

Title: APAR Internal Job Posting Policy
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APAR Internal Job Posting Policy

1. Jobs to be Posted: All manpower requirements approved by the Managing Director on PRF/MRF up to the level of DGM shall be eligible to be posted through IJP.

However, if the Business Head/ Division HR Head are convinced that the position requires specific technical skills which do not exist in the Organization or is a confidential position, IJP for such job roles will not be released.

2. Responsibility: The Division HR team shall be responsible for announcement and management of the IJP till the final transition of the employee.

3. Eligibility:

Applicant should fulfill the following criteria:

- Any employee upto DGM Level can apply for IJP.
- The Application for IJP will go through HR. It has to be applied in HRMS.
- The applicant need not obtain prior approval from his/her HOD before applying for IJP. This should be communicated to Division Head HR. The HODs approval will be needed after the candidate is shortlisted for IJP.
- Should be a confirmed employee.
- Should have completed minimum 24 months in the Current Role.
- Should have been rated minimum 3 (meets expectation) in previous 2 appraisal cycles.
- Should meet the minimum qualification/technical experience criteria for the job posting.
- Should not have faced any case of misconduct, disciplinary action, non-attendance and written warning in last 6 months.
- Can apply for same positions at same work level or position which are 1 level above his/her present grade/designation (e.g. Sr. Officer /Sr. Executive can apply up to Assistant Manager level).
- The volunteers wish to relocate near to his/her home town may be considered. If selected for new location, the promotion & compensation of salary shall not be considered. However, he/she shall be entitled for re-location allowance as per prevailing rules.

- There is no restriction on the no. of times an employee can apply for IJP i.e. it can be applied to multiple times.
- An employee cannot reapply for the same IJP.

4. Interview Process

- If the applicant applies for the IJP at same work level as his current work level the interview will be conducted by the hiring manager and the HOD.
- In case the applicant is found suitable for a work level higher than his current work level, the interview will be conducted by a cross functional panel of interviewers.

5. Reimbursement and Compensation:

A. Pre-Selection:

- The applicant shall be allowed to attend personal interview and he/she shall be considered on Outdoor Duty for the interview and shall be reimbursed as per prevailing TA policy.

B. Post-Selection:

- In case of promotion through an IJP, Compensation will be decided by the HR head and the Business Head taking in to consideration the location, experience, tenure and parity within the Organization.
- Transportation cost in case of relocation of the selected employee will be reimbursed as per the Relocation Assistance Policy.

*** Process Flow:**

- Post approval from the Business Head, the IJP will be communicated by the hiring team to respective Business HR Heads keeping the HR Head in loop.
- The IJP will be open for application for 7 working days.
- It is the responsibility of the respective Business HR team to communicate the IJP through an email to all the employees along with all requisite details and also may be posted on APAR HRMS portal.
- Interested employees from all the Businesses may apply for the IJP through an email (after obtaining NOC/consent from his/her HOD) to the person managing the IJP with duly filled application form and updated CV.
- Post the review and short listing of all the applications regret mail will be sent to the applicants, who has not been considered. The hiring team to obtain approval from Business Head of shortlisted applicant.
- Interview and selection process to be started immediately upon completion of the process period and the hiring to be completed within 15 days of the last date of application.
- The parent unit of the applicant shall arrange for preliminary interview through Video Conferencing/ Skype or telephonic interview.

- Applicants to be communicated to appear for personal interview if shortlisted in preliminary interview. The regret mail to be sent to the applicants not considered.
- The Transfer/promotion documentation to be initiated by HR department and the letter to be handed over to the selected applicant.
- The selected applicant should join the new role on or before 30 days of selection.

Process Owner: HR



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SK 1

ANNEXURES:

- 1. Application form**
- 2. Process Flow Chart**

INTERNAL JOB POSTING APPLICATION FORM

POSITION APPLIED FOR :

REFERENCE CODE } :
OF THE POSITION }

NAME :

DESIGNATION (Present) :

DESIGNATION } :
(At the time of joining) }

EMPLOYEE CODE :

TRAINING/DEVELOPMENT } :
PROGRAMME ATTENDED }

BUSINESS :

LOCATION :

WILLING TO RELOCATE (YES/NO) :

NAME AND DESIGNATION OF REPORTING MANAGER :

APPROVAL FROM REPORTING MANAGER :

SIGNATURE OF APPLICANT :

DATE :

Passport Size
Photograph

START
Business HR Team Initiates IJP with the approval of the business HR head

IJP is communicated to the other business HR Heads keeping in loop the HR Head

IJP is communicated by email to employees of various businesses by the respective business HR and also to be displayed on APAR HRMS portal.

Applicants apply for IJP through email to the contact person mentioned in the IJP communication (Application form duly approved)

Regret mail is sent to the applicant

Applicant resume is shortlisted

Hiring team to get approval from the business head of the shortlisted applicant

Interview and selection process to be started immediately after last date of application and hiring to be completed within 15days

Regret mail to rejected candidates

If resume is shortlisted

Transfer/promotion letter to be initiated by HR to the selected applicant

Joining of selected applicant in the new role on or before 30 days of selection
END