

## **Junior Trainee Associate (JTA) POLICY**

HR-PO260, Issue 1.5

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## 1. OBJECTIVES

- Stable resourcing for the existing business needs over span of four years
- Higher profile resourcing for future business needs in large numbers
- Value addition to fresh graduates from faculty of sciences, such as:
  - Acquisition of post graduate degree in engineering
  - Degree from premier institute with brand value
  - Internship via integration of work and learning environments
  - Concurrency of learning opportunity and work experience
  - Fulfilment of special VISA requirements

## 2. SCOPE

- Science graduates (or equivalent) hired as Junior Trainee Associate (JTAs) in U1 band/level.
- JTA Non-MS associates till their confirmation and closure of Bond and movement to band/level U3, whichever is later.
- JTA MS associates undergoing the MS program, till successful completion of the MS program

## 3. TERMS AND CONDITIONS

### JTA-MS associates

- All graduates in science with Mathematics as one of the subjects at graduation level with all three year aggregate of 60% or more including all subjects
- Associates will be required to sign a 4 ½ -year indemnity service agreement with a surety amount of INR 1.5lacs prior to enrollment into the MS program
- Allocation to projects/IBUs prior to enrollment into MS program is mandatory. Unallocated Associates will be enrolled into the program subject to the approval from Head RMG.
- Infrastructure and administration costs to facilitate participation in the MS program will be borne by the Company, if the pedagogy/examinations are held within the company's India offices.
- Fee payment for all 8-semesters to be paid by the Company. Any additional fee incurred due to registrations into additional semesters because of backlogs shall be borne by the enrolled associate.
- Associates enrolled in 2012 at Hyderabad in 4-year MS program are, however, entitled for elevation to U2/U3 bands as applicable subject to meeting all eligibility and qualifying criteria of JTA-MS associates.

- Associates once enrolled cannot withdraw from the MS program in normal circumstances. However, such withdrawals are permitted in the genuine circumstances with approvals from respective IBU/IBG/Cluster Heads and the Global Head People policies and practices (PPP). Any withdrawal, if allowed, will be subject to paying the company a withdrawal penalty that is determined based on the batch of enrolment and semester of withdrawal by the Head of the Program (JTA). In case of separation from services for any reasons the concerned Associate has to pay the company the withdrawal penalty amount or bond amount, whichever is higher.
- Annual MTech incentives (AMI) disbursed to associate will not be recovered in the event of withdrawal from the program. AMI is applicable to current batches 4MSB10 and 4MSB11 with CGPA 5.5 and above AMI will be processed as per the CGPA calculated by BITS (SGPA is not considered for AMI payment). Payment of AMI is done in Feb / Mar of the current year for the 2 semesters completed in the last calendar year only if, the CGPA of both the semesters is 5.5 and above. AMI has been stopped all the batches commenced after 2014. AMI is not paid during notice period and as part of F&F settlement. This communication supersedes all the communications made earlier Bond duration/Surety amount will change to 2years/1 lakh with start date considered being the date of withdrawal from the program, and the end-date being the completion date of two years from new start-date or the end-date of the earlier 4-year bond, whichever is earlier.
- Performance is measured on two dimensions namely **Project Performance (PP) with XCL ratings Tech Mahindra Performance ratings)**, while **MS Performance (MSP) as under** for determining the annual increments as well as promotions.

Table 3-1

MSP Grade*	A	B	C	D
MSP rating	Excellent	Good	Fair	Poor
MSP range	80% and above	65 - 79%	55 - 64%	54% or less

\*BITS Pilani Rating system

#### JTA-Non MS Associates

- Associates will be required to sign a 2-year indemnity service agreement with bond value of INR 1 lakh
- Project Performance (PP), as ordained by the IDEAS system (Tech Mahindra's Performance System) will be the determinant for annual increments as well as promotions.
- All are under the purview of the JTA policy till they are moved to U3 band/level for maintaining the parity in eligibility and compensation parity in the review of their increments and promotions
- Any JTA-Non-MS associate wishing to opt for MS program will be permitted subject to the approval of respective Heads as it may impact their work schedules. However, they will have to execute bond to extend the duration to 4-years as well as value to 1.5 lakhs effective from the date of enrollment into MS program.

## 4. CAREER PROGRESSION

### 4.1 HIGHER JOB RESPONSIBILITY (ROLE CHANGE)

Top performers amongst JTA-MS associates will be eligible for consideration for promotion to Band U2 on completion of 2-years and to Band U3 grade on completion of the MS program (Refer Table 5-1 and Table 5-3). JTA-Non MS associates require a minimum of 3 years to be eligible for consideration for promotion to the Band U2

All JTAs participating in MS shall become eligible to nominate themselves to Programs identified by the JTA Program management team during their final semester of the MS program, subject to meeting other performance expectations and fulfilling the requirements for completion of the MS degree program.

### 4.2 OVERSEAS CLIENT INTERFACING

All BITS education semesters shall be normally conducted between Aug- Dec and Jan to May every year. JTAs enrolled in the MS program are permitted for short term on-site assignments only during June and July every year in case of pressing business requirements.

