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**Internal Job Posting Policy**

**DOCUMENT DETAILS**

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| **Document Name** | Internal Job Posting Policy |
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| **Document Approved by** | Gaurav Singh |
| **Document Version No** | 1.1 |
| **Document Release Date** |  |
| **Last Review Date** | 10th Jan, 2025 |
| **Next Review Date** |  |

**CHANGE RECORD**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No** | **Revision Date** | **Description of Change** | **Version no** | **Reviewed by** | **Approved by** |
|  | 26-Jun-2019 | Review – No change | 1.0 | Sneha Goud | Prosenjit Das |
|  | 11th Jan, 2024 | Policy Modified | 1.1 | Juhi Dewre | Kiran Satpute |

**Review:** This document shall be reviewed once a year or at the time of any major change in existing environment affecting policies and procedures, whichever is earlier.

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# Objective

Parkar is dedicated to empower employees with ownership of their own career paths through

internal promotions and cross business opportunities in a fair & transparent manner. IJP (Internal Job Posting) process is one of them. Through this procedure eligible and suitable employee may apply for any open position(s) across various teams/departments.

# Eligibility Criteria

* This policy is applicable only for the full-time employees of Parkar.
* Any employee who completed 12 months in his/her current position/role can apply for IJP.
* Any employee having the required skills & experience can apply for the same or higher Band.

# Policy & Procedure

* Upon receiving the Requisition Form from business, Talent Acquisitions (TA) team will ensure that the Internal Job opportunities are posted and announcement to all employees are done
* The Internal Job Posting and external recruitment process will run simultaneously.
* Any employee interested in applying for the opportunity will have to send the copy of their updated resume to the TA team.
* For applying to the IJP, approval from immediate manager is not required.
* Employee’s whose CV are short-listed will go through the regular selection process.
* After selection, HR will get involved & discuss with the reporting manager as well as the department head for release date from the project
* Compensation will be based on the Job, Band & Current Salary Range.
* Lateral movement in the hierarchy will be made at the same salary level.
* Employees who are selected one level up shall be entitled for the promotion and a salary increment.

# Violation of Policy

All employees are obligated to report violations of this policy to [hrops@Parkar.digital](mailto:hrops@parkar.digital) immediately. The ISMS Forum must approve any exceptions to this policy in advance.

# Enforcement

Failure to comply with this policy may result in:

**a**. Withdrawal, without notice, of access to information and/or information resources.

**b**. Disciplinary action, up to and including termination.

**c**. Civil or criminal penalties as provided by law.

# Document Owner and Approval

The HR Head is the owner of this document and is responsible for ensuring that this policy document is reviewed Yearly. A current version of this document is available to all members of staff on a secured centralised location with appropriate access control.