

DIPTAB VENTURES PRIVATE LIMITED



Internal Job Posting Policy(IJP)

Document Control Section

Document Name	Internal Job Posting
Abstract	Internal Job Posting (IJP) policy is to ensure all employees are aware of open positions and could apply for those they are qualified for and simultaneously earn an extra benefit.
Security Classification	Internal
Location	Bangalore, India
Policy Category	Human Resource Policy

Authorization

Document Author	Document Owner	Reviewed By	Approved By

Version, Applicability & Amended Log

Version	Release Date	Review Date	Process Applicability	Process Administrator
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Note: The policy will be applied at the discretion of management. The management reserves that right to modify/change this policy as deems fit.

INTERNAL JOB POSTING POLICY(IJP)

1. Purpose

- 1.1. The purpose of the Internal Job Posting Policy is to ensure all employees are aware of open positions and have the opportunity to apply for those they are qualified for.
- 1.2. LetsTransport believes in internal talent mobility and promoting from within when possible and is committed to employing the best candidates for approved positions and engaging in effective recruitment and selection practices in compliance with all applicable employment laws.
- 1.3. We provide equal employment opportunity to all applicants and employees. We are committed to invest in our employees and help them advance their careers within our company whenever possible.

2. Scope

- 2.1 This policy applies to all employees of the company who-
 - 2.1.1 fall under G1 and above grade (except for Contract employees and Interns).
 - 2.1.2 have successfully completed their probation period and are not currently on notice period
 - 2.1.3 If the employee has been put on PIP, he/she can be recommended for IJP based on manager's recommendation
 - 2.1.4 The hiring manager and human resource (HR) department may elect not to post certain positions.

3. Job Postings

- 3.1 Once an open position is approved for recruitment through IJP, HR will generate job announcements on HRMS (DarwinBox) along with the required credentials
- 3.2 The position will be posted internally for 3 days, during which time eligible employees may apply ahead of external candidates. In some cases, external recruiting may take place simultaneously to expedite the process as business needs require.
- 3.3 Each job posting will have a closing date by which time applications must be received to be considered for the position.

4. Eligibility

To be considered for an open position, an employee must:

- 4.1 Have worked for LetsTransport for at least 12 months and have been in the current position for at least six months.
- 4.2 Have received a rating of no lower than “Valued Performer” (Rating 2) on the most recent performance review.
- 4.3 Meet the minimum requirements for the job and be able to perform the essential functions of the position, with or without reasonable accommodation.
- 4.4 Interested employees need to submit an application to HR by the closing date as stated in the Job posting.
- 4.5 All the internal applications will undergo the standard selection procedure which will include the profile shortlisting as per eligibility followed by Interview.

4.6 Transition time to new role will be decided by HR based on discussion with Head of Department/Reporting Manager. Ideally recommended 15 to 30 days' time from the date of selection.

4.7 Any movements due to IJP does not guarantee a change in Grade or Compensation. This would totally depend on the grade and salary required for the role and candidate's fitment to that role.

4.8 Internal applications may come from different locations. In case, applicant is based out of a different location, HR can consider relocating the employee on a case-by-case basis.

4.9 If relocation is not possible, it should be clearly mentioned in the job posting.

All internal applicants will receive notice from HR as to whether they will be interviewed for the position. Although you are not required to notify your supervisor that you have applied for a position, the supervisor will be notified should you become a final candidate. If hired for the position, the current and the new supervisor will work together to determine an appropriate transfer date.

Letstransport reserves the right to change this policy at any time and for any reason and to grant exceptions to this policy based on business needs.

5. Internal Job Postings should follow the same guidelines as External Job Postings.

1. Job Title
2. Location
3. Total Experience
4. Tenure with Letstransport
5. Department
6. Duties and Requirements
7. Instructions on how to apply and deadline of application

Approved By:
CEO