

Report On
**The Most Applicable Recruitment and Selection Process for DBL
Pharmaceuticals Ltd. as a New Organization in a Pharmaceutical
Industry**

By

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**An internship report submitted to the BRAC Business School in partial fulfillment of the
requirements for the degree of
Bachelor of Business Administration**

**BRAC Business School
Brac University
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Declaration

It is hereby declared that

1. The internship report submitted is my/our own original work while completing degree at Brac University.
2. The report does not contain material previously published or written by a third party, except where this is appropriately cited through full and accurate referencing.
3. The report does not contain material which has been accepted, or submitted, for any other degree or diploma at a university or other institution.
4. I/We have acknowledged all main sources of help.

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Student ID: 19204034

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Letter of Transmittal

Feihan Ahsan
Lecturer,
BRAC Business School
BRAC University
66 Mohakhali, Dhaka-1212

Subject: Submission of my Internship Report.

Dear Sir,

This is my pleasure to display my entry-level position as an Intern and provide details regarding the recruitment and Selection Procedure of DBL Pharmaceuticals Ltd., for which I was appointed by your direction.

I have attempted my best to finish the report with the essential data and recommended proposition in a significant compact and comprehensive manner as possible.

I trust that the report will meet the desires.

Sincerely yours,

Atia Amin

Student ID: 19204034

BRAC Business School

BRAC University

Date: August 20, 2023

Non-Disclosure Agreement

This agreement is made and entered into by and between DBL Pharmaceuticals Ltd. and the undersigned student at BRAC University, Atia Amin.

Acknowledgment

This report would have been difficult to finish if I had not received aid and encouragement from some people along the way. Let me begin by expressing gratitude to Almighty Allah for all that He has provided for me thus far in my life. This report would not have been possible without the participation, unwavering collaboration, and support of everyone who has contributed to its timely and effective completion. I am eternally grateful to all of you who have been and continue to be an inspiration to me.

As a human being, it is normal to forget some things, and just a few names should be spoken without thinking. Please accept my apologies for any lapse in my concentration. In this letter, I convey my heartfelt thanks and respect to Mr. Md. Mamunur Rashid and Ms. Pallabe Saha along with the whole HR team of DBL Pharmaceuticals Ltd. They introduced me to all the basic HR functions as well as DBL Pharma. I highly appreciate all my mentors who were always supportive & friendly.

I would like to express my gratitude to Mr. Feihan Ahsan, Lecturer, BRAC Business School at the BRAC University for his guidance and assistance in supervising this report. He has been quite helpful in putting together the entire report and has taken the time to review the draft report. He has provided his feedback on the various chapters of the report as well and helped me to refine it over the days. A detailed report would have been difficult to compile without his assistance, which he generously provided.

Executive Summary

DBL Pharmaceutical Limited is a very new pharmaceutical research-based company with a good reputation and recognition in Bangladesh. It is dedicated to enhancing human life quality. The company's human resource has contributed most to its success. The main components of the entrance point of human resources, which assures the success and growth of a firm, are recruitment and selection methods. Working with the corporate human resource department of DBL Pharma Ltd., the exact sequence of actions related to the recruitment and selection of employable people has been determined for this report.

Keywords: DBL Pharmaceuticals Ltd.; Recruitment; Selection; Human Resource; Employee; Pharmaceutical company

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List of Acronyms

DBL	Dulal Brothers Limited
HR	Human resources
KPI	Key performance indicator
GDP	Gross domestic product
ICT	Information and Communications Technology
DNA	Deoxyribonucleic acid
WHO	World Health Organization
GMP	Good manufacturing practice
USFDA	United States Food and Drug Administration
EMEA	Europe, Middle East, and Africa
USA	United States of America
DGDA	Directorate General of Drug Administration

Chapter 1

Overview of Internship

1.1 Student Information:

Name:	Atia Amin
ID:	19204034
Program:	Bachelor of Business Administration
Major/Specialization:	Human Resource Management

1.2 Internship Information:

Period:	3 Months
Company Name:	DBL Pharmaceuticals Ltd.
Department/Division:	Corporate Human Resources
Address:	10/A, Road- 04, Gulshan 1, Dhaka-1212
Internship Company Supervisor's Name:	Md. Mamunur Rashid
Internship Company Supervisor's Position:	Manager, Corporate HR
Job Description:	File Management of all employee Data input for employee information management Maintain the track record of confirmation and promotion received copy Collecting documents from new employee Communicate with Interview candidates Make Offer letter, appointment letter, joining letter, Hiring approval document Payroll sheet update

	<p>Communicate with Plant HR</p> <p>Arranged Farewell Party</p> <p>Executed Birthday gift project at Pharma Plant and restarted Birthday celebration at corporate Office</p>
--	--

1.3 Internship Outcomes:

1.3.1 Student's contribution to the company:

I have worked in the corporate HR Department of DBL Pharmaceuticals Ltd. I have tried my best to contribute to my internship organization as much as possible. I have always carried out my assigned tasks with utmost care and sincerity. As in the Job Description shows, I have contributed my sincere attention to the whole file management of all employees. From collecting the needed documents from new joining employees to organizing them properly, as well as maintaining folders in order, I tried my best to do this job very carefully so that the HR team could work more efficiently when they needed any information or documents. Therefore, I have contributed my time and dedication to maintaining the master database of all employee information, by entering the data from the hard copy to Excel.

Moreover, I have compiled offer letters, appointment letters, joining letters, and hiring approval and communicated with the new employees before and after their joining. I have updated the payroll information before the salary. Furthermore, there was a part when I communicated several times with the Plant HR department to maintain the daily small but important work.

Finally, I restarted the culture of birthday celebrations for the corporate employees as well as I executed a birthday gift project for plant employees overall.

1.3.2 Benefits to the student:

As DBL Pharma is a new organization in the pharmaceutical industry so the student would definitely get a first-hand learning experience through the entire process of the internship. The ice-breaking exercise was fantastic. The coworkers were all really encouraging and motivating.

Interns could see the original procedure of a system and work on the actual process under the supervisor and other coworkers' supervision. There every employee is nonjudgmental and very helpful, especially because they are extremely aware of human error so that as an intern, a student could make mistakes and learn from them without any hesitation. As one who is fresh to the business sector; it worked wonders for me. Each duty is distinct from the others. From these, it is understandable that scenario-oriented learning is amazing and highly beneficial for gaining new experiences.

1.3.3 Problems/Difficulties (faced during the internship period)

However, I did not face any particular difficulties during my internship period but as I am the only intern in the corporate sector so it would have been nice if there was another intern to share the experience with. There is no exact intern policy or specific job description for the intern so. Therefore, the intern policy is not so structured and there is no orientation program for interns. Furthermore, there is no id card or id number for the intern to enter through the automated entrance door, which causes difficulties to entire every time in the office.

1.3.4 Recommendations (to the company on future internships)

First, there should be a unique id for every intern. As well as they could take multiple interns at a time. Therefore, an orientation program and basic job description for the intern along with the set of a short KPI would have been great for the intern so that after the internship they interns have a clear result of their internship and get an idea of their strengths and weakness of their way of work.

Chapter 2

Organization Part

2.1 Introduction

In an internship, the organization as the host company plays a significant role for a student. Here they got the idea of real-life work experience and learned the corporate culture which will help them in their future work life. Moreover, they got an idea of the organization's practices, policies, and operational ways.

2.2 Overview of DBL Pharmaceuticals Ltd

Life is ever-evolving and so is our world. With this surge of evolution, Bangladesh is ardently pacing forward with the modern world. This pace of advancement is reflected in our tremendous infrastructure of burgeoning the establishment of a massive network of roads and highways, power, and electricity. Leading to stunning growth in GDP has substantially flourished. The lifestyle of people in our country serves this aspiration. The DBL group is sincerely devoted and has success as a diversified conglomerate in the apparel, textiles, packaging, ceramic tiles, and ICT sectors. By leveraging the most advanced and precise technology bearing the passion for precision in their DNA.

