

## **Job Rotation Policy**

### **FAQ Document**

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## Table of Contents

<b>1.</b>	<b>PURPOSE OF THE JOB ROTATION POLICY</b>	<b>3</b>
<b>2.</b>	<b>ELIGIBILITY FOR THE POLICY</b>	<b>3</b>
2.1.	WHO ALL ARE COVERED UNDER THIS POLICY?	3
2.2.	I HAVE WORKED IN THE SAME ROLE FOR 30 MONTHS, BUT IN DIFFERENT PROJECTS, CAN I APPLY FOR A JOB ROTATION?	3
2.3.	CAN I APPLY FOR A JOB ROTATION IF I WORK IN FINANCE?	3
2.4.	I HAVE NOT COMPLETED 30 MONTHS BUT I AM INTERESTED IN ROTATION AND MY MANAGER IS WILING TO RELEASE ME. CAN I APPLY ON THE PORTAL?	3
<b>3.</b>	<b>'NOT AVAILABLE FOR ROTATION'</b>	<b>4</b>
3.1.	WHO ARE CATEGORIZED AS 'NOT AVAILABLE FOR ROTATION'?	4
3.2.	WHO CATEGORISES ASSOCIATES AS 'NOT AVAILABLE FOR ROTATION'?	4
3.3.	WHO IS THE FINAL AUTHORITY FOR SUCH CATEGORISATION?	4
3.4.	HOW MANY TIMES CAN I BE CATEGORIZED AS 'NOT AVAILABLE FOR ROTATION'?	4
3.5.	IS THERE ANY PROCESS TO TAKE AN EXCEPTION FROM BEING CATEGORIZED AS 'NOT AVAILABLE FOR ROTATION'?	4
<b>4.</b>	<b>PROCESS</b>	<b>4</b>
4.1.	WHERE CAN I SEE THE OPENINGS THAT I CAN APPLY TO?	4
4.2.	ARE THERE ANY RESTRICTIONS TO THE TYPE OF JOB ONE CAN APPLY TO?	4
4.3.	DO I NEED TO SEEK ANY APPROVALS IN ORDER TO APPLY FOR JOB ROTATION?	5
4.4.	WHAT WILL BE THE SELECTION PROCESS?	5
4.5.	I AM BEING ASKED FOR MY RESUME BEFORE THE INTERVIEW PROCESS FOR NEW POSITION. DO I NEED TO PROVIDE THE SAME?	5
4.6.	AFTER CHANGING MY ROLE THROUGH THIS POLICY, CAN I CHANGE BACK TO MY OLD ROLE IF I DONT FIND THE NEW ONE INTERESTING / MEETING MY EXPECTATIONS?	5
<b>5.</b>	<b>DOCUMENT HISTORY</b>	<b>5</b>

## 1. PURPOSE OF THE JOB ROTATION POLICY

The Job Rotation policy is being introduced to facilitate associate rotation in line with career aspirations, enhancing associate development and building leadership bandwidth. Associates will be able to view available jobs and apply for the same through an online portal without taking any approvals.

## 2. ELIGIBILITY FOR THE POLICY

### 2.1. WHO ALL ARE COVERED UNDER THIS POLICY?

This policy is applicable only to associates

- in U1 to E1 in IT only
- who are categorized as Revenue Enablers or as DNB associates
- located at offshore locations
- have completed 30 months or more in the same project
- associates not identified as 'Not available for Rotation' by the IBU Head

### 2.2. I HAVE WORKED IN THE SAME ROLE FOR 30 MONTHS, BUT IN DIFFERENT PROJECTS, CAN I APPLY FOR A JOB ROTATION?

No, an associate will be eligible only if s/he has completed 30 months or more in the same project.

### 2.3. CAN I APPLY FOR A JOB ROTATION IF I WORK IN FINANCE?

No, since you are a part of the Support function, you are not covered under the Job Rotation policy. Only those who are categorized as Revenue Enablers or as DNB associates are covered under this policy. However you can apply for relevant IJP's sent on a daily basis.

### 2.4. I HAVE NOT COMPLETED 30 MONTHS BUT I AM INTERESTED IN ROTATION AND MY MANAGER IS WILING TO RELEASE ME. CAN I APPLY ON THE PORTAL?

