TATA CONSULTANCY SERVICES

H-1B Project Role Description (December 2012)

**1.**

|  |  |
| --- | --- |
| Employee Name | Employee No |

2.

|  |  |
| --- | --- |
| Client Name& Address | Project Site & Physical Street Address |

3. Client description:

4. Project description and Role of TCS :

5. Duration of project [Must Include Copy of Signed Statement of Work and Signed Master Services Agreement]]

6. TCS Employee’s Functional Title at Client Location:

7. iCALMS role for the proposed onsite position:

8. TCS Employee’s direct TCS supervisor at the client site and their Project Job Title:

|  |  |  |
| --- | --- | --- |
| Name of Direct TCS Supervisor | Job Title | Educational Background |
|  |  |  |

9. Will the above-named TCS supervisor work on site at the same location as the TCS employee? (Yes or no)

The following questions MUST BE answered

**10.** Will TCS have the right to control the associate at all times while working in the United States in H-1B status? (Yes or no)

**11.** On a day-to-day basis, will TCS managers be responsible for directly supervising the technical aspects of the associate's activities? (Yes or no)

**12.** If the client will directly supervise the associate's technical work on a day-to-day basis, then please explain how TCS managers will communicate with the client about the associate and monitor the work the associate is doing, and how will TCS provide feedback to the associate?

**13.** Will TCS management have responsibility for providing performance reviews to the associate? (Yes or no)

**14.** Will TCS management have responsibility for removing the associate from the project and/or assigning the associate to other projects? (Yes or no)

**15.** Will the client have the right to remove the associate from the project? (Yes or no)

**16.** Will the client have the right to assign the associate to other projects? (Yes or no)

17. Occupation that associate will perform at the project

Select ONE occupation from the list below that BEST describes the associate’s role on the US project.

Computer Programmers (15-1131)

Create, modify, and test the code, forms, and script that allow computer applications to run. Work from specifications drawn up by software developers or other individuals. May assist software developers by analyzing user needs and designing software solutions. May develop and write computer programs to store, locate, and retrieve specific documents, data, and information.

Computer Systems Analysts (15-1121)

Analyze science, engineering, business, and other data processing problems to implement and improve computer systems. Analyze user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations. May analyze or recommend commercially available software.

Software Quality Assurance Engineer (15-1799)

Develop and execute software test plans in order to identify software problems and their causes. Test system modifications to prepare for implementation. Develop testing programs that address areas such as database impacts, software scenarios, regression testing, negative testing, error or bug retests, or usability. Document software defects, using a bug tracking system, and report defects to software developers. Plan test schedules or strategies in accordance with project scope or delivery dates.

Software Tester (15-1799)

Develop and execute software test plans in order to identify software problems and their causes. Test system modifications to prepare for implementation. Develop testing programs that address areas such as database impacts, software scenarios, regression testing, negative testing, error or bug retests, or usability. Document software defects, using a bug tracking system, and report defects to software developers. Plan test schedules or strategies in accordance with project scope or delivery dates.

Computer Systems Engineer (15-1799)

Design and develop solutions to complex applications problems, system administration issues, or network concerns. Perform systems management and integration functions. Verify stability, interoperability, portability, security, or scalability of system architecture. Document design specifications, installation instructions, and other system-related information. Collaborate with engineers or software developers to select appropriate design solutions or ensure the compatibility of system components. Evaluate current or emerging technologies to consider factors such as cost, portability, compatibility, or usability.

Computer Systems Architect (15-1799)

Design and develop solutions to complex applications problems, system administration issues, or network concerns. Perform systems management and integration functions. Verify stability, interoperability, portability, security, or scalability of system architecture. Document design specifications, installation instructions, and other system-related information. Collaborate with engineers or software developers to select appropriate design solutions or ensure the compatibility of system components. Evaluate current or emerging technologies to consider factors such as cost, portability, compatibility, or usability.

Data Warehouse Specialists (15-1799)

Design, implement, or operate comprehensive data warehouse systems to balance optimization of data access with batch loading and resource utilization factors, according to customer requirements. Develop data warehouse process models, including sourcing, loading, transformation, and extraction. Create or implement metadata processes and frameworks. Create plans, test files, and scripts for data warehouse testing, ranging from unit to integration testing. Create supporting documentation, such as metadata and diagrams of entity relationships, business processes, and process flow. Implement business rules via stored procedures, middleware, or other technologies

Web Developers (15-1179)

Design, create, and modify Web sites. Analyze user needs to implement Web site content, graphics, performance, and capacity. May integrate Web sites with other computer applications. May convert written, graphic, audio, and video components to compatible Web formats by using software designed to facilitate the creation of Web and multimedia content.

Database Administrators (15-1141)

Administer, test, and implement computer databases, applying knowledge of database management systems. Coordinate changes to computer databases. May plan, coordinate, and implement security measures to safeguard computer databases. *DOES NOT INCLUDE “Information Security Analysts”.*

Information Security Analysts (15-1179)

Plan, implement, upgrade, or monitor security measures for the protection of computer networks and information. May ensure appropriate security controls are in place that will safeguard digital files and vital electronic infrastructure. May respond to computer security breaches and viruses. *DOES NOT INCLUDE “Computer Network Architects”*.