DBL is now focusing on improving access to quality healthcare for the global mass developing their human capital and contributing towards forming a healthy planet by exploring the pharmaceutical industry. DBL Pharmaceuticals started its journey on 10 November 2021. Their vision is to become a leading, trusted pharmaceutical company with an expanding footprint across the globe, that effectively fulfills their social obligation to serve humanity by providing high-quality and differentiated medicines with the hope and promise of a healthier world for everyone (DBL Pharmaceuticals Ltd.).

They pursue their endeavors in complete compliance with international standards and cutting-edge technology. They have a state-of-the-art manufacturing facility designed and implemented by Telstar Spain and equipped with world-renowned European machinery. Their trailblazing technological setup assures compliance in every aspect of the production process.

As the finest quality pharmaceutical product manufacturing is their topmost priority. They constantly formulate plans for flawless outcomes on this account. Their factory has been designed and implemented to comply with WHO GMP guidelines along with the embedded standards of the USFDA and EMEA. The manufacturing facility of DBL Pharma is centrally

controlled by an integrated building and environment monitoring system from Siemens Germany with validated hardware and software, which precisely controls the temperature, humidity, pressure, and airflow in every part of the manufacturing unit in the corridor apart from that they intend to make a global footprint of the R&D based manufacturing of high-quality medicines DPL Pharma envisions to make any headway with absolute technological advancement. Their fully automated mixing machine from Macon, United Kingdom, assures uniform mixing. The emergence of artificial intelligence is a revolution in modern technology, which has enhanced speed, precision, and effectiveness. DBL Pharma has incorporated an inbuilt unique artificial intelligence system in their tablet compression machine from Romaco Kilian Germany that ensures an air-free production. Injection of non-conforming tablets and auto shutdown of the machine in case of any error. The liquid filling machine of DBL Pharma works swiftly with its robotic technology. Our commitment to quality comes with an immense focus on the patient. Therefore, DBL Pharma has acquired topical manufacturing technology and quality control equipment from Glaxo Smith Kline Bangladesh. It provides the possibility of continued reliance on trusted dermatological products like BETNOVATE for the people of Bangladesh through DBL Pharma made. Quality assurance is at the heart of DBL. They endow Their intensive care to maintain magnificent standards. DBL Pharmaceuticals follows quality control and quality management standards. Their sincerity towards our customers only at the core DBL has made for digit accomplishments over the years with the presence in the US market.

With this quality, they are already one step ahead with our sister concern DPL Pharmaceuticals incorporation. Their products are currently being marketed in the USA through license acquisition and contract manufacturing. In the future, they are planning to market our products in the US directly from Bangladesh. They always come forward in solidarity. One such remarkable instance is the Cracked platoon, as Bangladesh came to a standstill with the outbreak of the COVID-19 pandemic DBL Pharma arranged free transport service and provided over 22,000 free trips for doctors and frontline health warriors. DBL Group takes enormous pride in expressing the glory of our 30-year-long journey. DBL Group has expanded its businesses in multiple directions. Currently, DBL consists of more than 40,000 employees, who are diligently working day and night to achieve a precise standard. It is their passion to be limitless, limitless and provide precise quality service, a healthier life, and compassionate support across the globe.

2.3 Management Practices

Management practice is the heart of an organization. Without great management, no organization can run for a long time. In DBL Pharmaceutical the higher authority and the HR Management maintain a great management practice which helps the organization to grow in a very short time and draw a great impression in this competitive pharmaceutical company.

2.3.1 leadership style

In DBL Pharma the management basically practices a visionary leadership style which leads them to work toward a vision for the future. The managerial people try to lead the team with great care. They are the leader who gives young people chances to reach their highest potential. They respect other people's thoughts and prefer open communication in general.

2.3.2 HR planning process

The HR planning process is one of the most critical management practices for DBL Pharmaceuticals Ltd. As Human Resources department plays the most significant role in this organization. They perform the human resource manpower planning at the end of the year. In addition to that they do the recruitment and selection process. Moreover, they take a great look at the training and development of the new and existing employees. Furthermore, they try to conduct performance management, retention management, rewards programs, and succession planning for their employees. Overall the management started their journey by practicing strategic management over their management system to make a noticeable growth.

2.4 Marketing Practices

In the pharmacy industry marketing practice can be quite difficult rather than any other industry. Because, in this industry, they can not promote their product by any kind of advertisement. However, DBL Pharma sensibly built its marketing strategy to reach out to its target customers and successfully implement the marketing strategy.

2.4.1 Marketing strategy

Despite DBL Pharma as a pharmaceutical company cannot traditionally promote their product but DBL group has a strong sustainability strategy as their promotional tool so it works as well for DBL Pharmaceuticals. Moreover, DBL Pharma makes a great effort to their medical

representative so that they can represent newly launched DBL products to the market as best as possible.

2.4.2 Target Customer & Positioning

As a pharmaceutical company, their only product is medicine so to sell or promote their product to the respective doctors. They convince the doctor why the DBL product is better than the other existing product and why they should recommend it to their patients. Therefore, DBL positions its broad territory first within each division and then the big medical institute location as their different zone.

2.4.3 Marketing channels

For DBL Pharma their sales force work as their marketing channels. They create a good warm relationship with their target customer which is the doctors. To create this relationship and to make a connection with the doctors, every salesperson gets a 16/17-day long training, to learn about the product and how they should behave with the doctors. DBL took this marketing channel very carefully and they schedule this full training each month for over 50 people and bear all costs of it. So that their marketing strategy works positively for the company.

2.4.4 New Product Development & Competitive practices

DBL started an ambitious journey in 2023 that was marked by an unshakable commitment to developing new items that would maintain its renowned reputation for unwavering quality. The organization has seen itself falling behind the ambitious targets it established at the beginning as a result of this enormous performing not going as smoothly as intended.

While difficult, this circumstance demonstrates DBL's unwavering commitment to upholding the highest standards of quality in all they manufacture. In a sense, the company's emphasis on quality has prevented them from meeting their original deadlines. The management of DBL is optimistic that this temporary delay will pass quickly, and they are rapidly trying to meet their goals. They are convinced that their commitment to product quality will pay off in the long term and establish their reputation as a business that never compromises on quality.

Product List

ANTI-BACTERIAL	Accuzith Azithromycin USP 500 mg Tablet & 200 mg/ 5 ml powder for suspension.	The accurate Azithromycin
TOPICAL STEROID & ANTI- BACTERIAL	Bantovet Cream Oinment Betamethasone BP 0.1%	Same technology & raw material as originator brand
	Bantovet-N Cream Betamethasone 0.1% + Neomycin sulfate BP 0.5%	
	Bantovet-CL Oinment Clotrimazole BP 1.0% + Betamethasone BP 0.1%	
	Bactriben Cream Mupirocin BP 2%	
CALCIUM & VITAMIN	Corsil-D Calcium (coral source) 500 mg & Vitamin 03 200 IU Tablet	Most elegantly presented above sea Coral Calcium in Bangladesh
ANTI- ASTHMATIC	Doxecure 200 Doxofylline INN 200 mg Tablet	Cure Asthma & COPD with supreme quality Doxophylline
ANTI-DIABETIC	Diablo 500 800 mg Metformine Hydrochloride USP Tablet	Blow out Diabetes with US DMF grade Metformine
PAIN RELIEVER	Deltora 10 Ketorolac Tromethamine USP 10 mg Tablet	Superfast clinically proven Ketorolac
TOPICAL STEROID & ANTI- BACTERIAL	Demobet Cream Oinment Clobetasol Propionate 0.05%	The ultra high potent Corticosteroid
ANTI-EMETIC	Dopatic Domperidone BP 10 mg Tablet	Made with quality Domperidone
COUGH SUPPRESSANT	Drycofix Butamirate citrate INN 7.5 mg/ ml	Dry cough reliver specially suitable for Diabetic patients

