made by EISB; the firm sends the applicant(s) the appointment letters and that brings the recruitment process to its end. It is important that the recruitment is properly closed. So every records of each steps performed throughout the entire procedure has to be documented and saved for future reference.

Chapter -5

5.0 Recommendations:

After conducting the study on the recruitment procedure of EISB and listing the findings as mentioned in the earlier chapter, there are some scopes for recommendation that I found which EISB can work upon for further improvements. The recommended issues are listed below:

1. EISB can introduce an HR department so that all the process of recruiting, training, compensating etc. can be carried out in a systematic way. Although the administration department takes care of the recruitment process, but the company has been growing bigger and expanding its operations, and this expansion requires more involvement of the administration department in various tasks other than recruitments, training, compensation policies etc.

A new department with HR executives will be very useful for the company for its recruitment and other HR works.

2. If the firm still thinks it is not ready to open up another department for all its HR related activities, there is another option that EISB can go for - external HR consultants. When companies feel that they don't have enough fund for an in house HR department, there is always a way for carrying out all those HR related activities with ease through a HR solution provider. Such HR consultants not only helps in recruitment procedure, but also all activities related to HR. This way the managers can spend more time on their daily core activities rather than spending more time in the recruitment procedure.
3. EISB should include the site Managers to take candidates interview so that they can access the personnel they are going to manage at site.

Although the head of the department of execution department takes the interview of the candidates, the site supervisor who works with the executives at field sites should be arranged for at least one meeting or interview prior to the final selection, as it would give him an idea about the candidate who will work at the field site with him. Moreover, a feedback from the field supervisor will also be helpful in a successful selection.

4. The Admin and HR Division already exercise their internal network properly for recruitment advertisement. Now they can post recruitment advertisement on their website and other media for publicity. As the study shows that there are very few candidates for jobs in this field, it is a responsibility of EISB to promote the job to the potential candidates.

The industry itself is having more and more opportunities in our country creating more demand for the professionals in this sector. An awareness of the job and the benefits of jobs in this industry would help more and more people learn about it and if interested they can pursue their career in this profession. So a more informative website, and

occasional seminars and workshops at different college campuses and schools or conducting events like sponsoring science fairs at schools would be some of the activities that EISB can do for an enriched pool of candidates willing to work for the company in future.

5. Although it is practiced well in EISB, still the search committee should be more cautious that there must be no biasness in the entire procedure of written test, viva or practical exams; otherwise EISB might lose appropriate candidates during selection.
6. EISB should also communicate with the candidates who could not make it till the end. As a candidate who didn't get to be the finalist doesn't mean that he is not qualified and will not be able to work for the company at all.

Contacting the applicant even afterward to inform him / her about their elimination would promote the image of EISB. Moreover, it will also maintain a good relationship with the person so that next time he or she participates again for any other recruiting event.

Chapter-6

6.0 Conclusion:

In conclusion after going through all the findings, we can see that the procedure that is followed at EISB is done following the way that is generally accepted in all other business industries. Although the channels and implementation of the procedure might be a little different than the practice in many other industries, still the method can be said to be the same.

Since EISB is a different type of industry in Bangladesh which is still at the initial or growing stage - as it is based on advanced technologies and related to structural constructions industries which is being developed further as the economy of the country is advancing.

The recruitment procedure is done in a conventional way at EISB as it has been at the initial stage and the industry itself was not much developed in the country. However, the opportunities for jobs and the operations in this industry is expanding now than ever before, and it is creating the need to change from conventional recruitment procedure to the contemporary ways of recruiting practices as recommended.

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Appendix

Staff Recruitment and Selection Hiring Checklist
Prescribed by: University of California, Riverside (UCR)

Staff Recruitment and Selection Hiring Checklist

This checklist is designed to help guide you through the standard hiring process and ensure key aspects of the recruitment have been addressed. Temporary, emergency, and other abridged-process hires will not require all steps to be completed. Each step in the hiring process is listed below and described further in the *Recruitment and Selection Guidelines*.

1. Identify Vacancy and Evaluate Need

- Has approval been obtained to replace or hire the additional employee?
- Has the department or University's strategic goals been considered?
- Have the core skills of current staff been reviewed to determine any competency gaps?
- Has an analysis of the job been completed to ensure the proper classification?

2. Develop Position Description

- Has the position description been drafted which conforms to the standard University format to include position purpose and essential functions?
- Have you specified the minimum qualifications needed to be successful in the position?
- Is the announcement specific yet broad enough to cover contingencies, so that re-advertising is not required?
- Is the position purpose written to attract a talented diverse applicant pool?

3. Develop Recruitment Plan

- Does the search strategy include sourcing channels to address placement goals?

4. Select Search Committee

- Has a Search Committee of 3 to 6 members been organized?
 - Has an Affirmative Action & Compliance Liaison – Search Committee Role been selected?
 - Does the Committee include male and female representation and underrepresented racial/ethnic groups?
 - Have you considered adding search committee members from other departments?
 - Have Committee members been fully informed (in writing) of their responsibilities for ensuring equal employment opportunity?
 - Have Committee members completed one (at a minimum) recruitment and selection related UC sponsored trainings?
 - Are the Committee members fully aware of the job-related criteria relevant to the job?
 - Are the Committee members fully aware of the need to evaluate candidates without regard to stereotypes or presumptions regarding ability or disability?
 - Has the Committee developed a means for consistently evaluating and ranking the applications according to job-related criteria and standards?

Staff Recruitment and Selection Hiring Checklist

5. Post Position and Implement Recruitment Plan

- Has the position been adequately advertised within the (national/regional/state) search area?
- Have you taken every possible step to enable members of underrepresented groups to learn of and apply for this job?

6. Review Applicants and Develop Short List

- Has the Committee waited to review applications until the end of the advertised recruitment period?
- Has the Committee reviewed and provided comments on all applications by uniformly applying its job-related criteria?
- Has documentation been maintained of the review process and results?
- Have the Committee members reviewed all applications and materials?
- Has the short list been reviewed and determined to be sufficiently diverse by the Office of Faculty and Staff Affirmative Action?

7. Conduct Interview

- Has the interview been used as an opportunity to "sell" UCR by conveying positive and accurate information about the job, the department, the University, its administration and the community?
- Has a set of acceptable job-related questions addressed to every interviewee been developed and consistently used?
- Have tests provided to interviewees been validated and approved by the Office of Staff and Affirmative Action Compliance and Human Resources?
- Have all of the candidate's questions been addressed even if they raise prohibited subjects, such as availability of childcare facilities or location of a church of a particular denomination?
- Have notes for the file concerning the questions and answers received been made?
- Has the formal interview process been enhanced with other recruiting activities such as a campus tour, or social events? (If necessary)
- Have requested job-related work samples been collected for all interviewees?

