



POLICY & GUIDELINES

Internal Job Posting Policy

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ISSUING DEPARTMENT
Human Resources

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Objective

IJP refers to an approved open position that is published through mails to tap internal employees. It is an internal recruitment platform which provides existing employees opportunities to elevate their career internally within the organization. IJP empowers employees with increased access to available vacancies within the Company. This way employee is provided an equal opportunity to compete for the open position along with external sources.

This policy aims to have a single reference document catering to all possible scenario, dimensions and contingencies that may arise during execution of reassignment of an employee through IJP.

Applicability

Applies to all permanent employees (M & E Grade) of PVR Ltd, who have served for a minimum period of 1 year in the organization.

Process Owner

Human Resource

Guiding Principles and Process

- The concerned HR will advertise the IJP through email with job specifications.
- Employee will be required to apply on IJP by sharing the CV on the email ID of the concerned HR. In case an employee is not provided with a company mail ID, then he/she shall be required to fill in the IJP form and submit/hand over to the concerned HR responsible for hiring the given vacant position.
- HR evaluates the resume as per the job requirements and shortlist the best possible candidate.
- All shortlisted employees shall be informed of the same. If an employee, who has applied for an Open position has not received any communication, it is deemed that the employee has not been shortlisted for the role. There would be no communication sent to employees who has not been shortlisted. Should the employee be interested in knowing the reasons for the same, he/she may contact the Human Resources Dept. of the hiring organization.
- HR coordinates with the Hiring Manager and schedules the shortlisted employee for interview.
- If selected, HR confirms the release date from the employee's existing Line Manager or takes approval from HOD. If the first candidate is not approved by HOD, the second short listed candidate to be taken through the process.
- Based on the above and subsequent discussions on role and compensation with the candidate, an appropriate offer in writing, would be made.

- The employee needs to indicate his/her acceptance within 7 days of receipt of offer.
- The HR SPOC, upon being informed about the selection of the candidate, is required to revert to the concerned HR and hiring manager/ HOD within 2 days with an indicative relieving date of the selected employee. Such relieving may not be more than 45 days from the date of intimation of selection.

Inter-Company Transfer Routine

- Candidates selected through the IJP policy, will be required to resign from their current organization and join the hiring organization.
- A formal full & final settlement will be made by the relieving organization in line with the HR policies of the existing company.

Disqualifiers:

The employee should not have committed any instance(s) of misconduct, indiscipline or have any non-attendance issues in the last 6 months for which oral/written warnings would have been initiated against him/her.

A. Settling-in and Review Mechanism

- Concerned HR SPOC to ensure that in case of any movement, necessary support is provided by Administration department in shifting & settling in.
- HR SPOC to review all cases moved once in six months, to ensure integration and alignment of new resources. All new appointees should be provided all assistance to ensure that he/she comfortably settles in to the new role and location.

Policy Review / Amendments / Modifications / Withdrawal

This policy will be reviewed from time to time and the company reserves the right to modify/amend/alter and/or withdraw the policy at its discretion.

In case of any doubt, the interpretation of above terms by the CHRO shall be final.