Product List

ANTI-HIST AMIN	Fexocold Fexofenadin HCL 120 mg Tablet	All day relief from Cold Allergy
	Fexorush Fexofenadin HCL 180 mg Tablet	Total freedom from rash of Urticaria
ANTI-ASTHMATIC	Luminus Montelukast 10 mg Tablet	Minus the leukotriene with US DMF grade Montelukast
TOPICAL STEROID & ANTI-BACTERIAL	Neobetrin Oinment Neomycin Sulfate + Bacitracin (as Zinc Salt)	Same technology & raw material as originator brand
PROTON PUMP INHIBITOR	Peptex 20 40 mg Esomeprazole Capsule	For excellent outcome in management of Hyperacidity
ANTI-BACTERIAL	Prioxim Cefixime 200 & 400 mg Tablet 100 mg/5 ml Powder for Suspension	Priority in treating infections with quality Cefixime
	Pneumoclar Clarithromycin 125 mg/ 5ml Powder for Suspension.	Powered choice to clear the Pneumococcal infections
ANTI-HYPERTENSIVE	Presnor 20 40 mg Olmesartan Medoxomil USP Tablet	Truly double digit BP reduction with pure Olmesartan
LIPID LOWERING	Rovius 5 10 mg Rosuvastatin Tablet	Made with US DMF grade Rosuvastatine
PROTON PUMP INHIBITOR	Rabenta 20 Rabeprazole 20 mg capsule	The bioequivalent Rabeprazole in Bangladesh
ANTI-DIABETIC	Renolina Linagliptin 5 mg	Renal friendly Antidiabetic
ANTI-HIST AMIN	Rumar 10 Rupatadine Fumarate BP 10 mg Tablet	Treat Allergy with pure, stable & quality Rupatadine
COUGH SUPPRESSANT	Tushinta Dextromethorphan + Phenylephrine + Triprolidine Syrup	Right choice for Dry cough with allergic symptoms

2.5 Operations Management and Information System Practices

To perform the operation management system DBL Pharmaceuticals highly depend on automated electronics machinery from different part of the world like Germany, and the United Kingdom. They use artificial intelligence and robotic technology to operate their work efficiently without any errors.

Therefore, for information system practice Zing HR is a custom-designed software that is used to do HR-related activities. It reduces the complexity of work and enhances the speed of work. However, they are not properly involved with the technological tool's usage and the best use of technology. Their file record system follows the traditional pathway, which creates a huge complexity in terms of resource allocation to update their data server. Besides, non-management employees of DBL Pharmaceutical Ltd. are not experts in the best technology. The sales force has to use some more apps apart from Zing HR to keep their work status updated. They are provided with regular training to get adapted to the technology.

2.6 Industry and Competitive Analysis

2.6.1 SWOT Analysis

A framework called SWOT analysis is used in strategic planning and corporate management to assist the company in completing its goals & objectives. Strengths, Weaknesses, Opportunities, and Threats are referred to as SWOT. Internal organizational variables are strengths & weaknesses.

Threats and opportunities relate, respectively, to external elements outside the corporation that may be exploited or provide risks. Each of these four aspects is identified, assessed, and used to inform strategic decision-making during the SWOT analysis process. It is frequently used to evaluate prospective new business endeavors, determine a company's competitive position, and assess a company's strengths and weaknesses in contrast to rivals.

Strengths

- **Strong R&D capabilities:** DBL Pharmaceuticals has a committed team of scientists and researchers focused on creating cutting-edge and efficient medicines that can assist the business in expanding its market share.
- **Diversified Product Portfolio:** DBL Pharmaceuticals has various goods that are intended to remediate various medical conditions, which can help the business reduce risk and produce a more steady flow of revenue.
- **Strong production Capabilities:** To develop high-quality medications, DBL Pharmaceuticals uses cutting-edge technology and procedures in its state-of-the-art production facilities. It has one of the finest pharma plants in the country.
- **Strong Financial Performance:** DBL Pharmaceuticals has a strong financial standing and has been able to invest in R&D, marketing, and other fields that can aid in its expansion and success in the sector. For now, DBL Pharma is funded by DBL Group.
- **Brand Value:** DBL, the name itself is a brand. People trust the brand. DBL, The name is known for the best products at affordable prices. They have a passion for precision.

Weaknesses

- **Dependence on a Few Pharma products:** Despite having a diverse product line, DBL Pharmaceuticals may be very reliant on a small number of important goods to generate the majority of its sales. They have only 29 brands that consist of different generics.
- **Dependence on a Limited Number of Markets:** DBL Pharmaceuticals may be highly dependent on a limited number of important markets for its revenue, making the company susceptible to market swings and regulatory changes. The Pharma of the DBL group is still growing. It just started its journey in 2021. So, the whole Bangladesh market hasn't been covered yet.
- **Dependence on Patents:** To safeguard its intellectual pharma products and earn revenue, DBL Pharmaceuticals may rely extensively on patents, which could restrict the company's capacity to compete with generic medications.
- **Product price:** Best products cost you money and so do the products of DBL Pharmaceuticals Ltd. The price of medicines of DBL Pharma is higher compared to other medicines available in the market.

Opportunity

- **Emerging Markets:** Due to the rising need for pharmaceuticals in emerging markets, DBL Pharmaceuticals may increase its presence there. The pharma market in Bangladesh is increasing day by day.
- **Strategic alliances:** To collaborate on research and development initiatives or broaden its product line, DBL Pharmaceuticals may establish strategic alliances with other pharmaceutical businesses such as other pharma companies in Bangladesh to provide the best medicines within the country.
- **Investment in Biotechnology:** DBL Pharmaceuticals may make investments in biotechnology to create novel treatments and medications that can combat diseases that have never been effectively treated.

Threats

- **Intense Competitions:** Other pharmaceutical firms are putting DBL Pharmaceuticals through a lot of rivalries, which could limit its market share and profitability. There are almost 257 pharmaceutical manufacturers in Bangladesh.
- **Changing Regulations:** DBL Pharmas operations and profitability may be significantly impacted by changes to regulations and policies of the pharmaceutical sector. Apart from that the law of Bangladesh also gets updated with time. DBL Pharma has to abide by all the laws.
- **Expiring patents:** This could lead to more generic pharmaceuticals entering the market, which would affect DBL Pharmaceuticals revenue and profitability.

2.6.2 PESTEL Analysis

A PESTEL analysis evaluates the macro-environment elements that not only influence an organization's daily operations but also the capacity to compete within the market. PESTEL is an abbreviation. The different analyses are shown below:

Political Factor

- Government laws: Because the pharmaceutical sector is so extensively regulated, changes in government laws may have an impact on the efficiency and profitability of DBL Pharmaceuticals' operations.
- Intellectual Property Protection: Changes in governmental laws and regulations may have an impact the businesses.

Economic Factors

- Economic Development: The demand for DBL Pharmaceuticals' goods and services has a major impact on the overall revenue of the country as well as on GDP & GNP.
- Exchange Rates: The exchange rate has more or less an effect on the profitability of the company's overseas activities.
- Healthcare Expenditure: The income of the company may be impacted by changes in healthcare spending and reimbursement guidelines.

Social Factor

- Demographic Trends: DBL Pharmaceuticals may profit from a rise in pharmaceutical demand brought on by the aging populations of Bangladesh.
- Health and Wellness Trends: The company may benefit from the rising awareness and demand for health and wellness-related goods and services.
- Access to Healthcare: In some markets, a lack of access to healthcare may impact the demand & needs for different goods or medicine in this case.

Technological Factor

- Research and development advancements: New and inventive goods can be created as a result of technological advancements in R&D, which can be advantageous to the organization.
- Factory Automation: The organization may be able to increase productivity and cut expenses with the help of advancements in factory automation technology.

Environmental Factor

- **Climate Change:** The effects of climate change on the environment may result in adjustments to rules and procedures that could affect the productivity and operations of the business.
- **Sustainability:** The corporation may have chances to enhance and also promote eco-friendly products as awareness of sustainability factors.