IBU/IBG/Cluster Heads can initiate short term on-site movement for business contingency reasons provided such movement does not exceed 8-weeks, does not disturb the class participation and does not disturb participation in examinations subject to the approval of SBU Head No long term movement to on-site is, however, permissible as it will lead to dropping the semesters and decelerating the MS program.

All deviations from the policy Exceptions to the same, if any, will be subject to approval of the Cluster Heads and Global Head PPP. No permanent withdrawals are, however, permitted here except the permissions to go on-site dropping semesters in exceptional contingencies.

There is no such restriction relating to on-site movement for JTA-Non MS associates under the purview of this policy.

## 5. PROMOTION TO HIGHER GRADE

### 5.1 U1 TO U2 PROMOTION GUIDELINES

#### Eligibility

- **Tenure:** Minimum 2-years of service for JTA-MS associates and 3 years for JTA-Non MS associates.

- **Project Performance:**

**Table 5-1**

For JTA – MS			
Band	Minimum Exp.	Latest 2 Annual Appraisal Ratings	Years in current band for existing employees
From - To		(<Previous rating> <Current rating>)	
U1- U2	2 years (as on 31st of Dec of the current year)	XX, XC, CX,	2 years
	3 years (as on 31st of Dec of the current year)	CC	
For JTA – Non MS			
Band	Minimum Exp.	Latest 2 Annual Appraisal Rating	Min. Years in current grade for existing employees
From - To		(<Previous rating> <Current rating>)	
U1- U2	3 years (as on 31st of Dec of the current year)	XX, XC, CX	3 years
	4 years (as on 31st of Dec of the current year)	CC	
U2-U3	5 years (as on 31st of Dec of the current year)	XX, XC, CX	2 years
	6 years (as on 31st of Dec of the current year)	CC	
U3-U4	6 years	XX	1 year
	7 years	XC, CX	
	8 years	CC	

**Table 5-2**

Post Completion of MS Program			
Band	Minimum Exp.	Latest 2 Annual Appraisal Ratings	Years in current band for existing employees
From – To		(<Previous rating> <Current rating>)	
U2-U3	4 years plus MS completion (as on 31 <sup>st</sup> Dec * or 30 <sup>th</sup> June *)	X or C	Not applicable
U3-U4	5 years	XX	1 year
	6 years	XC, CX	
	7 years	CC	

- **MS Performance: (Applicable only to JTA-MS people)** Minimum MS performance rating of 'C' or above during the current appraisals without any current or pending backlogs. An 'E' grade in any of the MS courses is treated as backlog till it is converted to grade 'D' or above in the subsequent semesters.

### Qualifying process

Availability of a higher role and suitability/preparedness of the associate for the said role will be determined by the concerned Cluster Head

## 5.2 U2 TO U3 PROMOTION POST MS COMPLETION

### Eligibility

- All those successfully completed the MS program will become eligible for the award of the degree.
- All those with the current or recent annual appraisal ratings of "C or above.

### Qualifying Process

Perusing the availability of higher roles, suitability/preparedness of the associate for the role, cumulative performance over 4-years both on projects and in MS program, respective IBU/Cluster Heads shall provide their recommendations. Qualifying is thus based on the recommendation of the respective IBU/Cluster heads.

## 5.3 DEVIATIONS FROM POLICY

All deviations from policy as regards the increment/promotion if any required in genuine circumstances can be initiated by respective Cluster Heads. These recommendations shall, however, be taken forward subject to the approval of Global Head PPP and CPO.

## 6. EXIT PROCESS

### 6.1 PROPER EXIT

Any JTA leaving the organization seeking separation for genuine reasons, as per the process laid down are considered under this category. However, they need to comply with all the requirements of the Separation Clearance with TechM. A letter of clearance will, however, be issued that includes circumstances associated with the separation stated in the letter.

### 6.2 EXIT POLICY DEVIATION

Any JTA leaving the organization without adhering to above mentioned process will be covered under this. Such cases shall be legally pursued by Tech Mahindra in case of recovery of any monetary dues thereof. Letters/Certifications provided by the Organization will not be issued in the event associates partially/completely do not adhere to separation clearance requirements.

## 7. DOCUMENT HISTORY

The organization reserves the right to modify, amend or revise the policy in line with Business requirements

Version	Date	Author	Reviewed by	Approved by	Nature of changes
1.0	01-Jan-2015	Process Owner	Function Owner	Function Head	First Integrated Issue w.e.f. Jan, 2015
1.1	14-Sept-2015	Process Owner	Function Owner	Function Head	Document Formatting
1.2	21-Oct-16	Process Owner	Function Owner	Function Head	Changes made in Table 5.1, 5.2 and 5.3 and the changes are in line with the new 3 rating scale
1.3	08-May-2017	Joseph Salibindla	Rajith Athrayil	Vaishali Phatak	Changes made in Section 3 terms and condition on AMI Policy.
1.4	28-Sep02017	Joseph Salibindla	Rajith Athrayil	Vaishali Phatak	Changes Made in Section 5-1 on cut of date for the year. w.e.f. Sep, 2017
1.5	19-Mar 2018	Medha Pandit	Rajith Athrayil	Vaishali Phatak	Changes in rating scale as per current scale