



Reliance Infrastructure Limited

Internal Job Posting

Prepared & Issued by	Date of Implementation	Version
Corporate HR Reliance Infrastructure Ltd.	01.06.2024	5.0



Title	Internal Job Posting
Version	V 5.0
Creation Date	1 st June 2024
Business Scope	Reliance Infrastructure and Group / Associate Companies
Geographical	Across locations

Responsibility	<ul style="list-style-type: none">a. HR is responsible for the maintenance and advocacy of the Policyb. HR is responsible for compliance with local laws/ statutory requirementsc. HR and Competent Authority / HODs are responsible for implementing and ensuring communication of this policy to all staff with support of Business HR
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Assurance Check (Optional)	Head Audit
Policy Owner	HR Lead – Talent Acquisition
Final Approval	CHRO (Chief Human Resource Officer)
Topics	This document covers the policies and guidelines with respect to
	Internal Job Posting Process
Deviation	Any deviation to the Policy shall be based on final approval of R-Infra CEO / CHRO

Internal Job Posting

1. Objective

- 1.1 To help employees attain their professional goals by providing career opportunities in areas of their expertise.
- 1.2 To lay down fair, transparent and objective guidelines and process for recruitment through Internal Job Posting (IJP).

2. Scope

- 2.1 This policy shall cover all regular executives (in Phase I) across all geographical locations of R-Infra and its Associate / Group companies.
- 2.2 This policy shall cover any additional Companies to be established within R-Infra Group unless it is decided to have a separate policy for its purpose.

3. Applicability

- 3.1 IJP shall be applicable to those executives who have completed at least 2 years in their current function / department.

4. Integration with recruitment process

- 4.1 IJP is an integral part of the Recruitment Process.
- 4.2 IJP shall be governed by the Principles and guidelines mentioned in Recruitment Policy and Delegation of Authority – HR.

5. Internal Job Posting

- 5.1 Business HR shall raise the requisition in the system for given vacant position through the IJP Portal based on the approved Organization Chart in SAP. The requisition shall be forwarded to Business Head / Head Corporate HR for approval in case of new position as specified in Delegation of Authority - HR.
- 5.2 In case of replacement of vacant position, the requisition shall be forwarded to Business Head / Business HR for approval.
- 5.3 The IJP shall be published by Business HR in the IJP Portal within 24 hours of getting the approval from concerned authority.
- 5.4 Interested candidates shall apply online, within 7 days of posting the vacancy on IJP Portal, on the basis of eligibility criterion mentioned in the IJP. Their application shall be sent to their HOD for approval and respective Business HR for information.
- 5.5 Based on criticality of the current job / profile being handled by the candidate , HOD shall accord his approval or otherwise to the application, within 4 days of submission of the same, as mentioned below:
 - 5.5.1 Can be relieved with replacement
 - 5.5.2 Can be relieved without replacement
 - 5.5.3 Can not be relieved

- 5.6 In case of 5.5.1 above, HOD shall reassess the need for replacement of the candidate jointly with Business HR.
- 5.7 If the candidate can not be relieved, appropriate reasons shall be cited for the same. This shall be forwarded to Business HR and Business Head for information.
- 5.8 On receiving applications on IJP portal, Business HR shall shortlist the applications based on role directory parameters and arrange for formal interviews to be conducted.
- 5.9 Interview Panel shall be as mentioned in the role directory of respective position.
- 5.10 Business HR shall inform selection of candidate to his HOD and request a date for release of the candidate for the new assignment. Such release date shall be within 30 days of date of selection.
- 5.11 If the candidate is being relieved with replacement, Business HR shall organize replacement through internal transfer/ recruitment as appropriate.
- 5.12 Business HR of relieving location shall initiate process for transfer of the employee in SAP and complete the same including handover of personal file where necessary.
- 5.13 Such transfer shall be considered as transfer in view of organizational requirement and processed as per extant Transfer Policy
- 5.14 While there may be a possibility of change of Company Rolls to accommodate the change in business / function; the CTC, grade, designation and other terms & conditions of employment shall remain unchanged.
- 5.15 In case Business HR is not able to source suitable candidate through IJP, they shall look at alternative & most cost – effective sources of Recruitment to fill in the vacancy.

6. Interpretation

- 6.1 Company reserves the right to add, delete or modify any clause or any part thereof without assigning any reason.
- 6.2 The Company reserves the right to interpret the meaning of this policy and/ or any part thereof/ supplementary orders issued therein and such interpretation shall be final and binding upon all the Employees.
- 6.3 The Company reserves its right to withdraw this scheme without assigning any reason by using its sole discretion which will be binding on all employees.