Legal Factor

- **Intellectual Property Laws:** The ability of the business to safeguard their intellectual property and also the revenue may be impacted.
- **Compliance:** Laws and regulations must be followed for a business to operate profitably

2.6.3 Industry Analysis

Industry size

The pharmaceutical business in Bangladesh is one of the most prominent sectors and it is also anticipated to keep expanding over the next few years. Approximately \$3 billion is thought to be the industry's size, and more than 260 pharmaceutical firms are operating in the nation. Additionally, Bangladesh exports pharmaceutical goods to more than 120 nations around the world. The Bangladesh Drug Administration regulates the sector, which has been expanding quickly because of things like a sizable home market, cheap production costs, and the accessibility of skilled personnel.

Growth trends

Bangladesh's pharmaceutical sector has expanded quickly in recent years as a result of rising domestic demand for cheap healthcare services. Both the number of businesses and the variety of items they offer have increased in this sector. Bangladesh has grown to be a prominent player in the global pharmaceutical business, with more than 260 pharmaceutical companies working there and selling goods to more than 120 nations worldwide. Low production costs, a skilled workforce, and a supportive regulatory framework have all helped the business expand in Bangladesh.

Maturity of the industry

Bangladesh's pharmaceutical sector is still regarded as being relatively new and has not fully matured. However, it has advanced significantly in recent years and is now more sophisticated and fiercely competitive in the international market. The development of Bangladesh's industry has been aided by advancements in R&D, manufacturing capacity, and regulatory compliance, among other things. In addition, there has been a stronger emphasis on quality and compliance, which has made Bangladesh a trustworthy source of pharmaceutical items of the highest caliber. Although there is still room for improvement, Bangladesh's pharmaceutical industry has made significant progress and is well-positioned for future expansion and development.

External Economic Factors

DBL Pharmaceuticals Ltd. may be strongly impacted by external economic conditions. Consumer spending, borrowing costs, and import/export dynamics can all be affected by macroeconomic factors including GDP growth, inflation rates, interest rates, and exchange rates. The operations and profitability of the corporation may also be affected by changes in governmental regulations, policies, and trade agreements. Additionally, economic downturns or recessions may result in lower healthcare spending and less of a need for pharmaceuticals, but economic expansions may open up new business opportunities and boost demand. Therefore, to successfully traverse the market and retain its competitiveness, DBL Pharmaceuticals must carefully monitor and adjust to these external economic forces.

Technological Factors

Technology is a key driver of innovation and development in Bangladesh's pharmaceutical sector. Technological advances stimulate research and development (R&D) initiatives, enabling businesses to create new medicines, expand manufacturing procedures, and increase quality control. The development of advanced analytical instruments, laboratory apparatus, and automation systems that boost productivity is also facilitated by technological improvements. Furthermore, new technologies like precision medicine, big data analytics, and artificial intelligence (AI) have the potential to completely change how drugs are discovered, individualized therapies are provided, and patient care is provided. Pharmaceutical firms in Bangladesh must constantly adopt and use new technology to improve their capacities and provide creative solutions to satisfy the changing healthcare needs if they want to remain competitive.

Regulatory, Political & Legal Concerns

Bangladesh's pharmaceutical business must deal with several legal, political, and regulatory issues. Since changes in rules may have an impact on market access and pricing, compliance with strict restrictions issued by organizations like the BDA and DGDA is essential. Important challenges include the existence of counterfeit pharmaceuticals, pricing, and reimbursement regulations, and the preservation of intellectual property rights. A positive business environment depends on political stability, consistent policy, adherence to international norms, and more. Pharmaceutical firms in Bangladesh must manage these issues to maintain legal compliance, safeguard intellectual property, and remain competitive.

Competitors of DBL Pharmaceuticals Ltd.

Companies like Beximco Pharmaceuticals, Square Pharmaceuticals, and Incepta Pharmaceuticals, and others, compete fiercely with DBL Pharma in Bangladesh's fiercely competitive pharmaceutical sector. These businesses compete in a variety of areas, including product selection, value, cost, and marketing tactics, thus DBL Pharma must be competitive and innovative to survive. As more businesses enter the market, competition is projected to increase. DBL Pharma needs to consistently adapt and advance.

2.6.4 Competitive Advantage

Several competitive advantages have allowed DBL Pharma to create a solid foothold in Bangladesh's extremely competitive pharmaceutical sector. Its primary competitive advantages are, among others:

- Strong product line-up: DBL Pharma offers more than 400 items in a wide range of formulations and dosage formats. The business has a competitive edge in the market and it is also able to meet a wide range of medical needs.
- Focus on quality: To ensure the quality of its goods, DBL Pharma has created a cutting-edge quality control lab and pays a high priority to quality control. This emphasis on quality has helped the business establish a solid name in the industry and win over clients.
- The workforce that is skilled and knowledgeable: DBL Pharma employs pharmacists, chemists, and other experts. As a result, the businessman continues to operate at high

levels of productivity and efficiency, which is essential in the fiercely competitive pharmaceutical sector.

- Strong distribution system: DBL Pharma has an extensive distribution system that reaches both urban and rural parts of Bangladesh. As a result, the business may reach a large consumer base and keep its edge over competitors.

Overall, these competitive advantages have enabled DBL Pharma to carve out a solid position for itself in Bangladesh's pharmaceutical sector and to keep growing and expanding its market share.

Chapter 3

Project Part

3.1 Introduction

This report's project part undoubtedly contains its heart and soul. This important part demonstrates how the students put the information and skills they learned throughout their internship time into practice.

Students take on the roles of professionals and academics in the project section, by creating an argument that combines theory and practice. Here, they put on their analytical thinking process and examine the details of the project they have taken on with recognition. This intellectual inquiry reveals an extensive amount of insights that shed light on not just the what but also the how and why of their project's implementation.

Additionally, students have the opportunity to go deeply into their discoveries in the project part, giving readers a glimpse into the results of their efforts.

In essence, the project part serves as evidence of the student's capacity to translate abstract information into concrete actions and quantifiable outcomes. They not only describe their experiences in this area, but they also demonstrate their ability to think critically, solve problems, and innovate. By doing this, they provide future interns with a roadmap and motivate them to set out on their own transforming adventures.

3.1.1 Literature Review

The primary responsibility of the HR department is recruitment, and the hiring process is the first step in creating a competitive edge and recruiting advantage for the association (Hamza,2021). Careful HR planning must take into account the organization's overall growth prospects and precise labor demand projections. Because recruiting more staff may be quite expensive, it should only be done after great thought and only when the company foresees a long-term need for more labor (Gusdorf, 2008). Both manufacturing businesses and service organizations place equal emphasis on hiring and selecting people. Therefore, it is necessary to pay attention to the hiring and selection processes for quality management (Ahmad, 2002). Since it directs employee recruitment, selection, orientation, training, and placement, human resources policy is one of the most important aspects of business policy. In actuality, the purpose of this strategy is to ensure that the human resources needed to carry out tasks to accomplish business goals and objectives are used properly (Aktar,2015).

3.1.2 Objective(s)

This report aims to bridge the gap between theory and practice in the recruitment and selection process. It examines the relationship between theoretical frameworks and practical applications in HR departments. It also seeks to distill actionable insights and recommendations for organizations to align their recruitment and selection processes with the latest theoretical advancements. The report encourages stakeholders, academicians, practitioners, and decision-makers to engage in a thought-provoking discourse, ultimately advancing the field of recruitment and selection.

3.2 Methodology

The report's methodology section lays out the process for gathering, processing, and interpreting data. To guarantee a thorough and reliable research strategy, a variety of primary and secondary data sources were used in this paper. Sources are listed below:

Primary Data:

- **Personal experience and notes regarding different HR functions:** This source is based on observations and direct experiences with several HR roles. These individual perceptions offer priceless qualitative information that enriches and clarifies the task at hand.

- **Direct conversations with the employees of Corporate Human Resources of DBL Pharmaceuticals Ltd.:** I engaged in direct interactions with employees of DBL Pharmaceuticals Ltd.'s corporate human resources division. These interviews most certainly provided valuable qualitative data, including perceptions from those directly involved in the HR procedures of the organization.

