



**:: Internal Job Posting (IJP) - Guidelines ::**

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## 1. Background

In the current industry context and highly competitive environment there is a need to focus and retain talent. Therefore it becomes imperative to meet the career aspirations of high performing talent with high potential and provide them with suitable career growth opportunities by focusing on internal talent first, before we look externally for the same.

An Internal Job Posting (IJP) process is a very effective method to cater to the same by a win-win approach which helps us to grow and retain our talent in the organization by providing them career development opportunities. This process ensures that all the qualifying employees (as per criteria laid down) get a fair and equal opportunity to demonstrate their potential and get considered for different opportunities which come up in the organization in line with their aspirations.

We are currently also ensuring the same and meeting career aspirations by promoting internal talent in the organization. However, based on feedback received internally the same has been reviewed and a structured process is being laid down meet the changing organizational needs.

## 2. Objective

The organization is committed to providing fair and equal career development opportunities to employees within the organization through an IJP process that is objective and transparent. The objective is also to focus first on nurturing and growing talent from within and then look outside the organization in case we do not find any suitable profiles internally.

## 3. Scope

The IJP process is applicable for all vacant and new positions up to and including level **M4** as per approved manpower budget. The rights of publication of all / selective position reserve with Human Resource Team

## 4. Eligibility

- a) IJP is open to all full time, on-roll employees who have been confirmed.
- b) Eligibility for an employee would be decided based on the level of the vacant position.
  - I. For positions at the same level an employee is required to have minimum tenure of 12 months in the organization and a minimum **performance rating of “3”**
  - II. For positions in the next higher level, an employee is required to have minimum tenure of 18 months in the organization and a minimum **performance rating of “4”**
- c) The employee should not be undergoing or have undergone in the preceding 6 months a PIP / Warning / any disciplinary action from the date of application.

## 5. Approval

The final selection to the new role will depend on the assessment and based on the approval from the respective Function Head and HR. Upon selection to the new role, HR will facilitate movement to the new role effective 1st of the next month.



## 6. Process Guidelines

### a) Requisition process

- I. The Hiring Manager of the vacant position would raise a manpower requisition in standard Manpower Requisition form (MRF) format along with the Job Description and give it to the Human Resource Team.
- II. The Human Resource Team would check if the requisition of the position is as per approved headcount.
- III. The Human Resource Team would release the IJP thru email / on portal

### b) Application to IJP

- I. All applications must be received within 3 days from the date of IJP being advertised / notified, in the prescribed format in “Annexure II”. No exceptions will be allowed beyond the closing date
- II. HR would process the applications received and run a check if an employee meets the prescribed criteria.
- III. Shortlisted applications meeting the eligibility criteria will be sent to the respective Interview Panel and rejected applications of the employees will be intimated by HR simultaneously.
- IV. Based on the eligibility, an employee can apply to multiple job openings through IJP.

### c) Selection Process

A Selection Panel comprising – Functional Manager (Function Head or appointed by Function Head), HR representative and an independent member from another department at an appropriate level as mentioned below (Table - 1) would assess the shortlisted candidates.

Table – 1	
Level of employee (Applicant)	Level of Independent member
E2, E1	M6 & above
M8 ,M7,M6	M4 & above
M5,M4	M3 & above

The selection may involve other appropriate screening processes in the event there are more than 10 applicants for a particular IJP as discussed with respective function head with HR.

The selection panel has the right to not select any of the applicants in which case the IJP will be declared closed without result.

While selected employee can “Pre-Qualify” and move to the new role as required; the change in the level will be effected only upon completion of minimum service requirement from the last promotion / joining as per the Table-2 below:

<b>Table – 2</b>		
Last Performance Rating	Time Required (if movement to Same Cadre) – Annexure I	Time Required (if movement to Upper Cadre) Annexure I
5	12 months	18 months
4	18 months	24 months
3	24 months	NA

On selection by the Interview Panel, the HR would inform the employee's current function head about the selection and seek date of release as per guidelines given below in Table-3.

All applicants who have not been selected will be informed individually by the HR within 2 days of closure of the selection process before the final announcement of the results.