No. Since you have not completed 30 months in the project, you are ineligible to apply for job rotation through the portal. You may, however apply for relevant IJPs sent on a daily basis.

### 3. 'NOT AVAILABLE FOR ROTATION'

#### 3.1. WHO ARE CATEGORIZED AS 'NOT AVAILABLE FOR ROTATION'?

In each band, only up to a maximum of 20% of eligible associates can be designated as 'Not available for Rotation' and be excluded from rotation. Associates who have been identified as 'Not available for Rotation' can be under this category for a maximum period of up to 6 months post 30 months in the same project.

#### 3.2. WHO CATEGORISES ASSOCIATES AS 'NOT AVAILABLE FOR ROTATION'?

IBU Heads are the final approving authority for categorizing associates as 'Not available for Rotation'. The window for this categorization will be open April 1st to 7th and October 1st to 7th of the assessment year.

#### 3.3. WHO IS THE FINAL AUTHORITY FOR SUCH CATEGORISATION?

The IBU Head will be the final authority for categorizing associates as 'Not available for Rotation'.

#### 3.4. HOW MANY TIMES CAN I BE CATEGORIZED AS 'NOT AVAILABLE FOR ROTATION'?

Once an associate completes the additional 6 months, s/he automatically will become eligible for rotation. The associate cannot be categorized as a 'Not available for Rotation' more than once.

#### 3.5. IS THERE ANY PROCESS TO TAKE AN EXCEPTION FROM BEING CATEGORIZED AS 'NOT AVAILABLE FOR ROTATION'?

No. Based on business exigencies, the IBU Head has the final authority to categorize an associate as 'Not available for Rotation'. However, after completion of 6 months in this category, the associate will automatically become eligible for rotation.

### 4. PROCESS

#### 4.1. WHERE CAN I SEE THE OPENINGS THAT I CAN APPLY TO?

- The job rotation tool is available in PS(F) → Resource Management → IJP/ Rotation system → Rotation Requirements
- If you are an eligible associate, you will be able to view all the open positions across the organization for your sub-band and one sub- band above in projects different from your current project

#### 4.2. ARE THERE ANY RESTRICTIONS TO THE TYPE OF JOB ONE CAN APPLY TO?

- Associates will be able to apply to jobs in the same sub-band or one sub- band above
- Associates will not be able to apply for positions within the current project

#### 4.3. DO I NEED TO SEEK ANY APPROVALS IN ORDER TO APPLY FOR JOB ROTATION?

Eligible associates who are available for Rotation will not require the approval of the Reporting Manager to apply for open positions.

#### 4.4. WHAT WILL BE THE SELECTION PROCESS?

- Associates shortlisted will be evaluated similar to external hiring
- Selected associates will be released as early as in 30 days from date of selection for the new assignment.
- Units will be required to identify replacements for rotated associates from within the unit itself; TMG will ensure technical trainees are made available as additional resources in lieu of associates rotated.

#### 4.5. I AM BEING ASKED FOR MY RESUME BEFORE THE INTERVIEW PROCESS FOR NEW POSITION. DO I NEED TO PROVIDE THE SAME?

To improve chances of selection in an applied opportunity, updated CV is always better.

#### 4.6. AFTER CHANGING MY ROLE THROUGH THIS POLICY, CAN I CHANGE BACK TO MY OLD ROLE IF I DONT FIND THE NEW ONE INTERESTING / MEETING MY EXPECTATIONS?

No, there is no such provision presently. As associate is being provided visibility for all open positions commensurate to his seniority and s/he needs to apply post proper evaluation of the expected role in the new opportunity.

## 5. DOCUMENT HISTORY

Version	Date	Author (function)	Reviewed by	Approved by	Nature of changes
I1.0	17-June-2014	Nandita Vyavaharkar	Rima Mendonza & Preethi Ellala	Function Head	First Integrated Issue.

**10. ANNUAL REVIEW HISTORY**

Annual Review conducted on	Date	Is Change Required (Y/N)	Document Uploaded in BMS (date)	Remarks
1.0	21-Mar-2017	N	4/4/2017	Annual Review conducted. No changes made to the document