

Effective from 1st February, 2016

Parkar is always looking for great talents just like you, and you can help find him/her. If you know someone who you think would be a great addition to Parkar and they meet the qualifications for an existing job opening, it could be worth upto Rs. 65,000/- if your referral is hired by us.

The referral bonus program has very few rules but these follow.

1. The hiring of a referred employee must occur within six months of the initial referral date.
2. The first employee to refer a candidate will be the only referring employee eligible for payment.
3. All referee will be evaluated for employment consistent with Parkar policies and procedures
4. Once a referral is hired and completes 90 calendar days of service, the employee responsible for the referral will receive the referral bonus along with that month's salary.

The following is the referral Bonus:

Band	Male	Female
4	60,000	65,000
3	50,000	55,000
2	40,000	45,000
1	30,000	35,000

*The Referral Bonus is subject to tax deduction as per the income tax rules.

Guidelines for the referral policy

- The policy is applicable only when candidates are hired for a permanent position excluding GTE's.
- Employees in Band – 4 and above and HR team members at Parkar would not be eligible to participate in the program; however they may refer candidates for vacant positions.
- Employees can refer candidates who have worked with Parkar in the past; provided there is a minimum gap of one year for the rehire cases.
- The employee who refers the candidate would not be allowed to be a part of the interview / selection process
- The eligible employee will qualify for the referral bonus only if the associate is on the rolls of the company on the date of payment of the referral bonus.
- The referral bonus will be released to the employees in the current month's salary, provided the referee and the referral are effectively employed (on rolls) at Parkar, on the date of disbursement.

Procedure for referring

- HR team is will publish the list of vacancies.
- The employee can send an email to the email id mentioned in the communication
- The HR SPOC will check the CV and provide feedback to the employee.

Version Control

Date	Prepared by	Reviewed by	Action
1 st March, 2016	Kiran Satpute	Gaurav Singh	Created Policy