

Role-Specific Documents

1. Job Description & Responsibilities

Job Title: Associate Software Developer

Department: Engineering / Software Development

Location: Chennai, Tamil Nadu, India

Reporting To: Friendly Manager

Job Overview:

As an Associate Software Developer, you will be responsible for developing, testing, and maintaining software applications that align with business needs. You will collaborate with cross-functional teams to ensure high-quality deliverables and contribute to the continuous improvement of our software development processes.

Key Responsibilities:

- Develop and maintain software applications using appropriate programming languages and frameworks.
- Write clean, efficient, and well-documented code following industry best practices.
- Participate in code reviews, debugging, and troubleshooting to improve software quality.
- Collaborate with designers, product managers, and other developers to define project requirements.
- Ensure software security, performance, and scalability in all developed applications.
- Stay up to date with emerging technologies and apply them as needed.
- Work within Agile methodologies and contribute to sprint planning and execution.

2. Key Performance Indicators (KPIs)

Performance Metrics:

KPI	Description
Code Quality	Maintain high code quality by following best practices and minimizing errors.

Feature Development	Successfully deliver assigned features within the planned timeline.
Bug Resolution	Resolve software bugs effectively and within SLA timelines.
Collaboration & Communication	Actively participate in team discussions, code reviews, and knowledge sharing.
Learning & Growth	Continuously learn new technologies and contribute to innovation.
Deployment Success Rate	Ensure successful deployment of code with minimal rollbacks.
Adherence to Security Standards	Follow security guidelines and best practices in development.

3. Tools & Software Access Guide

Development Tools:

- **IDE:** Visual Studio Code / IntelliJ IDEA / Eclipse
- **Version Control:** Git, GitHub / GitLab
- **Programming Languages:** Python, Java, JavaScript (based on project requirements)
- **Database Management:** MySQL / PostgreSQL / MongoDB
- **Frameworks:** React.js, Node.js, Spring Boot, Django (as applicable)

Project Management & Communication:

- **JIRA / Trello** – Task and issue tracking.
- **Slack / Microsoft Teams** – Internal team communication.
- **Confluence / Notion** – Documentation and knowledge sharing.
- **Google Workspace / Office 365** – Emails, document collaboration, and meetings.

Access Request Process:

1. Submit an access request via the internal IT system.
 2. Approval from the reporting manager.
 3. IT team grants access within 24-48 hours.
 4. Ensure compliance with security policies and guidelines.
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Acknowledgment & Signature

I, **[Employee Full Name]**, acknowledge that I have read and understood the role-specific documents including my job responsibilities, KPIs, and tools & software access guide.

Employee Name: _____

Employee Signature: _____

Date: _____