8. Select Hire

- Has the Committee developed a system of weighing job criteria and the information obtained?
- Are the Committee's deliberations based on the applicant's ability to perform the job as evidenced from the resumes, references, interviews, and other job related criteria?
- Has the Committee provided the person making the initial hiring decision with the strengths and weaknesses of each acceptable candidate?
- Is the decision to hire based on the applicant's ability to perform the job?
- Has the Affirmative Action and Compliance Liaison – Search Committee raised any issues concerning biased comments or unfair treatment of any applicants?
- Have you developed a non-discriminatory means for deciding which applicants' references should be checked (e.g., the top 3 candidates)?
- Have you developed and used consistently a set of core questions in every reference interview?

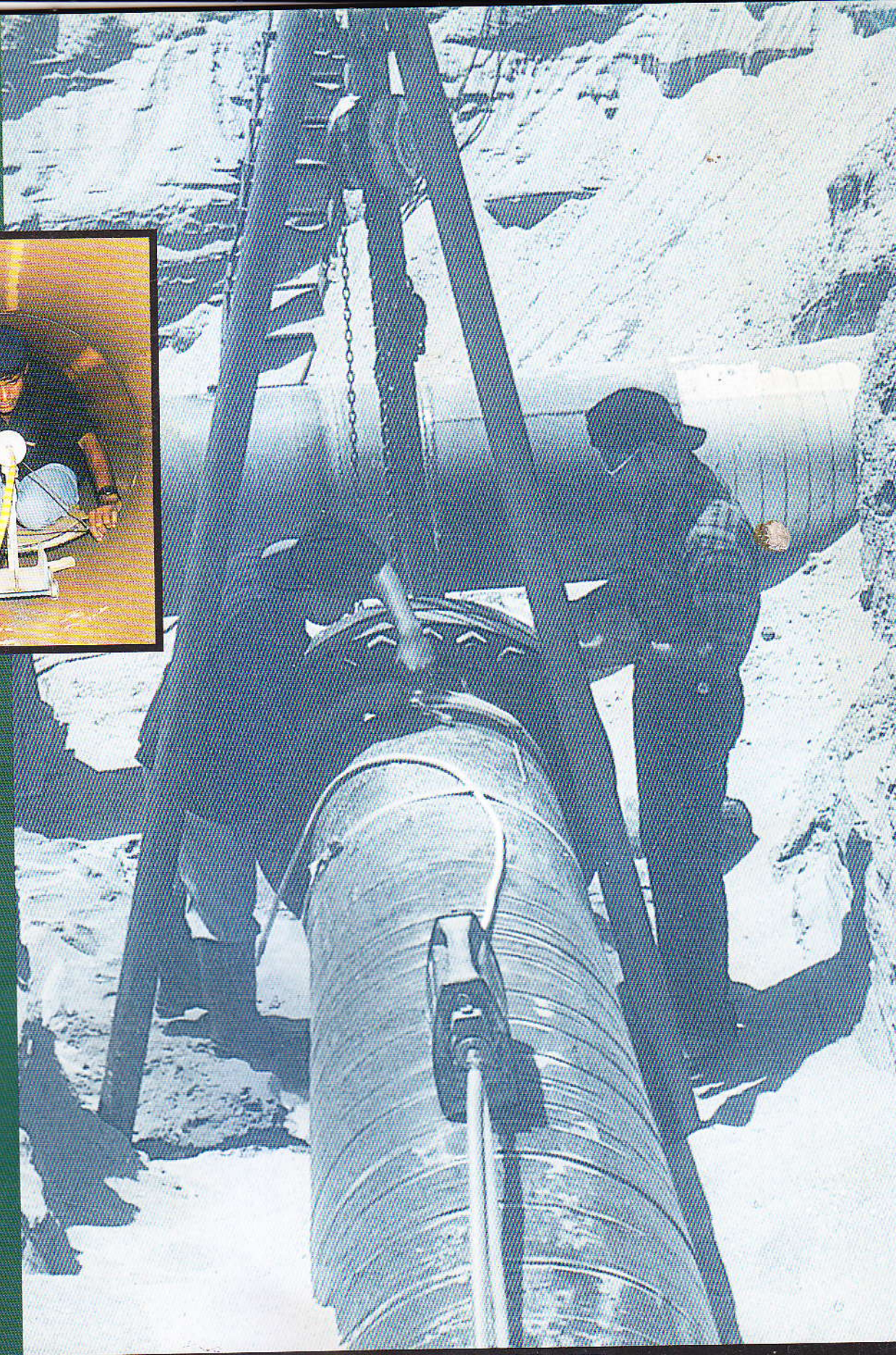
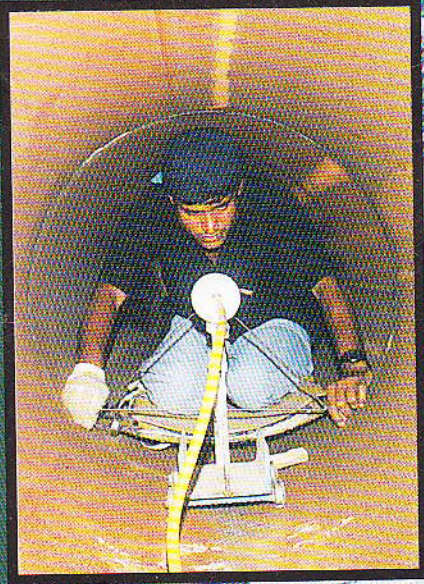
Staff Recruitment and Selection Hiring Checklist

- Have you solicited only job-related information?
- As a courtesy, have you obtained the candidate's consent to obtain references from persons not named by the candidate?
- Is the job related information obtained from the references treated as one, but not the only, factor in the hiring decision?
- If negative information is obtained and would otherwise be a contributing factor in rejecting the applicant, has the applicant been given an opportunity to rebut the information? Or have you otherwise independently verified the information?
- Have you made notes for the file of each reference check and the answers received?

9. Finalize Recruitment

- Were the duties and responsibilities of the position and accurately described and reflected in the job description and interview process?
- Did the interview questions clearly match the selection criteria?
- Were all candidates treated uniformly in the recruitment, screening, interviewing and final selection process?
- Are the selected candidate's salary requirements known?
- Was a competitive offer developed displaying proper market and internal equity practices?
- Have all of applicants on the requisition been given a decision code?
- Has the offer been initiated?
- Has the offer been approved and made to the finalist?
- Has the HR Departmental Coordinator been notified of the offer acceptance?