Secondary Data

- **DBL Pharmaceuticals Website:** The company's official website is a great place to get secondary information. The website is used to gather information about the organization's organizational structure, HR rules, and any publicly accessible reports or papers relevant to HR operations.
- **Previous Reports:** Internal and external previous studies gave the study background information and the data for comparison. These reports provide an overview of the organization's HR practices by providing data on HR strategy, performance measures, and previous efforts.
- **Online journals:** The use of online journals gives the report a more academic and research-focused component. These scholarly publications most likely provide academic papers and research on best practices, market trends, and HR practices that may help with analysis and discussion.

3.3 Definition of Recruitment and Selection Process

One of the most important and impactful processes in the field of human resource management is the recruiting and selection process. In many ways, it is the driving force behind a company's workforce strategy, determining the structure and quality of its workforce.

In the most basic sense, recruitment can be defined as the proactive effort to attract people who have the abilities, credentials, and characteristics necessary for an organization to achieve its goals. It is the art of influencing potential employees to apply for jobs on time, in an adequate quantity, and with a profile that perfectly fits the requirements of the organization. In this stage, an organization demonstrates its value as an employer by telling a compelling story that attracts potential employees to take the first step toward joining the team of professionals.

On the other hand, selection is the difficult process of identifying from a pool of applicants the person who is the best fit for a particular position and who exhibits the company's values and culture. It stands for the thoughtful assessment of qualifications, experience, abilities, and potential to identify the applicant who not only meets the job criteria but also complements the organization's culture. In this situation, much consideration and judgment are required to find the appropriate candidate.

In essence, hiring and selecting employees is the foundation on which a company's human capital is developed. The effectiveness of this process has an impact on every aspect of the business, affecting its talent pool, creativity, productivity, and success in the long run. Emphasizing the importance of these procedures highlights their crucial position as the foundation of strategic workforce management. Organizations that thrive at recruitment and selection frequently become industry leaders in the competitive marketplace of contemporary business, bringing in and keeping the best personnel to fuel their expansion and profitability.

3.4 Recruitment and Selection Process for DBL Pharmaceuticals Ltd. as a New Organization in the Pharmaceutical Industry

There are more than 250 businesses operating in Bangladesh's thriving pharmaceutical sector, where there is an intense rivalry. The relentless pursuit of delivering top-notch healthcare solutions to a worldwide market, as well as continual innovation and strict regulatory requirements, characterize this dynamic and fiercely competitive sector. The development of goods with a major influence on human health and well-being is central to the pharmaceutical sector. The requirement to produce the highest-quality items in this scenario goes beyond simple desire; it is a moral and professional obligation. The safety and effectiveness of medications are crucial for maintaining people's lives and health, and any lapse in quality can have catastrophic consequences. DBL Pharmaceuticals Ltd. just started its journey not much more than a year ago. However, they have established a personalized recruitment and selection process for their company which works well for them till now.

Fundamentally, the pharmaceutical industry's quest for quality is inextricably linked to the quality of its employees. In order to protect public health and advance the country's standing as a pharmaceutical hub, hiring the best candidates is not merely a matter of operational strategy. Pharmaceutical businesses that put a high priority on hiring great personnel will not only survive in this competitive marketplace but also grow, expanding the limits of innovation and creating new benchmarks for product quality.

Despite being in its early stages and less than a year into its journey, DBL Pharmaceuticals Ltd. has already achieved notable progress in creating a tailored and highly successful recruiting and selection process. This accomplishment demonstrates the organization's innovative thinking and dedication to laying a solid basis for its staff. It has shown adaptability and development in this very short time to not only realize the critical advantage of having a strong recruiting and selection process but also to design one that is customized to its particular requirements. Their success is all the more impressive given that this customized method is already producing fruitful outcomes.

DBL Pharmaceuticals Ltd. has accomplished an outstanding achievement by hiring more than 700 management and 100 non-management personnel in an incredibly short period of less than two years. The company's ambitious goal and unshakable dedication to developing Bangladesh's pharmaceutical sector are demonstrated by the swift expansion of its employees.

While Bangladesh has made progress toward reaching pharmaceutical self-sufficiency in terms of quantity, DBL Pharmaceuticals Ltd. has its eyes set on an even greater goal which is meeting the strict quality standards of highly regulated first-world countries. This goal represents both the company's commitment to excellence and its determination to make Bangladesh a center for top-notch medicines.

The pharmaceutical business must go through a change and evolve into an advanced research and development-based industry as the country moves closer to middle-income status. A highly qualified workforce, innovative leadership, and cutting-edge technology are required for this change. DBL Pharmaceuticals Ltd. is aware that they must find and keep the top personnel in the pharmaceutical industry if they are to accomplish this disruptive aim. The company is extremely aware of how difficult it will be to succeed in the pharmaceutical industry. As a result, they have made it their mission to find, draw in, and develop the most remarkable people in the sector. DBL Pharmaceuticals Ltd. concentrates on their hiring and selecting procedures with an intense focus in order to achieve this.

DBL Pharmaceuticals Ltd. invests in its own success as well as the overall growth of the pharmaceutical business in Bangladesh by carefully choosing the finest candidates from the market. They have the human capital necessary to foster sustainable, long-term success in this fiercely competitive and quickly changing sector because of their dedication to obtaining the most talented individuals.

Therefore, DBL Pharmaceuticals Ltd.'s commitment to streamlining their hiring and selection procedure is evidence of their vision, determination, and critical role in determining the direction of the pharmaceutical industry in Bangladesh. By attracting the most talented individuals, they are not only laying the groundwork for their own success but also pushing Bangladesh's pharmaceutical sector to become known for excellence, innovation, and leadership on a worldwide scale.

3.5 Recruitment

DBL Pharmaceuticals Ltd. places a high priority on careful and strategic hiring procedures to guarantee they have access to the top candidates available. Their dedication to hiring people who are highly qualified for particular job roles is essential to their organization's success. Recruitment is an important aspect of the present employment conditions since it makes job applications easier, finds excellent people to fill available positions, and efficiently turns job seekers into priceless human resources. The meticulous planning of job openings, the creation of thorough requests outlining job descriptions and requirements, and a multifaceted strategy for attracting potential applicants through a variety of media channels, including advertisements, newspaper ads, and more, are the first steps in this extensive process. What distinguishes DBL Pharma from its competitors is their customized approach to hiring across their three separate sectors: corporate, plant, and field. They understand that each sector requires a different approach to attracting people who not only have the necessary skills but also align with the particular culture and requirements of their respective sectors, ensuring the right fit for every role.

Within companies like DBL Pharmaceuticals Ltd., recruitment demands may often be divided into three separate but linked scenarios, each needing a specific strategy. With an organized approach to meeting these objectives, DBL Pharma, a relatively new firm, primarily deals with the obstacles of anticipated and unexpected recruiting.

The planned approach, which results from purposeful adjustments to the organizational structure and retirement policy, is the first aspect of recruiting. In this case, a company can deliberately decide to increase, expand, or reorganize its employees in order to better meet changing corporate goals. Similar to how retirement plans may alter, hiring may be necessary to cover the voids created by departing employees. Despite being a relatively new company,

DBL Pharmaceuticals Ltd. may come across this element as it develops and matures, taking into account upcoming organizational changes and strategy directions.

The anticipated hiring procedure is a systematic and proactive strategy used by DBL Pharma to manage its personnel demands. It starts with a comprehensive annual workforce planning procedure. Forecasting the organization's workforce needs for the future year while taking into consideration a variety of variables, including market trends, growth estimates, and internal changes, is the goal of this strategic exercise. DBL Pharma can more accurately forecast its future personnel needs by examining these patterns in the internal and external environment. Departmental requisitions are used after the process of personnel planning. The organization's many departments evaluate their unique personnel needs in light of their objectives and strategic goals. These requisitions guarantee that each department has access to the expertise it needs to successfully accomplish its goals and contribute to DBL Pharma's overall success. Therefore, a crucial part of the projected hiring process is job analysis. Job analysis entails a thorough evaluation of every position, taking into account duties, prerequisites, and crucial skills. This in-depth study aids in creating precise job descriptions and person specifications, which serve as the cornerstone for choosing and assessing candidates. The preparation of and distribution of job advertisements is the final stage of the projected recruitment process. DBL Pharma proactively posts these job openings on multiple internal and external media platforms in an effort to draw applicants that fit the position's qualifications as well as the company's overall culture and values.

