



INTERNAL JOB POSTING POLICY

Policy By:	HRD
Approved By:	Director/s
Version:	1.0

INTRODUCTION:

Internal Job Posting (IJP) is a process to fill positions by drawing from internal candidates possessing the desired qualifications, and to promote from within whenever possible.

Wellness Forever Medicare Pvt. Ltd. is committed to providing an Internal Job Posting process that supports our business needs, the career development needs of our employees and our continuing commitment to equal employment opportunities for all qualified employees. To ensure that this process is administered in a fair and equitable manner, Human Resources oversee the process and ensures that all managers, supervisors and employees are aware of Internal Posting policies and practices. Employees are encouraged to discuss their career goals with their supervisor and Human Resources in advance of applying for open positions.

PURPOSE:

The purpose of this policy is to provide managers and supervisors with a process through which they can identify qualified employees for open positions in their organizations. Additionally, it provides employees with the opportunity to advance their careers by self-nominating for open positions.

It further fosters a work place where qualified employees are encouraged to seek various career opportunities within the organization, gain valuable work experience, enhance their competencies and increase job satisfaction.

ELIGIBILITY:

All confirmed employees of the company who have a good performance are eligible to apply for open positions if the requirement matches with their experience.

GUIDELINES:

1. Method of Posting

Job Openings will be posted from the Corporate HR mail ID to all employees via email notification. The IJP will be active for stipulated number of days from the date of posting within which the candidates will have to apply (closing date will be specified in the job ad).

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2. Posting

Information Each Job Posting will have the following information:

- a. Job title
- b. Department
- c. Job Description
- d. Location
- e. Eligibility

Screening and Interview

- HR/ Hiring Manager will review each application which will also include a discussion with the employee's supervisor.
- If suitable, candidates will be interviewed to discuss their qualification, interest and fitment for the position job.
- Qualified candidates will be interviewed and managers may request to review their original employment application and the recent performance appraisal of the internal candidate.

Notification of candidature

- Any employee lacking the qualifications for the job / position will be notified through email or phone call
- The employee can choose to accept or decline the offer without repercussions in their current positions within 24 hours of releasing the Offer Letter.
- The candidate will be able to join the new role, after his/her replacement successfully joins the store.
- Accommodation is not provided under IJP placement.

Payroll changes

- Pay changes will be consistent with the salary guidelines of Wellness Forever Medicare Pvt. Ltd.
- The salary fitment for the position will be determined based on the qualifications, experience for the new position and internal equity within the new department.

Disclaimer:

Wellness Forever Medicare Pvt. Ltd. reserves the right to abolish the policy or to alter the terms and conditions. Such discretion may be exercised any time, before, during, or after the policy year is completed.