**Team Change via IJP & Technology Change Policy**

**1. Objective**

At Antier Solutions, we believe in encouraging the continuous growth and development of our employees. This policy has been designed to facilitate structured and fair opportunities for employees who wish to change their **current team**, **technology stack**, or **profile** within the organization.

This policy outlines the **eligibility criteria**, **application process**, and **conditions** under which employees can apply for internal movement through the **Internal Job Posting (IJP)** process.

### 2. Scope

This policy applies to:

* All full-time employees who have completed at least **one year in their current team and current role/designation**.
* All **team changes**, whether within the same technology stack or a different one.
* All **technology or role shifts**, including movements from:  
  + Tech to Tech
  + Tech to Non-Tech
  + Non-Tech to Tech
  + Non-Tech to Non-Tech

### 3. General Pre-requisites

Before applying for a team or technology change, the following conditions must be met:

1. **Tenure Requirement**: The employee must have completed a **minimum of 1 year** in their **current role and team (unless the employee is on bench)**.
2. **Project Independence**: The employee must not be **critical of the current ongoing project delivery** (no active project dependencies).
3. **Open Positions Only**: Changes can only be made against **available vacancies**. Employees must regularly check the **company website or HR portal** for open roles and apply accordingly.
4. **Internal Job Posting (IJP) Process**: All changes must strictly follow the IJP process. No informal transfers or direct switching will be allowed.

### 4. Team Change – Same Technology Stack

Employees interested in changing only their team **within the same technology stack** (e.g., React to React) must follow the steps below:

#### Step-by-Step Process:

**Step 1: Submit Application**

* Send an email to your immediate reporting manager (TL/TPM/Department Head)
* CC: **hroperations@antiersolutions.com**
* Subject: *Request for Team Change via IJP – [Employee Name with Employee Code]*

**Step 2: Obtain Release Approval**

* Release approval must be received from **the Team Lead (TL)**, **TPM, Department Head, Delivery Head,**  and the **Project Manager**.
* This approval confirms that the employee is not project-dependent and may be released.

**Step 3: Interview with New Team**

* HR will schedule an **internal interview** with the concerned team.
* The employee must **successfully clear the technical or functional evaluation** to be considered eligible for the move.

**Note**:  
 If the employee fails to secure release approval or does not clear the interview, they must **continue working with the current team**.

### 5. Technology Change or Cross-Domain Movement

This applies to all changes involving a **switch in technology or domain**, including:

* Tech to Tech (e.g., Node.js to DevOps)
* Non-Tech to Tech (e.g., HR to Business Analyst)
* Tech to Non-Tech (e.g., Developer to Product Coordinator)
* Non-Tech to Non-Tech (e.g., HR to Operations)

#### Step-by-Step Process:

**Step 1: Submit Application**

* Email to reporting manager (TL/TPM/Department Head)
* CC: **hroperations@antiersolutions.com**
* Subject: *Request for Technology/Profile Change – [Employee Name with Employee Code]*

**Step 2: Obtain Release Approval** *(if a team change is required)*

* Approval from **TL, PM, Department Head, Delivery Manager, and TPM** is mandatory to ensure a smooth transition and project coverage.

**Step 3: Interview Process** Depending on whether the move is within the same team or to another team:

* **Same Team (Tech change only)**: HR will arrange an interview with an **external tech expert** (not part of the current team) for unbiased evaluation.
* **Different Team**: HR will schedule an interview with the **new team** based on the applied role.

**Step 4: Clearance**

* The move will only be approved if the employee **clears the interview** and receives final confirmation from **HR and the receiving team’s HOD**.

**Note**:

* No technology change will be permitted **without a technical assessment**.
* Employees must demonstrate **self-learning efforts or certifications** to support their intent.

### 6. Important Considerations

* The IJP and Technology Change process is **not an entitlement**; it is a privilege granted based on **business needs, role availability, and merit**.
* Any **project-critical employee** may be temporarily restricted from movement until a replacement is trained or available.
* **Repeated or unjustified requests** may lead to disqualification from IJP for a defined period.

### 7. Summary Table

| **Type of Change** | **Release Needed** | **Interview Required** | **Remarks** |
| --- | --- | --- | --- |
| Team Change {Same Tech} | Yes | Yes (by the new team) | Subject to vacancy & project release |
| Tech → Tech {New Team} | Yes | Yes | Must clear an interview at the target tech |
| Non-Tech → Tech / Vice-versa | Yes | Yes | Strong justification & learning proof required |
| Tech Change (Same Team) | Yes | Yes (by external member) | No team change, but evaluation is mandatory |

### 8. Conclusion

This policy has been designed to create a **structured, transparent, and fair pathway** for career growth and internal mobility. Employees are encouraged to **discuss their interests** with their reporting managers and **plan proactively**, keeping project commitments and skill readiness in mind.

For queries, please contact:  
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