

Referral Scheme

This referral policy applies only to the Technical staff who are not responsible for business acquisition. It doesn't apply to the Project Managers, Head of Departments, Business Development and Recruitment teams, Finance, Admin, HR and any support function groups.

Employee Referral

- ✓ Apar is always on the lookout for recruiting top class IT professionals. We always look forward to any assistance from our employees in this effort.
- ✓ The purpose of this program is to recognize internal employees as a source for recruitment and provide attractive incentives to encourage employee referrals.
- ✓ This policy covers the vacant (New/Replacement) positions across all functions, which the HR decides to open for a Referral Scheme.
- ✓ Employees can refer their friends, relatives etc. except those in their blood relation.

How to Refer:

The employee should send a soft copy of the resume through email to HR. He/she must mark a copy to the Recruiter from the HR Department who has rolled out the Referral scheme. HR encourages soft copies of the resume for better tracking system.

It is the responsibility of the employee to mention the following in the email body-

- His / Her employee code.
- Title of the position for which he is referring the resume.
- Any resume received without the above-mentioned details will not be eligible under this scheme.

Rewards for Reference

Amount earned in each referral level is as follows:

Years of experience of the referred candidate	Amount
1 to 2.5 years	Rs.15,000/-
2.6 to 5 years	Rs.20,000/-
5+ to 10 years	Rs.25,000/-
> 10 years	Rs.40,000/-

- The payment will be made to the Referrer after 3 months of the candidate's joining.
- The payment will be credited along with the payroll cycle.
- During the disbursement both the Referrer and Referee should be on the payroll of the company and should not be serving notice period.
- The employee who has referred the candidate should not have participated in the selection process.