HR after confirmation of date of release from the concerned, issues the transfer letter cum role change letter to the employee.

Communication in this regard to selected applicants will be advertised by HR through mailer / Portal to all employees

#### **d) Release of selected employee**

Based on the selection confirmation from HR, the current functional manager will raise the requisition for vacancy to concerned HR Team and also finalize the date of release. The date of release should be as per prescribed timelines given below, if the function would like to take any exception, due to any reason, they will take the necessary approval from Head – HR.

<b>Table – 3</b>	
<b>No. of days given for release from date of selection</b>	<b>Employee Level</b>
15 Days	M6 & below
20 Days	M5 & above

#### **e) Exceptions**

If the date of release is not within the prescribed timelines, the same will be escalated to the Head – HR for resolution, whose decision will be final and binding in the matter.



## General Conditions

- a) There would be no exception in the eligibility criteria and no exception on release of the selected employee
- b) An employee can apply to multiple job positions through IJP. If he/she gets selected for more than one position, the position that had an earlier date of selection would have to be mandatorily accepted by the employee
- c) An employee cannot reapply to the same or similar position through IJP for which he/she has been rejected in the last 6 months based on assessment.
- d) Any employee who gets shortlisted for interview / selected through the IJP and later declines to relocate / accept the position would not be eligible for any other IJP for a period of the next 6 months from the date of communication of shortlist / selection
- e) Eligibility for an IJP does not guarantee a selection of a person for the advertised role
- f) Management reserves the right to modify any of the provisions of the above Policy from time to time
- g) Any exception to the above policy will need the approval CEO & Director of AESL

## 7. Effective Date

The above guidelines come into effect from 29<sup>th</sup> January 2019



### DOCUMENT VERSION CONTROL

Date	Description	Issued By	Reviewed by	Approved by
01/01/2019	Internal Job Posting - Guidelines	HR – Non Acad	Head – HR	CEO & Director

### **:: FAQs ::**

**Q.** Can I apply to more than one IJP? Upon selection for more than one position, would my preference be taken into consideration?

**Ans.** Yes, you can apply to more than one IJP at a time. However, if you get selected for more than one position, the position that had an earlier date of selection would have to be mandatorily accepted.

**Q.** Do I need to inform my manager prior to applying for an IJP? On application at what stage will s/he be informed?

**Ans.** You may or may not inform your manager as he / she would anyways receive a mailer at the application stage itself.

**Q.** On selection for a position through IJP, can I decline and apply for other IJP's posted?

**Ans.** No, once you have been shortlisted for an interview or selected through the IJP and later you decline to relocate/accept the position, you would not be eligible for any other IJP for a period of 6 months from the date of communication of shortlist/selection.

**Q.** Can I move to a higher level through an IJP?

**Ans.** On selection you can “Pre-Qualify” and move to the new role as required but a change in the level will be effected only upon completion of minimum service requirement as per promotion guidelines and as per the annual performance appraisal policy.

**Q.** For any updates or clarification whom do I approach?

**Ans.** An Employee can approach to HR for any clarifications.



**ANNEXURE – II**

<b>Work Cadre</b>	<b>Level</b>
Middle Management	M6 – M4
Junior Management	E3 - M7



**IJP APPLICATION FORM**

Name: \_\_\_\_\_

Employee Code: \_\_\_\_\_

Date of Joining: \_\_\_\_\_

Email ID: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

**Employment Summary in AESL (please start with the current role)**

From Date	Till Date	Role	Achievement / Accomplishment	Location

**Employment Summary prior to AESL:**

From Date	Till Date	Organization	Role & Designation	Location	Accomplishments

**Education Summary:**

School / University	Course	Year of Passing	% / CGPA	Remarks / Specialization





**Key Contributions / Special Projects in current & previous roles**

Name of Projects / Contribution	Month & Year	Description

**Why you consider yourself as suitable candidate for this role:**

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- Native Place : \_\_\_\_\_
- Location Preference (if multiple location in IJP): 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_
- Are you Open for Relocation (Yes / No) : \_\_\_\_\_

\*Please attach updated Resume for more details

**(Signature of Employee)**

**Date:** \_\_\_\_\_