



Employee Referral Award Policy:

Now you can refer a friend, relative, previous work colleague, etc. who might be interested in joining us and there will be financial reward in it for you.

Applicability:

This policy is applicable to all employees.

How to apply:

The employee can forward the CV of a potential candidate directly to the Human Resource at the email id - hrho@ajitindustries.com or hrd@ajitindustries.com mentioning the subject as "Internal Reference – Grade/Division"

e.g. If you are referring a candidate for the position of Executive in the Human Resource department, then the subject of the email will be "Internal Reference – Executive/ Human Resource."

In case of any vacancy opened in the company, HR department will inform about the same to all the employees over mail. Depending upon the urgency of vacancy, HR department will mention in the mail, timeline to share the CV of potential candidates.

HR will review the CV for current open vacancies and after shortlisting of CV, HR will contact the individual directly.

Referrals remain active for 6 months in our talent pool.

Award payment for referring a candidate

This varies depending on the offered grade level to the candidate you refer:

S. No.	Level at which the referred candidate joins	Referral fees to the Referrer (INR)
1	SR, SO, Executive, Sr. Executive	3,000
2	Ass. Manager, Dy. Manager, Manager	5,000
3	Sr. Manager & Above	7,000

The above amount is subject to Income Tax.



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Guidelines:

- The referred candidate will undergo the standard recruitment process designated for the particular position. Recruitment will be based on the available vacancy at that point of time.
- The referred candidate should not have applied for a job in Ajit Industries Pvt Ltd in the past 6 months through any other source, be in a recruitment agency, website, via any advertisement or considered directly.
- In case the same resume is received from different eligible sources under this scheme, date and time of the receipt of the resume will be, and the person who has sent the resume first will be considered for reward.
- You are not eligible for the payment if you are involved in the decision-making process that may influence your candidate being hired or passing their probationary period (e.g. CV screening, interview, assessment, hiring, and probation decision).
- The reward amount will be credited to the salary account after the referred candidate joins and completes six months of service in the company.
- The payments are subject to you still being employed with the company at the time payment is due.
- The Management reserves the right to alter, amend and/or withdraw this scheme at any time.

Thanks & Regards
For AJIT INDUSTRIES PVT. LTD.


Authorised Signatory
(HR Department)