- Have all necessary documents been uploaded to the requisition in iRecruit?
- Have the non-selected interviewees been contacted?
- Has the requisition been finalized in iRecruit?



EISB

AN NDT COMPANY



EISB

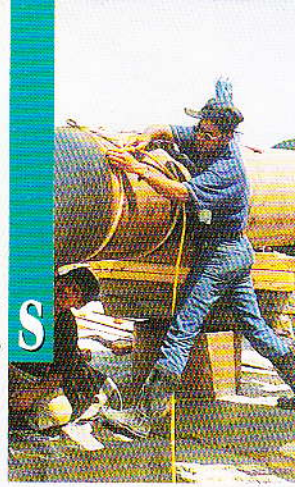
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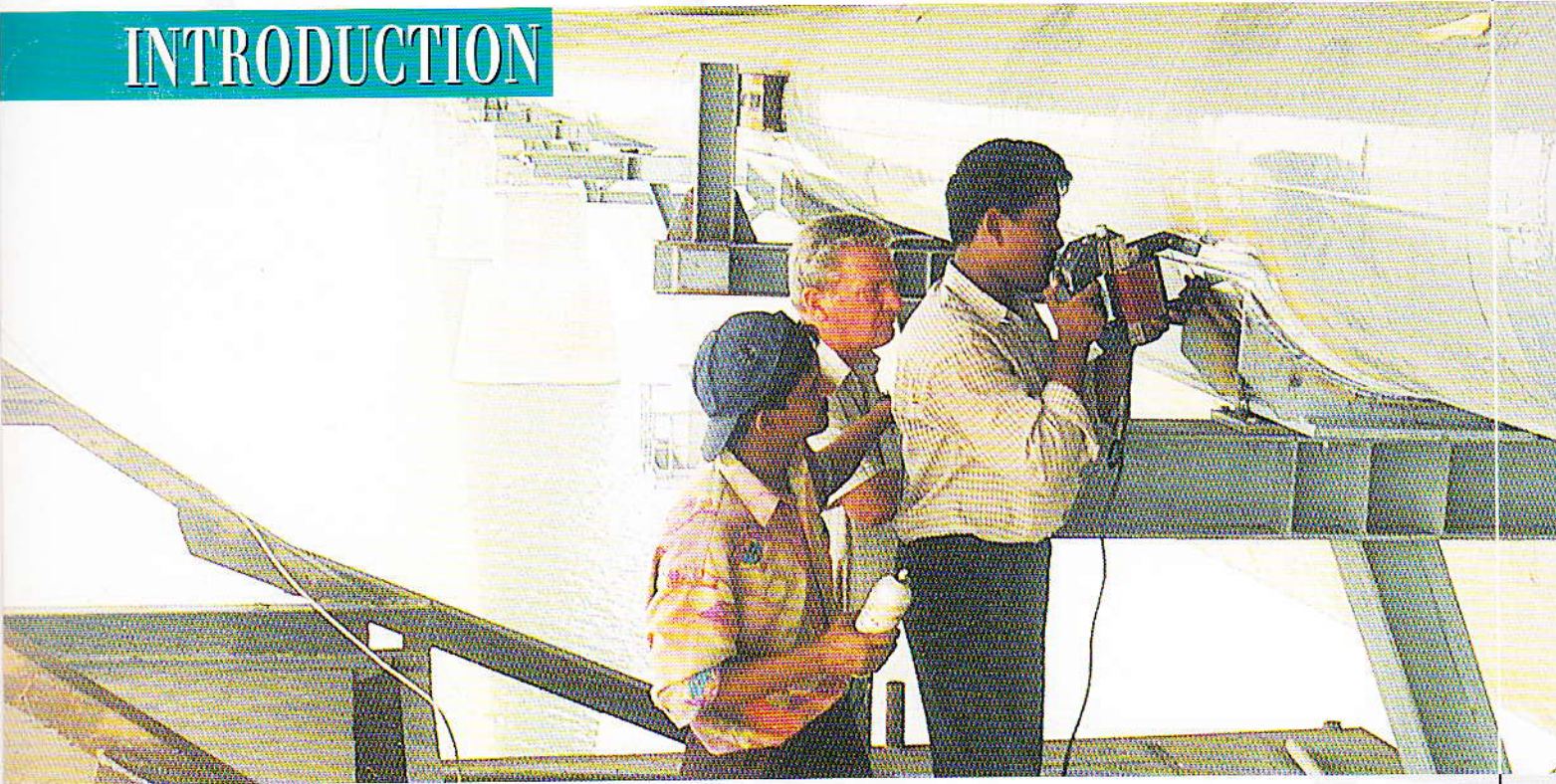
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INTRODUCTION



Being a developing country, Bangladesh imports its technology and plants from different developed nations and depends on the foreign experts or companies for quality control and industrial inspection of those imported plants and equipment since long.

Hence, a need for a company of national origin in the private sector was being felt for a long time which can fill the vacuum in the field of Industrial Inspection Engineering and Non Destructive Testing (NDT). With this view Engineering Inspection Services of Bangladesh Ltd. (EISB) was established in 1981 with only three technicians, one Gamma-Ray equipment & few cans of Dye Penetrant chemicals.

In 80 s international companies were pouring in and were undertaking lot of projects in Bangladesh, where EISB got involved (i.e. EISB s 2nd project was rendering NDT services to a 176 KM x 24 pipeline) and as a young company it acquired the confidence of the companies like Reading & Bates, Italmontaggi, Toyo Engineering Corporation etc. and that was the beginning.

Over the years EISB has grown to be the pioneering inspection company in the industrial sector having around 70 regular technical staff, engineers, physicists, metallurgist whose collective abilities are applied to the development of Testing & Engineering Inspection, specially the NDT techniques, Welding Consultancy, Cathodic Protection, Corrosion Control, Pre and Post weld heat Treatment as well as laboratory services for different testing & calibration services. This has allowed EISB to render complete NDT services from inside the country and there is no need of bringing foreign NDT companies. Infact, no foreign NDT company has been working in Bangladesh for the last few years and by now EISB is ready to export its services and expertise across the globe.