The third aspect of recruiting, the unexpected, calls for quick reaction to unanticipated events. Unexpected resignations, sad events like deaths or accidents, and abrupt illnesses that call for rapid replacements or increased employment may all be reasons for this sort of recruiting. In order to meet these unforeseen hiring requirements, DBL Pharma always flexible and quick to act, maintaining operational continuity even in the face of unforeseen difficulties.

As a result, DBL Pharmaceuticals Ltd., a relatively new company, successfully navigates the complex world of recruiting by focusing exclusively on anticipated and unexpected workforce requirements. A dynamic and resilient workforce is essential for success in the pharmaceutical industry's constantly changing landscape, and while the anticipated recruitment process is systematic and structured, starting with manpower planning and ending with job postings, the organization's ability to effectively respond to unexpected recruitment needs reflects its adaptability and commitment to accomplishing so.

3.5.1 Yearly Manpower Planning Process

An essential and well-planned part of DBL Pharmaceuticals Ltd.'s hiring procedure is their yearly manpower planning. The whole management team comes together for this extensive planning exercise around the end of the year to formulate plans for the following one. In this cooperative effort, the management team establishes the broad aims and objectives for the upcoming year, which may include challenging ambitions like introducing 40 new goods in that time frame.

Each department within the organization is responsible for analyzing its particular workload and figuring out how many people are needed to reach its unique goals once the organization's annual goals have been defined. This difficult approach includes performing careful calculations to evaluate their current personnel and identify any gaps that require filling. They estimate the number of new hires that could be required in the upcoming year to successfully accomplish their departmental goals.

Following this internal evaluation, the site head, who is crucial in directing the entire manpower planning process, receives calculations and personnel predictions from each department. The management team and the human resources department then work together to create the annual manpower strategy. This cooperative effort makes sure that the recruiting strategy is in line with the overall organizational goals and objectives for the year.

The separation of annual personnel demands into quarters is one prominent feature of DBL Pharma's manpower planning procedure. This quarterly breakdown is a calculated strategic decision that offers a more detailed picture of personnel needs for the whole year. There is a component for each quarter that lists the number of employees who are already employed, the number of open positions, and the anticipated number of employees overall for that quarter. This technique enables a flexible and dynamic workforce strategy that may be changed as necessary to meet the changing needs of the company.

It's necessary to remember that the manpower planning process is not fixed, despite the fact that it entails complex calculations and careful consideration. DBL Pharmaceuticals Ltd. is aware of the importance of flexibility in the fast-paced corporate world of today. As a result, throughout the year, the personnel plan is still subject to modifications and revisions, particularly in response to the productivity and burden of various departments. This flexibility

guarantees that the business can react to altering conditions and continue to work toward reaching its challenging yearly goals.

DBL Pharmaceuticals Ltd.										
Department wise Man-power Planning 2022										
Date: 16-Feb-22			Existing Manpower 2021	Manpower Requirement-21					Grand Total Manpower 21 & 22	Remarks
				Q1/22	Q2/22	Q3/23	Q4/24	Total Manpower 2022		
Site Management	Mgt.	Site Head	1	0	0	0	0	0	1	
		Executive/Pro. Eng.	0	1	0	0	0	1	1	
		Junior Executive	0	0	0	0	0	0	0	
		Total	1	1	0	0	0	1	2	
Sub Total for Site Mgt.			1	1					2	

Grand Total (Management)	81	35	19	8	0	62	142	143
Grand Total (Non-Management)	124	27	18	2	0	47	171	171
Grand Total	205	62	37	10	0	109	314	314

Table 1: Manpower Planning chart

3.5.2 Departmental Requisitions

The dynamic nature of the manpower planning process at DBL Pharmaceuticals Ltd. highlights the company's dedication to flexibility and response to changing demands and situations. A key step in the recruiting process is the departmental requisition, which ensures the integrity of

the procedure and aligns it with the growing flow and requirements of the task. When unexpected hiring requirements develop, this procedure is intended to create a clear and reasonable justification for the addition of new workers or replacements.

The team leader for every department is required to this rigorous process. They are accountable for meticulously describing and defending why their department needs a new worker or a replacement for an open position. This justification procedure is essential because it makes sure that each workforce increase is justified and fits with the department's goals and duties.

Therefore, the Human Resources (HR) department receives these requisition documents after which it reviews and evaluates them. The human resources department acts as a gatekeeper, carefully reviewing each request. They evaluate the offered reason in considering the duties of the department and the overarching organizational objectives during this examination. This in-depth investigation makes sure that the desired increase in staff is not only justified but also tactically advantageous for the business's operations.

Finally, after determining a valid cause for the request, the HR department moves on to the next major phase which is job analysis. Job analysis is a thorough assessment of the specific function, including all of its responsibilities, activities, and needed skills. A clear and comprehensive job description is created as a consequence of this thorough examination, which forms the basis for all subsequent hiring procedures.

3.5.3 Job Analysis

At DBL Pharmaceuticals Ltd., the job analysis procedure plays a significant role in determining the recruiting and selection processes for each position throughout the company. Two essential elements of this complex process are the job description and job specification. These elements play a crucial role in outlining the duties of the position and the skills needed to fill it.

The job description is a thorough document that lists the essential characteristics of the relevant employment. It acts as a template for the position, including the roles, responsibilities, and tasks involved. Each duty is described in depth in the job description, along with a clear explanation of the position's goals. This part makes it clear what the employee will be doing on a daily basis as well as how their job fits into the bigger goals and duties of the company.

On the other hand, the job specification component of the job analysis process concentrates on the credentials, skills, knowledge, and abilities that are necessary for effective performance in

the position. It acts as a thorough profile of the perfect applicant for the position, describing the particular qualities they should have to succeed in their duties. Qualifications including educational background, credentials, and years of experience are detailed in the job specification. Additionally, technical and interpersonal abilities are described to give a comprehensive image of the competences needed to successfully complete the job's needs. When assessing candidates and making sure they meet the requirements, the HR professionals of DBL Pharmaceuticals use this area as a useful tool.

Therefore, A key component of DBL Pharmaceuticals Ltd.'s hiring approach is their comprehensive job analysis procedure, which involves creating job descriptions and job requirements. In addition to assisting in efficient hiring, these guidelines offer recruiting teams and potential applicants clarity and transparency, ensuring that the best individuals are chosen for each position within the organization.

3.5.4 Job Post

At DBL Pharmaceuticals Ltd., the job posting phase of the hiring process is acknowledged as a crucial and highly strategic stage since it significantly influences the organization's reputation and draws top talent. This step is particularly important since a well-written job posting gives potential candidates a window into the company's culture, beliefs, and possibilities.

Because it is aware of the possible impact job advertisements may have on how prospective employees regard the company, DBL Pharma conducts them carefully and accurately. The business uses a proactive headhunting approach for higher-level roles. This entails locating and contacting high-performing employees who are currently working for competitor pharmaceutical businesses. These prospective employees are frequently drawn to the concept of working with DBL Pharma, a more recent company where they may more prominently display their abilities and expertise. DBL Pharma can access a talent pool of the highest caliber thanks to our tailored headhunting strategy.

DBL Pharma simultaneously makes use of several web venues to increase the exposure of their job advertisements. From entry-level to mid-level opportunities, websites like LinkedIn, Bdjobs, and Facebook are useful outlets for connecting with potential applicants. Through these platforms, the business may interact with both active job searchers actively looking for openings and passive job seekers researching new career options.

