

Employee Referral Policy

NAAPTOL encourages employees to identify friend(s) and/or acquaintance(s) who are interested in employment opportunities and refer qualified applicants for posted jobs.

Terms & Conditions

- Employees should obtain permission from an individual before making a referral at Naaptol and not make commitments or verbal promises of employment. All remuneration related matters will be discussed & finalized by HR team only, referring employee(s) are advised not discuss these aspects with prospective candidates at any level.
- An employee should submit the referral's resume and/or completed application form along with CV copy to HR for a posted job.
- In case, the Reporting Manager has referred the candidate, a final opinion from the immediate Manager / HOD is mandatory. All final selection(s) will be finalized by the recruitment panel only.
- In case the prospective candidate has been made an offer by the Company and later thereafter the referring Employee approaches HR team to suggest that the candidate was referred by him all such cases will not be entertained. All reference hiring should be intimated clearly before the candidate is called for interview / his candidature is shortlisted.
- The cancellation of Source name in the PINS form will not accepted. For instance the candidate has mentioned 'X' name in Source section of the PINS and later change it to 'Y' the same will not be considered.

All employees can refer candidates for existing vacancies in the Company. For selected candidates, the referral amounts are as follows:

Referral selected for Grade	Referral Incentive
Sr. Level (AGM, GM, HOD, VP, Sr. VP, CXO)	5,000/-
Middle level (Asst. Manager, Manager & Sr. Manager)	5,000/-
Jr. level (Assistant, Executive, Sr. Executive)	NA

*The above amounts will be subject to Income Tax as applicable.

The referral amount will be paid to the referring employee:

Only on successful completion of 06 (six) month period of the referred employee. Only if both referee referred employee(s) are in employment with the Company at the time of payment. All employees are eligible for the referral amount. Exception to this policy is – members of HR team, employees with designation AGM & above & all HOD's.

"All employee referral details should be clearly mentioned on PINS forms, mail & verbal communication to the HR resourcing / talent acquisition team will not be entertained. No amendments would be entertained once the candidate has been selected & offer / appointment letter accepted. Unless this process is complete no incentive would be payable. Intimation by word of mouth will not be considered under any circumstances."

Referral scheme is not applicable for interns, trainees & candidates hired on contract. Scheme is only applicable for full time employees on company payroll.

The Company can change or amend or withdraw the referral incentive plan at any point of time without giving any prior notice / intimation.