Network and Computer Systems Administrators (15-1142)

Install, configure, and support an organization’s local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Monitor network to ensure network availability to all system users and may perform necessary maintenance to support network availability. May monitor and test Web site performance to ensure Web sites operate correctly and without interruption. May assist in network modeling, analysis, planning, and coordination between network and data communications hardware and software. May supervise computer user support specialists and computer network support specialists. May administer network security measures. *DOES NOT INCLUDE “Information Security Analysts”.*

Computer Network Architects (15-1179)

Design and implement computer and information networks, such as local area networks (LAN), wide area networks (WAN), intranets, extranets, and other data communications networks. Perform network modeling, analysis, and planning. May also design network and computer security measures. May research and recommend network and data communications hardware and software. DOES NOT INCLUDE “Information Security Analysts” or “Network and Computer Systems Administrators”.

Mechanical Drafters (17-3013)

Prepare detailed working diagrams of machinery and mechanical devises, including dimensions, fastening methods, and other engineering information. Develop detailed design drawings and specifications for mechanical equipment, dies, tools, and controls, using computer-assisted drafting (CAD) equipment. Coordinate and consult with other workers to design, lay out, or detail components and systems. Modify and revise designs to correct operating deficiencies or to reduce production problems. Design scale or full-size blueprints of specialty items such as furniture and automobile body or chassis components.

Mechanical Engineers (17-2141)

Perform engineering duties in planning and designing tools, engines, machines, and other mechanically functioning equipment. Oversee installation, operation, maintenance, and repair of such equipment as centralized heat, gas, water, and steam systems. Read and interpret blueprints, technical drawings, schematics, and computer-generated reports. Assist drafters in developing the structural design of products using drafting tools or computer-assisted design (CAD) or drafting equipment and software. Research, design, evaluate, install, operate, and maintain mechanical products, equipment, systems and processes to meet requirements, applying knowledge of engineering principles. Conduct research that tests and analyzes the feasibility, design, operation and performance of equipment, components and systems. Specify system components or direct modification of products to ensure conformance with engineering design and performance specifications.

Electrical Drafters (17-3012)

Develop specifications and instructions for installation of voltage transformers, overhead or underground cables, and related electrical equipment used to conduct electrical energy from transmission lines or high-voltage distribution lines to consumers. Use computer-aided drafting equipment or conventional drafting stations, technical handbooks, tables, calculators, and traditional drafting tools, such as boards, pencils, protractors, and T-squares. Draft working drawings, wiring diagrams, wiring connection specifications or cross-sections of underground cables, as required for instructions to installation crew. Draw master sketches to scale showing relation of proposed installations to existing facilities and exact specifications and dimensions. Explain drawings to production or construction teams and provide adjustments as necessary.

Electrical Engineers (17-2017)

Design, develop, test, or supervise the manufacturing and installation of electrical equipment, components, or systems for commercial, industrial, military, or scientific use. Prepare and study technical drawings, specifications of electrical systems, and topographical maps to ensure that installation and operations conform to standards and customer requirements. Operate computer-assisted engineering and design software and equipment to perform engineering tasks. Direct and coordinate manufacturing, construction, installation, maintenance, support, documentation, and testing activities to ensure compliance with specifications, codes, and customer requirements. Perform detailed calculations to compute and establish manufacturing, construction, and installation standards and specifications.

18. TCS Employee’s specific DUTIES within the project.

Please provide specific details concerning the day-to-day activities that the employee will perform. For each duty, please provide the percentage of time spent on the duty AND place it into the context of the entire project. Please be sure to include the various technologies that the associate will use to do the job, but please explain in plain language how the associate will use these technologies to do the job. It is very important that the US immigration authorities understand what the associate will be doing on a day-to-day basis.

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| --- | --- |
| JOB DUTIES | % |
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(Add duties as needed)

Software used

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Languages used

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19. Provide a copy of associate’s updated resume (updated to current project).

20. Please provide name and contact details of TCS onsite Manager/Coordinator who will be responsible for LCA posting.

|  |  |
| --- | --- |
| Name of TCS Onsite Manager/Coordinator |  |
| Job Title |  |
| TCS Emp.No. |  |
| Alternate e-mail ID (if not accessing TCS e-mail) |  |
| Contact No. |  |

***Note:*** During the processing of H1B, details of LCA (Labor Condition Application) must be displayed at two locations at the proposed U.S. work-site of the associate. It will be MS-Word document which will be sent by US Visa team via e-mail to the TCS onsite Manager/Coordinator of the concerned project. This document must be printed and displayed at two locations at the proposed U.S. work-site of the associate. Please provide the details of TCS onsite manager/coordinator above who will be responsible for this activity. LCA posting e-mail will be sent to the Manager’s TCS e-mail ID by default. If the Manager/Coordinator is not accessing TCS e-mails, provide alternate e-mail ID above.

21. Person to contact with questions about PRD:

|  |  |
| --- | --- |
| Name | |
| Address | |
| Contact Numbers | Email Id |
| Fax Number |

Name, title and signature of TCS manager who has reviewed the information above and confirms its accuracy.

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

Manager Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_