"A Study Of Qulity Management At Ocmc Jobs Pvt. Ltd, Nagpur"

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Abstract: *This research paper attempts some new techniques that, when added to traditional job analysis procedures, may facilitate strategic planning for the better development of personnel methods such as selection and training. Such new techniques are presented and followed by a detail discussion of some topics requiring future thoughts and research. Given a rapidly changing internal and external world it is likely that many jobs will change in the future. Job analysis is a technique which makes the implicit assumption that information about a job as it presently exists may be used to develop programs to recruit, select, train and appraise the performance of the people for the job as it will exist in the future.*
Keywords: *static; framework; facilitate; planning; recruit;appraise*

I.   Introduction

A job analysis is conducted in order to identify the knowledge, skills, and abilities that an individual in a particular job or occupation ought to have. Within a test development effort, a well-conducted job analysis helps provide for the validity of the test that is later developed. The job analysis contributes to test validity by ensuring that the critical aspects of the job become the domain of content that the test measures. Other, highly similar activities that can be used to help promote the validity of a test are task analyses, practice analyses, and role delineation studies. A typical job analysis occurs in two phases. In the first phase a list of job-related tasks is generated and refined, while in the second phase a validation of that list of tasks is conducted.

Textile industry plays a pivotal role in providing one of the most basic needs of people–clothing. It is not only second largest employment source after agriculture, but is one of the critical drivers of Indian economy. Globally, textile industry has seen an unprecedented growth, paving the way for increasing role of Indian Textile companies in the global textile industry.

Indoworth India ltd. Is a vertically integrated production capacity of the wool and worsted textile industry in India and abroad the group has witnessed meteoric growth. The company has an imposing array of products and specializes in wool silk linen and polyester blends from worsted yarn blended yarn dyed yarn etc.weaving is undertaken on rapier looms and is dyed. Processed and finished on state of art machinery incorporating the latest technology to obtain value added products.

As per Indoworth, job analysis concept concern with a detailed and systematic study of jobs to know the nature and characteristics of the people to the people on various jobs

1.   Maintaining And Updating Job Descriptions And Job Specifications

once job descriptions and specifications have been completed and reviewed by all appropriate individuals, a system must be developed for keeping them current. Otherwise, the entire process, beginning with job analysis, may have to be repeated in several years. Because organizations are dynamic and evolving entities, rarely do all jobs stay the same for years.Someone in the HR department usually has responsibility for ensuring that job descriptions and specifications stay current. Employees performing the jobs and their managers play a crucial role because, as those closest to the jobs, they know when changes occur. One effective way to ensure that appropriate reviews occur is to use job descriptions and job specifications in other HR activities.

Objectives Of Job Analysis
The list of objectives will include the following:
1.To assist in the preparation of up-to-date job description and job   specification
2.To ensure effectiveness of recruitment exercises.
3. To aid in formulating an effective performance management system With reference to recruitment.

Purpose
One of the main purposes of conducting job analysis is to prepare job descriptions and job specifications which in turn help hire the right quality of workforce into an organization. The general purpose of

job analysis is to document the requirements of a job and the work performed. Job and task analysis is performed as a basis for later improvements, including: definition of a job domain; description of a job; development of performance appraisals, personnel selection, selection systems, promotion criteria, training needs assessment, legal defense of selection processes, and compensation plans. The human performance improvement industry uses job analysis to make sure training and development activities are focused and effective. In the fields of human resources (HR) and industrial psychology, job analysis is often used to gather information for use in personnel selection, training, classification, and/or compensation.

Process Of Job Analysis

Determination of uses of job analysis: Job analysis was used primarily for recruitment and selection. As the complexity of managing human resources increased the scope of the use of job analysis also increased covering many more areas.

Strategic choices in job analysis: with regard to job analysis, an organisation is required to make at least following choices.
➢ Employee involvement
➢ Level of details
➢ Past oriented versus future oriented
➢ Sources of job Data

Information collection: This step involves decisions on following three issues.
➢ Types of job analysis information
➢ Persons involved in information collection
➢ Methods of data Collection

Information Processing: Different job analysis methods yield different outputs or products; however, the most common outputs of job analysis
➢ Job Description
➢ JobSpecification

II. Methods

☐ **Observation**: This was the first method of job analysis used by I-O psychologists. The process involves simply watching incumbents perform their jobs and taking notes. Sometimes they ask questions while watching, and commonly they even perform job tasks themselves.

☐ **Interviews**: It is essential to supplement observation by talking with incumbents. These interviews are most effective when structured with a specific set of questions based on observations.

☐ **Critical incidents and work diaries**: The critical incident technique asks subject matter experts to identify critical aspects of behaviour or performance in a particular job that led to success or failure.

☐ **Questionnaires and surveys**: Expert incumbents or supervisors often respond to questionnaires or surveys as a part of job analysis. These questionnaires include task statements in the form of worker behaviours.

☐ **Position Analysis Questionnaire**: The Position Analysis Questionnaire (PAQ) is a well-known job analysis instrument.

☐ **Checklists**: Checklists are also used as a job analysis method, specifically with areas like the Air Force. In the checklist method, the incumbent checks the tasks he or she performs from a list of task statements that describe the job.

Limitations Of Job Analysis
1. **Subjective matters**: it is a challenging job for a job analyst to avoid personal biasness when observing a target employee. The feelings of likes and dislikes may interfere with the job analyst when collecting genuine and accurate data.
2. **Lengthy projects:** the most frustrating part when a job analyst doing his job is this requires lots of time: this is time consuming to collect the data needed.

3. **Require lots of human efforts**: with so many people involved, there's no wonder that doing job analysis is quite troublesome. The process involves lots of human efforts.
4. **Source of Data is Extremely Small:** Because of small sample size, the source of collecting data is extremely small. Therefore, information collected from few individuals needs to be standardized.
5. **Unqualified Job Analyst**: the skilled and qualified job analyst is a must. He/she needs to master the appropriate skills to conduct the process. Training for a job analyst has to be completed in order to get authentic data.

Hypothesis of Job Analyses
Hypothesis 1: More ability statements will be endorsed as being part of the job compared with task statements.
Hypothesis 2: Summed ability statement ratings will be higher than comparable task statement rating.

III. Conclusion
The idea of finding the "Right man for the right Job", and JOB ANALYSISis the most appropriate way to ensure it. Other HR functions cannot be successfully performed without conducting job analysis
If job analysis is 'aligned' well with the organizational objectives then it would be relatively easier to ensure 'fit' between all HR functions.

IV. Suggestions
Performance Management can be ensured if the Job analysis for every position is comprehensive, moreover there must be a feedback process which should be conducted on a regular basis in order to update job descriptions.
For organizations to survive job analysis should be a continuous process in order to improve performance of the organization.

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