

Bring a Buddy PROGRAM

CHEER A PEER

“The achievements of an organization are the Results Of the combined effort of each individual”

I have great pleasure in announcing the Bring a Buddy scheme for all out team members in the organization, at all levels.

As you are aware the Employee Referral has been a good source for Recruitment and one of the greatest advantages of a referral is that we can be sure of its authenticity and credibility so refer your friends & known Professional and give them the career as a part of telecom industry and get yourself awarded.

Terms and conditions:

- Referral resumes must be forwarded to HR directly via soft copy with subject line “Reference for -----(position name). Final decision will be that of the HR department.
- All communication with the referral candidate shall be undertaken by HR department only.
- This referral plan is for all employees except HR department employees
- Referral candidates must be known to the referrer or his contact persons
- No undue favors/pressure to take a referral will be entertained at any point in time.
- Candidates will be selected purely based on merits and without prejudice and bias
- There shall be no restrictions on the number of candidates referred by a single employee
- The referral award amount for every successful closure is Twenty Thousand INR.
- For qualifying for referral Bonus, the referred candidate must have spent six months in the Company from his date of joining and be confirmed in the services of the Company
- 50% referral bonus will be paid in the sixth month and rest of the 50% at the end of 12th month.
- To qualify for the corresponding referral amounts, the concerned employee and the referred employee have to be in the rolls of the Company at the time of qualifying for such referral amount(s)
- Payment shall be credited to the salary account of the referrer. Incidence of tax shall be borne by the concerned referrer.
- For referral candidate referred by two or more referrers, the first employee referring the candidate will qualify for the referral amount on satisfying the qualifying conditions.
- Candidates referred must not be in the HR database.

- HR shall intimate to the qualifying referrer immediately upon the referred candidate joining the Company
- HR will intimate Finance department about the referral candidate and the referrer immediately upon the referred candidate joining the Company
- In the event of any dispute, the final decision shall be at the sole discretion of HR and CEO of the Company

Let us join hands to ensure a “big bang” success.

EMPLOYEE REFERRAL BONUS APPLICATION FORM

Date: _____

REFERRING EMPLOYEE INFORMATION:

Name: _____ Department: _____
Employee Code: _____ Department Head: _____
Signatures: _____

REFERRED CANDIDATE INFORMATION:

Name: _____
Title of Vacant Position: _____
Department: _____

The referring employee should attach referred **Candidate's Resume** to this completed form and submit in to **HR**.

FOR STAFF SERVICES USE ONLY--- DO NOT WRITE BELOW

Date of Preferred Candidate Hire: _____
Department: _____ Position Title: _____
What Bonus amount is applicable: _____
Pay period effective: _____