Established as a Partnership Concern

22nd October 1981

Incorporated as a limited company

28th April 1983

Major breakthrough

Radiography & Dye Penetration Testing Jobs 1981

Magnetic Particle Testing jobs 1983

HRD Activities 1984

Radiography jobs using Pipeline Crawler 1986

Mechanical test 1986

Ultrasonic Testing jobs 1989

Accorded with Yamamoto Award 1993

Cathodic Protection jobs 1994

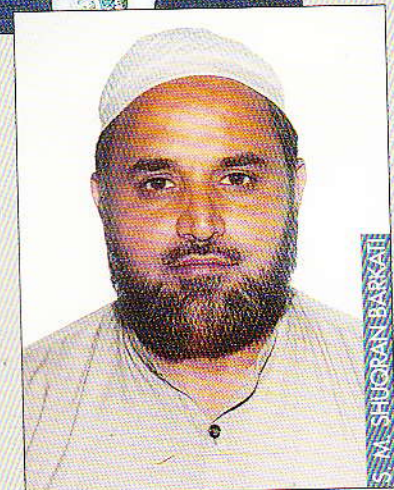
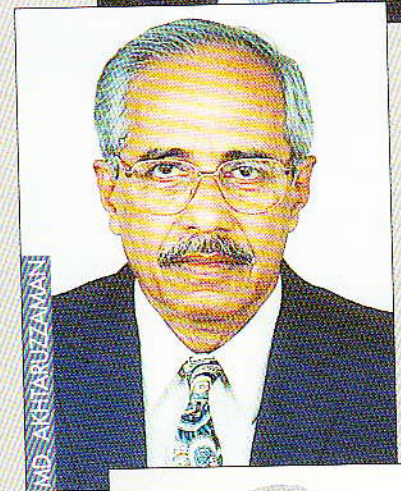
Heat Treatment jobs 1997

Procurement of own Pipeline Crawlers (X-Ray & Gamma-Ray) 1998



BOARD OF DIRECTORS

ENGINEERING
INSPECTION SERVICES
OF BANGLADESH LTD.
is the only
Bangladeshi Inspection
company in Private
& Public Sector
which has developed
in Outstanding size
and magnitude in
comparison to its
age because of the
seriousness and
sincere attitude towards
its responsibilities.



KAZI EZABUL KHALID
MANAGING DIRECTOR

Working for nearly 30 years in the field of NDT in Govt. and Private sector.

Availed overseas training in corporate management.

Availed extensive and advanced training in NDT and Welding from Japan.

Holds ASNT Level-II certificate in RT and UT.

Founder Member of Bangladesh Society for Non-Destructive Testing (BSNDT), Member of American Welding Society (AWS), Member of ISNDT, Member of IDEB, Member of BAAS (Japan).

MD. AKHTARUZZAMAN
DIRECTOR

Working for more than 25 years in NDT and Aviation Electronics.

Availed overseas training on Aviation Electronics.

Founder Director of three companies rendering sophisticated engineering services including NDT.

Responsible for installation and maintenance of Tele-Communication System for Companies working in Bangladesh.

S. M. SHUQRAN BARKATI
DIRECTOR

Working for over 20 years in NDT in Govt. and Private sector.

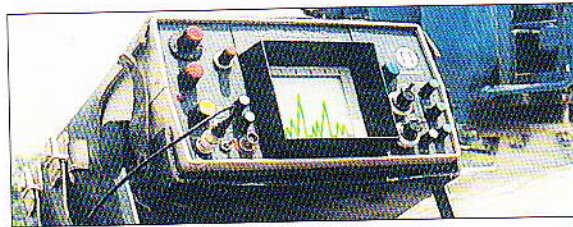
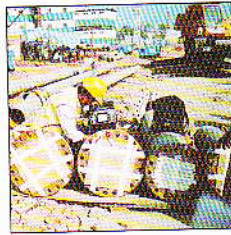
Availed training in corporate management from Japan.

Availed overseas training in NDT.

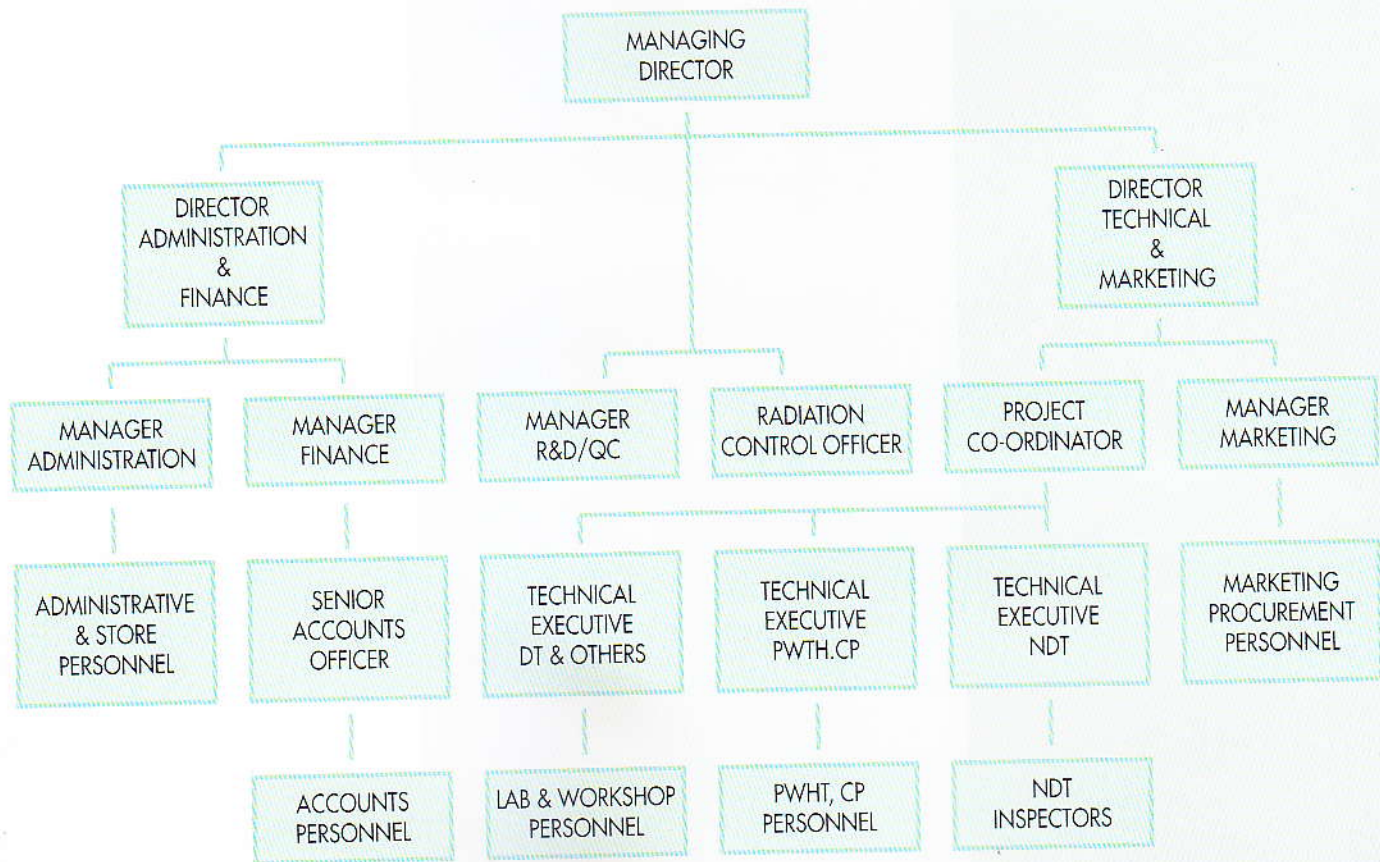
Holds ASNT Level-II certificate in RT, UT, MPI and DPT.