In order to broaden their audience and visibility, DBL Pharma also uses traditional advertising techniques. They post job openings in well-read newspapers like Prothom Alo which are widely read. This tactic makes sure that a wider audience, including individuals who might not be actively involved in online job searches, can discover their job vacancies.

DBL Pharmaceuticals Ltd. increases its chances of attracting applicants that are in line with the company's beliefs and goals by using a multifaceted strategy to job advertising. They may cast a wide net and connect with a variety of talent by combining targeted headhunting, web platforms, and conventional advertising methods. In the end, they understand that portraying a favorable and appealing image in job postings is crucial for luring top applicants who can support the expansion and development of the company.

On this whole the recruitment process finishes and subsequently the selection process starts.

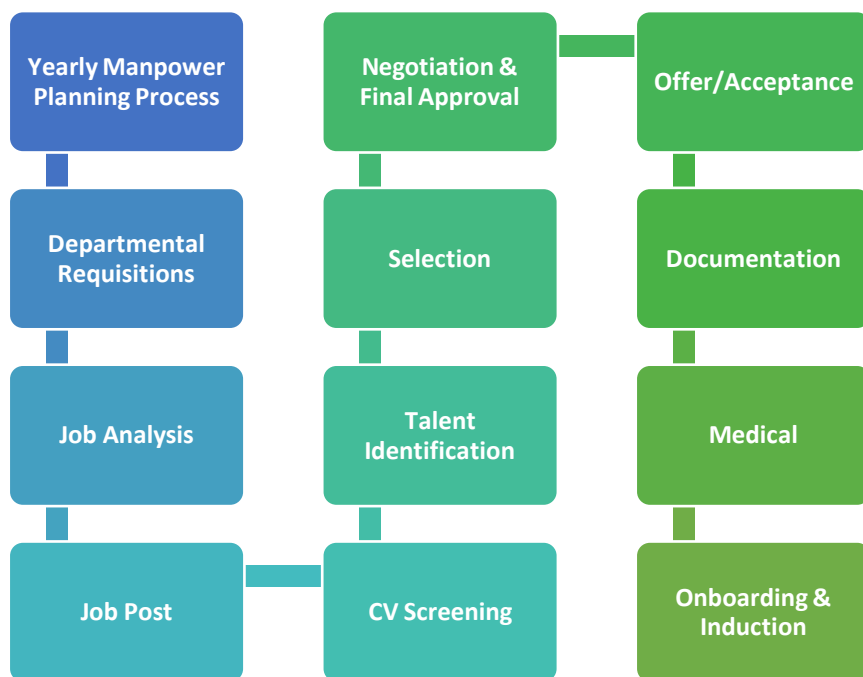


Figure 1: Recruitment and Selection Process

3.6 Selection

At DBL Pharmaceuticals Ltd., the selection process is a rigorous and deliberate procedure that reflects the care and diligence put into their recruitment process. DBL Pharma uses several evaluation methods that are specific to various jobs and departments since it understands how

important it is to choose the perfect employee who not only meets the job description but also fits with the organization's culture and values. Their strategy is founded on the idea that every employee is an important source of talent and is a valued human resource.

The selection procedure begins with the screening of CVs and continues through a number of stages, including various assessments, interviews, and evaluations, all of which are intended to find candidates who not only have the necessary skills but also have the potential for growth and long-term alignment with the company's objectives. Employee onboarding, which ensures a seamless transition for new hires and reinforces DBL Pharma's commitment to fostering an organizational culture of excellence and innovation, marks the conclusion of the selection process.

3.6.1 CV Screening

In order to find potential candidates who are the greatest match for a particular job post, DBL Pharmaceuticals Ltd. must first sort through a large number of applicants—often in the hundreds—during the CV screening phase of the hiring process. Since the goal is to evaluate each candidate's qualifications, experience, and general fit for the position, this initial phase is characterized by great attention to detail and a careful analysis of their resumes. DBL Pharma is aware that the material on a resume offers useful insights into a candidate's job experience as well as into how they portray themselves on paper, demonstrating what makes them stand out from the competition.

Many different aspects are taken into account while reviewing CVs. The HR staff thoroughly examines the candidate's prior employment history, paying great attention to the organizations and positions held by the candidates. The candidate's educational history and the university where they received their degree are also considered. To develop a thorough grasp of the candidate's profile, variables including age, number of service years, talents, and extracurricular activities are assessed. DBL Pharma is able to evaluate applicants using a comprehensive approach that takes into account not only their prior employment but also their originality and sense of novelty.

Following the CV screening process, a select group of applicants who fit the bill and show promise for success in the position advance to the talent identification phase. The corporate HR staff contacts these possible candidates and emails them to let them know where they stand in the hiring process. However, it's important to keep in mind that the application procedure may

vary for management roles, with some applicants skipping the conventional application step and receiving calls directly after the headhunting process. This simplified method is especially pertinent for high-level management positions.

The main focus of the given method is on corporate and plant management positions, which must be made clear. The HR department has a distinct strategy for positions in the sales of pharmaceutical industries. To find suitable salespeople, they could perform strolling interviews and take suggestions into account. DBL Pharmaceuticals may customize their approach to the unique requirements of each job category thanks to the selection process flexibility. As a result, they can find and attract the finest personnel for a variety of jobs inside the company.

3.6.2 Talent Identification

DBL Pharmaceuticals Ltd. uses a variety of approaches to find talent since it understands that the selection procedure must be in line with the particular needs of various positions and postings within the company.

- **Pharma Corporate Talent Identification:** In order to evaluate a candidate's presenting abilities, DBL Pharma starts the talent discovery process for opportunities in the corporate sector with a presentation. This stage serves two purposes those are assessing the presentation's content to determine the candidate's level of knowledge and thinking process, and assessing their conduct and body language. The capacity to communicate clearly and transmit knowledge is essential in corporate employment since it frequently involves representing the organization and communicating with many stakeholders, including clients and partners. As a result, the first presentation and interview offer crucial information about a candidate's suitability for these positions.
- **Pharma Plant Talent Identification:** The process of finding talent for positions inside the pharmaceutical plant, including activities like manufacturing and research and development, follows a certain route. Candidates take a preliminary written exam that assesses their level of knowledge and proficiency in a variety of topics that are essential for effective manufacturing processes and research and development. Following this written exam, candidates meet with the site manager and corporate HR manager for an initial interview. This interview goes into further detail on their knowledge of and competence in the highly specialized areas related to R&D and manufacturing. This

process guarantees that candidates have the expertise and knowledge needed to succeed in positions inside the plant where accuracy and competence are crucial.

- **Pharma Field Talent Identification:** Different approaches are used for positions in the pharmaceutical field to find talent. The process starts with a walk-in interview, when both new applicants and experienced professionals may demonstrate their potential. After being chosen, new applicants start a rigorous 16–17-day training program that will provide them with the information and abilities they need to succeed in the industry. A second interview with the head of sales is held with experienced applicants to determine their fit for the position while taking into account their existing industry experience and knowledge.

In summary, DBL Pharmaceuticals Ltd.'s method for identifying talent is highly customized and reflects the variety of requirements for various job categories inside the company. The organization is aware that each sector—corporate, plant, or field—requires particular skills and abilities. DBL Pharma makes sure that applicants are not only competent but also in line with the particular requirements of their jobs by using customized approaches including presentations, written exams, and walk-in interviews. This contributes to the overall success and growth of the business.

3.6.3 Selection

Hence candidates get the chance to participate in a final interview with the Executive Director of Business Operations and the HR head during the final selection round at DBL Pharmaceuticals Ltd. This step is crucial in their thorough recruiting procedure. Beyond assessing qualifications, this interview explores the applicant's compatibility for the position and the business as a whole. The emphasis now switches to comprehending the candidate's passion, values, and long-term goals in order to match them with the organization's grand strategy.

