



परमाणु ऊर्जा शिक्षण संस्था

(परमाणु ऊर्जा विभाग का स्वायत्त निकाय, भारत सरकार)

**ATOMIC ENERGY EDUCATION SOCIETY**

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

## Handout

Subject – Business Studies

Class - XII

Chapter 6 – Staffing (Module 3/4)

### This module covers the following topics-

**Selection:** Selection is the process of identifying and choosing the best person out of a number of prospective candidates for a job.

**Process of Selection:**

- (i) Preliminary Screening: Application Form
- (ii) Selection Tests:
  - (a) Intelligence Tests
  - (b) Aptitude Test
  - (c) Personality Tests
  - (d) Trade Test
  - (e) Interest Tests
- (iii) Employment
- (iv) Interview
- (v) Reference and Background Checks
- (vi) Selection Decision
- (vii) Medical Examination
- (viii) Job Offer
- (ix) Contract of Employment

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