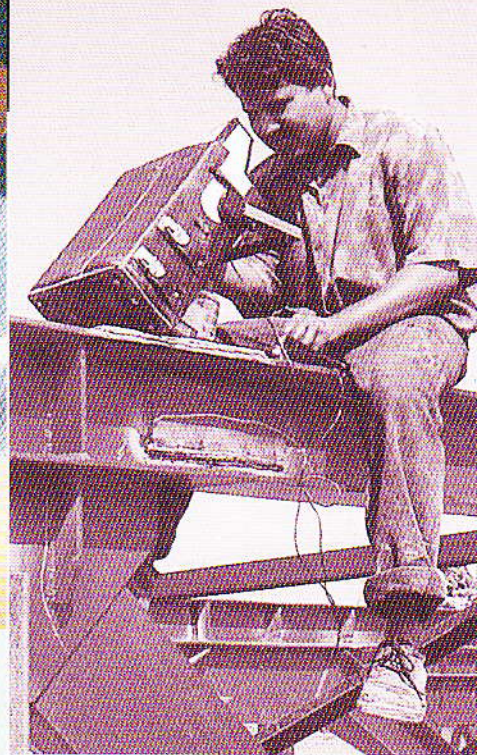
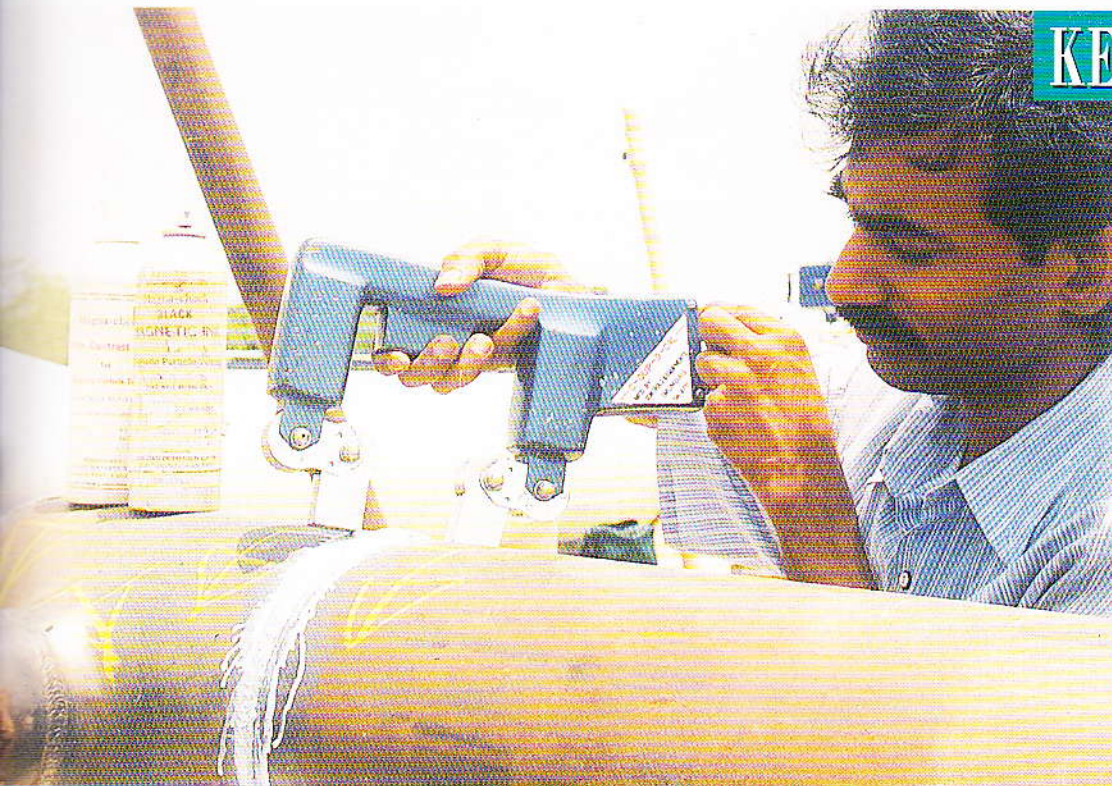
Founder Member of Bangladesh Society for Non-Destructive Testing (BSNDT), Member of BAAS (Japan).

MANAGEMENT



06



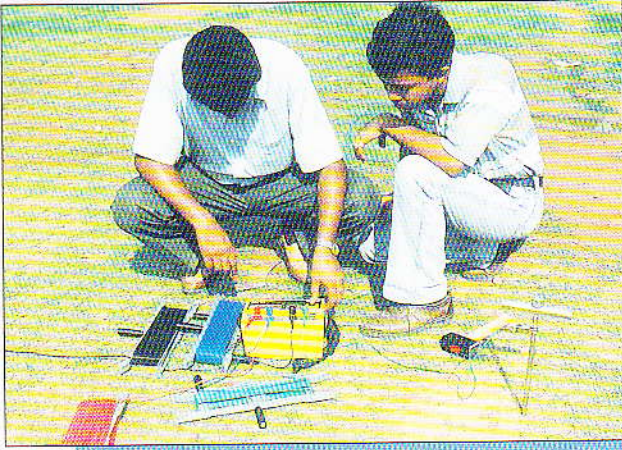


List of Technical Personnel

<ul style="list-style-type: none"> ▪ ASNT Certified Radiographer (Level-I & Level-II) With 2-20 years experience 	25
<ul style="list-style-type: none"> ▪ ASNT Certified Ultrasonic Test Inspector (Level-II) With 1-10 years experience 	6
<ul style="list-style-type: none"> ▪ ASNT certified Magnetic Particle Test Inspector (Level-II) With 1-10 years experience 	10
<ul style="list-style-type: none"> ▪ ASNT certified Dye-Penetration Test Inspector (Level-II) With 3-20 years experience 	8
<ul style="list-style-type: none"> ▪ Welding Inspector With 10-30 years experience 	3
<ul style="list-style-type: none"> ▪ Heat Treatment Technicians With 1-6 years experience 	5
<ul style="list-style-type: none"> ▪ Cathodic Protection technicians and engineers With 3-15 years experience 	5
<ul style="list-style-type: none"> ▪ Lab & workshop personnel for Mechanical and other tests With 1-10 years experience 	10

Other than the above mentioned technical personnel EISB acquires services of experts from different Institutions at home and abroad when required.