This final interview takes on even more relevance when you consider that DBL Pharma is a very new business. The strategic objective of the firm is to hire people who are motivated to establish a long-term career inside the company in addition to being competent for the position. DBL Pharma values individuals who are prepared to advance with the business, contribute to its growth, and benefit from its success in the years to come.

However, in deciding if a candidate is a good fit for DBL Pharmaceuticals, the final interview serves as the end result of the hiring process. Candidates are given the chance to analyze their personal alignment with the business's culture and aims, and the firm assesses if the applicant has the skills necessary to contribute to DBL Pharma's ongoing success and growth. This emphasis on compatibility and long-term commitment strengthens DBL Pharma's dedication to creating a thriving and sustainable workforce.

3.6.4 Negotiation

The negotiation process is only applicable for experienced employees and it will depend on after going through their previous pay slip statement and the negotiation part is very confidential. In the negotiation, HR is not only talking about their basic salary but also other benefits they will get with that. This negotiation process ends with agreeing on both party on some finalized salary that the employee will have and the organization can afford for that person. Meanwhile, fresh employees who do not have any major experience will get the market-relevant salary package for their entry-level job position.

3.6.5 Final Approval

The release of a final approval document is an essential next step in the recruiting process at DBL Pharmaceuticals Ltd. after the successful conclusion of the final interview and pay negotiating procedure. This document summarizes the employee's information, the agreed-upon salary, and identifies the department and position for which they have been chosen. It symbolizes the conclusion of the selection procedure and embodies the understanding established between the business and the chosen applicant. The Managerial Director reviews and approves this crucial document before moving on to the final approval process. Therefore, the paper is then reviewed and approved by the HR Department Manager and the pertinent employer who needs the new hire. This comprehensive final approval procedure assures compliance with corporate regulations and attests to the organization's dedication to hiring the most qualified candidates for each open position.

3.6.6 Offer/Acceptance

Following the final requisition approval procedure, the employer at DBL Pharmaceuticals Ltd. starts an essential procedure by speaking with the newly chosen employees to find out when they expect to start working for them. This conversation takes into account the particular

conditions of experienced applicants, who frequently need a one-month notice period to quit from their existing post. DBL Pharma provides an official offer letter to formalize the offer and give applicants the option of moving through with their resignation. Candidates who accept this offer letter sign their anticipated joining date and affirm their desire to work for the company, concluding the thorough hiring procedure. This comprehensive approach guarantees that applicants move into their new positions at DBL Pharma seamlessly while also enabling them to respectfully and efficiently complete their professional commitments with their existing company.

3.7 Onboard

The completion of DBL Pharmaceuticals Ltd.'s meticulous hiring and selection process signifies the start of the chosen employee's new adventure via the onboarding procedure. This crucial stage involves a number of key procedures, such as paperwork, medical evaluations, and induction. By following these procedures, it is ensured that all required documentation is in place, that the employee's health and wellbeing are given first priority, and that they are made aware of the company's culture and procedures. With this thorough onboarding process, DBL Pharma welcomes each new team member with open arms, laying the groundwork for a fruitful and successful tenure as a member of the DBL Pharma family.

3.7.1 Documentation

Before an employee enters DBL Pharmaceuticals Ltd., there is a key phase called paperwork that includes several essential components. Employees are expected to submit an employee information form throughout this procedure, including crucial personal information that is crucial for HR records and numerous official reports. Additionally, they must provide their academic transcripts, letters of recommendation from prior employers, pay slips, and clearance documents. The National Identity Card (NID), Tax Identification Number (TIN) certificate for banking purposes and evidence of residency are additional requirements for employment. Employees are asked to complete the nominee form, which includes important information required for the company's records and benefits administration, to further assure accessibility. DBL Pharma's dedication to compliance, openness, and preparation when new personnel join the company is shown in this comprehensive documentation phase.

3.7.2 Medical

After the phase of paperwork, DBL Pharmaceuticals Ltd. emphasizes the value of employee wellbeing by providing a thorough medical examination for new hires and paying the associated expenses. This physical includes a number of routine health checks to make sure employees are in excellent health and ready to start their jobs. The examinations are also intended to find any potential infectious illnesses that might endanger the larger workforce in addition to the individual. This focus to health and safety highlights DBL Pharma's commitment to giving its workers a safe and welcoming work environment while placing a high priority on their general well-being.

3.7.3 Induction

DBL Pharmaceuticals Ltd. lays a lot of importance on the induction program, which is held for new workers on the first day of the month as a prelude to their formal joining. This program offers details on the breadth, issues, and overarching aim of the larger DBL Group and serves as a crucial introduction to it. New hires get the chance to become fully immersed in the workplace environment, learning more about the norms and procedures that all team members follow. In addition to fostering a sense of belonging, this induction procedure also transmits the information required to uphold a peaceful and harmonious working atmosphere, fostering productivity and efficiency throughout the firm.

3.8 Findings

The knowledge and abilities of DBL Pharma's employees are essential to the company's present and future success. DBL Pharma's human capital helps the Group's scientific, commercial, and financial assets reach their full potential. The organization makes every attempt to find highly qualified candidates who are eager to take on difficulties in order to further the company's objectives.

The recruiting policy is stringent in that it forbids any favoritism or special treatment for anyone. It is still dedicated to enforcing hiring practices that don't discriminate against prospective or current employees based on things like gender, marital status, race, ethnicity, national origin, or disabilities.

DBL Pharma is dedicated to filling all open positions with adequately qualified and experienced Bangladeshi nationals while following corporate regulations and local hiring laws.

The execution of any aspect of the recruiting process shall be kept entirely confidential by HR and the relevant line manager. Until the full recruiting process is over, no questions will be answered or information about the status of any recruitment will be given.

However, for only one position they call several candidates for the initial interview. It takes so much time to conduct the whole interview on time. Candidates wait for a long time and feel restless while this moment as the interviewer always takes in-depth interviews of each candidate whether they like it or not.

3.9 Conclusion

DBL has emerged as a rising star in the deliberately competitive pharmaceutical market, displaying excellent performance and exhibiting amazing potential. Their journey so far has been nothing less than amazing for a newcomer, and their direction in the future year has the possibility of not only raising the Bangladesh pharmaceutical sector but also establishing a bright example for nations around the world to follow. In their attempt to become the most successful company in their sector, the recruiting and selection process, the entryway to bringing in top talent, is crucial. DBL wants to strengthen its position, promote innovation, and keep setting standards for the industry through recruiting, attracting, and keeping the best people. However, they understand that finding and developing the greatest talent available is of the highest priority if it is to reach the highest level of success in this extremely competitive field. DBL is well on its way to accomplishing its objective and providing a motivating example for others to follow thanks to its dedication to excellence in all facets of their business. This thriving pharmaceutical firm has a bright future.

3.10 Recommendations

DBL Pharmaceuticals Ltd. needs to give the most attention to improving its applicant selection and CV screening procedures. These procedures are essential for making sure that only the most qualified and appropriate applicants move on to the interview stages afterward. The organization could develop a more attractive and accurate representation of potential applicants who show up for interviews by optimizing this initial step of the hiring process.

To ensure this process they could give attention to the efficiency with which AI-powered systems can evaluate resumes. DBL may take into consideration using such technology to automate the first screening procedure, enabling a more thorough and regular review of CVs.

Therefore, they should take on the value of structured interviews in preventing discrimination and ensuring a fair assessment of applicants. To increase the effectiveness and impartiality of the selection process, DBL may implement standardized interview procedures with predetermined questions and assessment criteria.

Moreover, create a feedback system with the candidates. Giving unqualified candidates constructive criticism may improve the company's reputation and preserve goodwill with prospective employees. Additionally, it develops a pool of prospective candidates for the future who value openness.

In addition, emphasizes the value of inclusion and diversity in the workplace. To ensure a broad talent pool, DBL can gain from integrating diversity and inclusion methods into their hiring procedure.

However, they should highlight the importance of conducting frequent process audits and benchmarking against best practices in the industry. For the purpose of identifying areas for improvement and confirming compliance with industry standards, DBL should periodically audit their recruiting and selection procedure.

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