
Employee Referral Scheme

Employee Referral programs are a high quality way of finding the right talent. We recognize the fact that the best recruits most often come through people already working in the organization.

Who can make a referral:-

All employees (trainees, permanent and contractual) of the organization are eligible to refer candidates against notified vacancies.

Who is eligible for cash rewards:-

All employees below VP level (excluding all Business Unit Heads & the HR Team) are eligible for cash rewards if their referral candidates are selected and join the organization.

What kind of vacancies will be covered:-

The HR team post approval from the Business Head will decide on the vacancies that will be covered under this scheme. Notices and email communications will go out regarding the vacancies as and when required.

Profile Eligibility:-

The life of a resume in the HR Database (received from any source) will be 6 months, on the basis of which duplication will be judged. Post 6 months, a re-application of candidature is allowed.

How will the pay-out happen:-

Employees will receive 50% of the referral bonus once the referred candidate joins the organization and the remaining 50% will be paid on completion of 6 months/confirmation (as the case may be).

If the referral candidate leaves the organization before completing 6 months, the employee will forfeit the remaining 50% of his/her bonus.

If the employee, who made a successful referral, leaves the organization before the referral candidate completes 6 months/is confirmed, the former will forfeit the remaining 50% of his/her referral bonus.

What will be the pay-out:-

Experience Range of Candidate (in years)	Referral Bonus Amount (INR)
0 - 2 years	2500/- (*10,000/- for niche/rare skillsets)
2 - 5 years	18,000/-
6 - 9 years	25,000/-
10 - 15 years	30,000/-
15+ years	40,000/-

*Decision on which requirements will be treated as 'Niche/Rare Skillset' is subject to Management discretion.