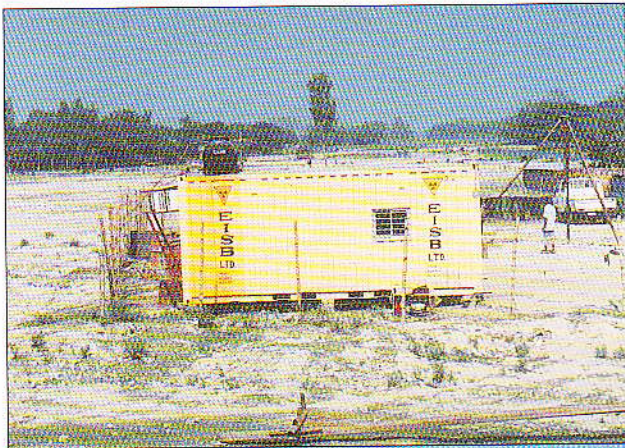
EISB IN



Performing soil resistivity test



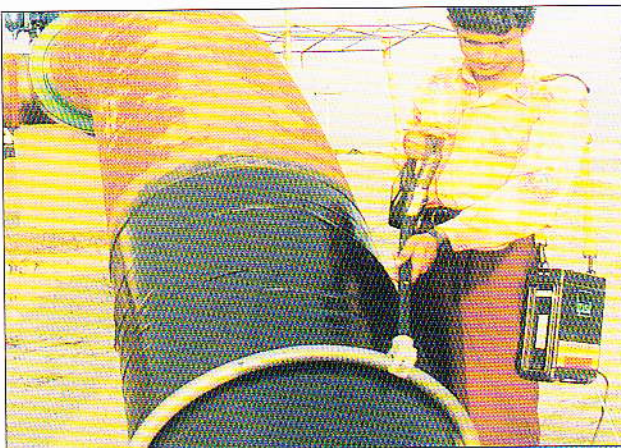
Performing Gamma Radiography using in house method of EISB



One of the mobile dark rooms used at site



Assembling X-Ray crawler before put into work



Coat & Wrap Inspection by holiday detector



Calibrating Ultrasonic Testing equipment at laboratory

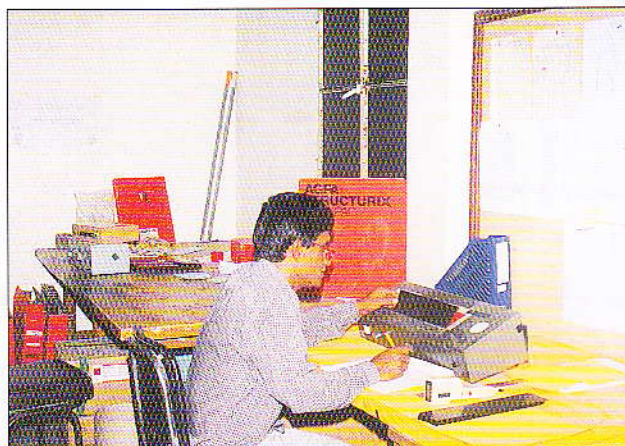
ACTION



Dye-Penetration Inspection team at work



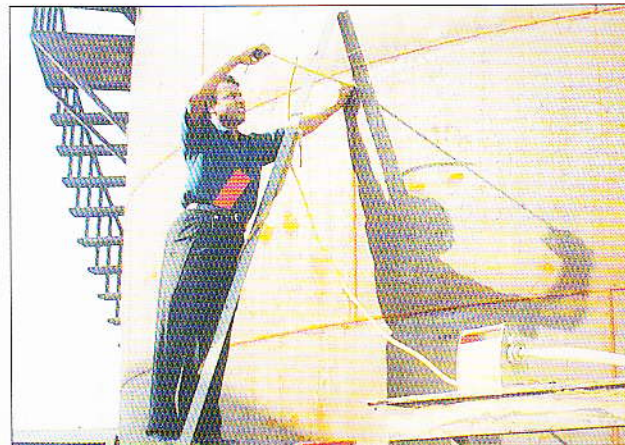
Installing induction heating coil for PWHT (Stress Relieving)



