



Internal Job Posting Policy

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| Document Approved by | Gaurav Singh |
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| 2. | 11 th 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 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.