**Transfer Eligibility Criteria for Associate System Engineers**

All the Associate System Engineers employed in Operations & Customer Support (24x7) will get transferred in the Application, Delivery & Project department, or any other department as per the requirement.

* Written confirmation of acceptable performance evaluation signed by the applicant’s current manager and completed not less than 12 months will be eligible for transfer if there is any vacant position.
* If any employee who will not meet the acceptable performance evaluation criteria will be put under Performance Improvement Plan (PIP) for 3 months under his current position, if not getting satisfactory results later employee can also be terminated.

### Compensation: Hiring managers are expected to discuss and confirm the employee’s current salary and grade with both the employee and the Human Resources Department prior to extending an offer. Hiring managers may grant a salary increase, within company guidelines, for a promotion (a move to a job in a higher salary grade). In general, no salary increase is provided for a lateral transfer (a move to a job in the same grade)

### Probation period for transferred employees: the first three (3) months in the new position will be considered as their probation period.

**Note:** Manager - Operations & Customer Support (24x7) will request HR for Fresh CS – Graduate resource in the replacement of the most senior profile who is eligible to transfer in other department.