EISB inspector interpreting Radiographic film



Typical Radio Isotope storage pit at site

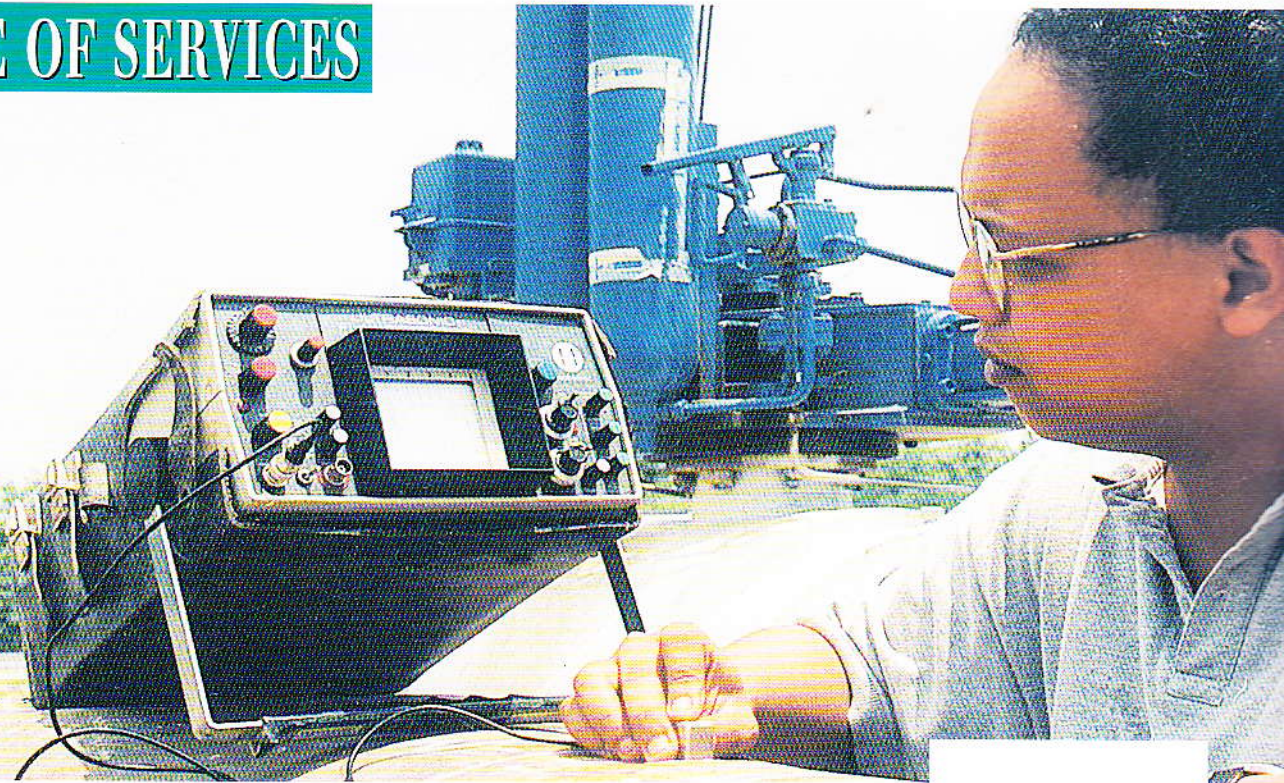


Radiography of a storage tank weld



Radiography of WOT using X-Ray at our workshop

SCOPE OF SERVICES



EISB has, by its own right and merit earned reputation as well as capacity to undertake any major and sophisticated projects in :

- X & Gamma Radiography (Manual and Crawler)
- Ultrasonic Flaw Detection and Thickness Gauging
- Dye-Penetration Inspection
- Magnetic Particle Inspection
- Pre and Post Weld Heat Treatment (Stress Releasing)
- Tensile and Impact tests, side, root, face and nick break test
- Metallurgical analysis, Macro and Micro tests
- Provides Consultancy on welding including preparation of welding procedure and other documents
- Supply of expert and skilled manpower as well as equipment
- Design, Installation and maintenance of C.P. System
- Post-landing inspection of engineering items and certification in favour of the client
- Soil resistivity test, coat and wrap inspection and complete Cathodic Protection (CP) services
- Provides HRD activities in the field of welding, fabrication, NDT and project management

EISB conducts training on NDT for Professionals coming from different Govt. and private companies, besides that EISB also trains professionals from other countries under AOTS (Japan) resource Exchange programme.



LIST OF EQUIPMENT

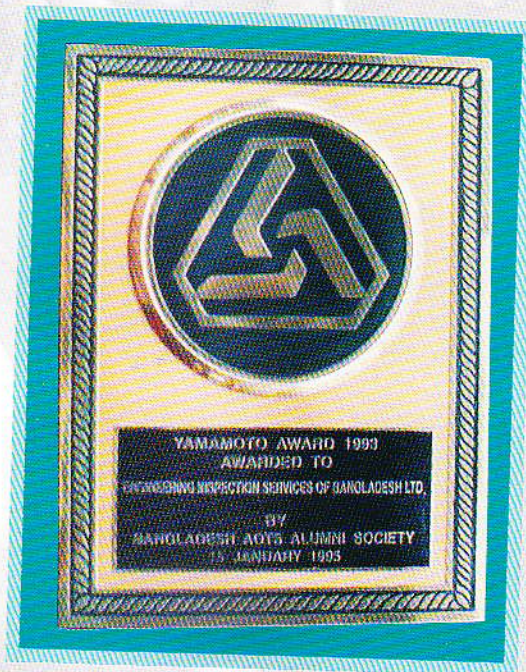
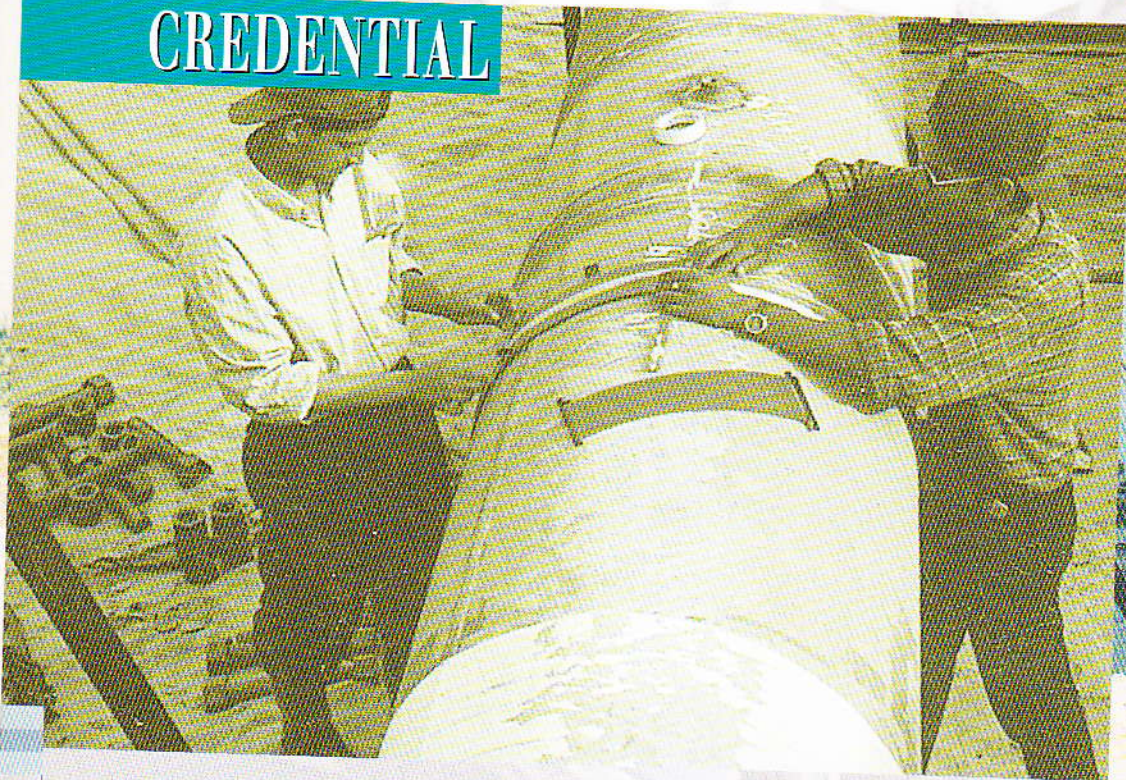


