



Internal Job Posting Policy

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JAIPUR RUGS is dedicated to assist employees reach their professional goals. Towards this, company will encourage filling of manpower requirements for positions through internal resources. The process of selecting internal resources for these positions will be done through Internal Job Postings (IJP).

Process

The following procedure will be followed to initiate an Internal Job Posting:

- The department owner will initiate the IJP for a vacancy existing by filling an IJP draft.
- The filled and approved IJP draft will be submitted to HR.
- The HR department will verify and validate the IJP draft before communicating it will all employees

Eligibility

The following eligibility criteria will govern all IJPs in JAIPUR RUGS:

No	For Grades at Junior Level (Lateral & Vertical Movements)	For Grades at Mid & Senior Level (Lateral & Vertical Movements)
1	<p>For lateral movements: 9 months experience with the company as on date of IJP roll-out</p> <p>For vertical movements: 9 months experience with the company as on date of IJP roll-out</p>	<p>For lateral movements: 9 months experience within company as on date of IJP roll-out</p> <p>For vertical movements: 18 months experience with the company as on date of IJP roll-out</p>
2	Should not be on active EDP/DAP as on date of IJP roll-out	Should not be on active EDP/DAP as on date of IJP roll-out
3	Minimum Good rating in last appraisal cycle.	Minimum Good rating in last appraisal cycle

In case no candidate is selected / or inadequate response is elicited, the eligibility criteria can be revised.

Special scenarios:

Re-deployment

Employees who need to be re-deployed due to business requirement will be eligible to apply for IJPs. On clearing the eligibility criteria and selection rounds, the members in the re-deployment pool will be given preference above others.

Vacancy within the same team

In case of a vacancy existing within a team for which the IJP is open to only members from the same team, the eligibility criteria in terms of tenure and attendance can be revised. This will require approval from both the HOD and HR head

Applications

IJP applications must be routed through respective reporting managers to the HR within time stipulated in the IJP announcement.

Selection Process

Type	Level	Process
Lateral	Junior Level	Performance review + interview
	Mid-Level	Performance review + interview
	Senior Level	Performance review + interview + assignment
Vertical	Junior	Performance review + interview
	Mid-Level	Performance Review + Assessment center based on new role competencies. (assessment center consisting of at least 2 interventions)
	Senior Level	Performance Review + Assessment center based on new role competencies. (assessment center consisting of at least 3 interventions) + Assignment into an area outside of department.

Post selection:

- Selected candidates will need to be released from current role within 3 weeks of selection.
- HR will release an announcement on the results of the IJP
- On agreed date of movement to new role (normally 1st of the month), HR will give a letter with the new role, effective date, role responsibilities and revised salary.
- In case of vertical movement, an announcement of team reporting and person taking charge of vacated position shall be announced
- Members who have gone through an IJP & been selected will not be permitted to apply for the any IJP for a span of 9 months from date of assuming the new role. They will have to perform in the current role.
- Members who have not cleared the first level screening of an IJP will only be eligible to apply for any IJP. However, members who have not cleared the final IJP selection round will not be eligible to apply for an IJP for the same position for a span of 3 months from the date of previous application. In case an applicant has any concern about the selection process he /she can approach the HR with grievance
- Post selection, candidates will not have the option to back out.