Major equipment

Automatic X-Ray & Gamma-Ray Pipeline Crawler, Model : IRIS-10, France/Belgium	2 Units
300 KV, 3 mA X-Ray Generator, Model : ICM SCU-286, Belgium	1 Unit
Gamma-Ray Exposure Container with Remote controlled operating arrangement, Model : TECH-OPS 660/664 USA	8 Units
Radiation Surveymeter, Model : Wallac RD-8, RD-10, BAEC	15 Nos
Dosimeter & Buzzer Type Personal Radiation Monitor	25 Nos
Mobile Dark Room with Interpretation Room	4 Units
Ultrasonic Flaw Detector with all Accessories, Model : MSL-32, USK-7D	4 Units
Ultrasonic Thickness Gauge, Model : Elcometer C-202	3 Units
Film Coat Thickness Gauge, Model : Elcometer-245	4 Units
Yoke Type Magnetic Particle Inspection Equipment, Model : Magnaflux Y-6	7 Units
Dye Penetration Testing Kit	Lot
Holiday Detector, Model : Termain HD-230	3 Units
Soil Resistivity Meter with all Accessories, Model : C.A 6425	1 Unit
Surface Profile Guage	3 Units
Heat Treatment Equipment with Recorders	4 Units

Other than the above equipment, there are many other items which are acquired, stocked and used as and when needed.

CREDENTIAL



EISB is the recipient of
YAMAMOTO award

MAJOR CLIENTS



MAJOR PROJECTS



*S*electd list of projects executed by EISB

NAME OF CLIENT	DESCRIPTION OF WORKS
DME, Cathweld Construction Co. Ltd.	Entire Radiography jobs of 110 MW Power station at Goalpara, Khulna including Boiler Machine house, Tanks etc. (1982).
Italmontaggi (Singapore) Ltd.	Radiography of 24" 176 KM long Gas Transmission Pipeline from Bakhrabad to Chittagong (1982-83).
CE LUMMUS (UK) Ltd.	Radiography and Dye-Penetration tests of Heater revamping works of Eastern Refinery Ltd. Chittagong (1983).
Reading & Bates (USA)	Radiography of 16" submerged river crossing by Directional Drilling method at Karnaphuli River, Patenga, Chittagong (1983).
Hollandse Constutie Group Bv. Holland	Radiography of Entire Granulation Plant in TSP plant at Chittagong (1983-84).
Motherwell-Bridge (U.K)	Conducting Welders Qualification Tests of welders for their over-seas projects (1983).
Deletre-Bezon, France	Radiography and Magnetic Particle Inspection of two LPG Spherical tanks at ERL, Chittagong (1983).
SPIE-CAPAG, France	Radiography and Dye-penetration Inspection of 20" x 68 KM Bakhrabad-Demra Gas Transmission Line using X-Ray Crawler (1986).
HITACHI ZOSEN, Japan	X-Ray and Consultancy of NDT for Penstock & Scroll Casing Welds of Hydro-Electric Project at Kaptai (1985).
Suedrohbau GmbH & Co. Germany	NDT services of 10 Nos. M&R Stations and Condensate Storage Tanks for Brahmmaputra Basin Project of Titas Gas T&D Co. Ltd. (1990).





McConnell Dowell,
Australia

NDT services of 30" x 56 KM Gas transmission line projects from Ashuganj to Bakhrabad using X-ray Crawler (1996-97).

Hyundai Engineering &
Construction, Korea

Entire NDT works of Jamuna Multipurpose Bridge project including UT & MPI of PHU Steel Structure and gantry, WQT, PQT and all NDT works of 30" x 9 KM pipeline on the bridge (1995-99).

Cairn Energy, USA

NDT & PWHT works of Sangu Onshore Gas Process plant, onshore pipeline and offshore drilling sites (1997-98).

Occidental BD Ltd./
Kvaerner Process System

Entire NDT & PWHT works of all projects under Occidental Exploration of Bangladesh Ltd. in greater Sylhet area, which includes Gas Process plants, Pipelines & drilling dericks (1997-98).

Bangladesh Pipeliners
Consortium (BPC)

All NDT works of 66 KM long 24" , 20" Pipeline including station facilities from Elenga to Baghabari via Nalka under gas supply to Western Zone project of GTCL (1998-99).

Punjilloyd SDN BHD

All NDT works of 18 KM x 20" pipeline & station facilities including WQT, PQT and Destructive tests, (1998-99).

Official Name	: People's Republic of Bangladesh
Geographic Location	: Latitude - Between 20.30° and 26.38° North Longitude - Between 88.01° and 92.41 East
Area	: 147,570 sq Kms or 56,977 sq miles
Population	: 120 million approx.
Boundaries	: North and West : India South : Bay of Bengal East : India and Myanmar
Capital	: Dhaka
Other Major Cities	: Chittagong, Khulna, Rajshahi, Sylhet
Language	: Bangla, English is widely spoken and understood
Religion	: Islam 87%, Hinduism 12.1%, Buddhism 0.6% and Christianity 0.3%
Time	: GMT +6
Climate	: Tropical Monsoon
Average Temp.	: Winter (Nov.-Feb.) Max : 29 C Min. 11 C Summer (Apr.-Sep.) Max : 34 C Min 21 C
Principal Industries	: Jute, Cotton, Textiles, Readymade Garments, Tea, Newsprint, Cement, Chemical Fertilizers, Light Engineering.
Crops	: Rice, Jute, Tea, Tobacco, Sugarcane, Pulse, Oilseed, Potato.
Exports	: Raw Jute, Jute Products, Tea, Newsprint, Fish Products, Garments wear, Manpower
Minerals	: Natural Gas, Lignite Coal, Limestone, Ceramic Clay, Glass, Hard rock etc
Currency	: Taka (100 Paisa = 1 Tk.)
International Airports	: Dhaka, Chittagong, Sylhet
Seaports	: Chittagong, Chalna (Mongla)
Hotels	: Pan Pacific Sonargaon, Dhaka Sheraton, Purbani International, Hotel Agrabad



BANGLADESH AT A GLANCE

05

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