

# SRM UNIVERSITY - AP, ANDHRA PRADESH

SRMAP / Reg. Off / Policies / 10 / 2024-25

09<sup>th</sup> April 2025

## EMPLOYEE REFERRAL POLICY OF SRM UNIVERSITY - AP- 2025

### **Purpose:**

The purpose of this Policy is to encourage and reward employees for referring qualified and best-suited candidates to SRM University, AP - Andhra Pradesh. Employee referrals are an essential part of the talent acquisition strategy, contributing to the growth and success of the organization.

### **Eligibility:**

All regular, full-time employees, Adjunct faculty, Visiting Faculty, Guest Faculty and any contractual employees of SRM University are eligible to participate in the employee referral program. Temporary and part-time employees are not eligible, but they are also welcome to refer qualified candidates.

Additionally, distinguished subject experts who are, or have previously been, associated with the university-such as members of the Board of Studies, Doctoral Committees, Recruitment Panels, or other similar bodies-will be eligible to recommend suitable candidates for recruitment.

### **Referred Candidate Eligibility:**

- The candidate must be external to SRM AP
- Candidates shall not have applied within one year to any of the positions.
- Former employees of SRMAP, who were associated one year prior, will not be considered as Referrals. However, can be referred as Referrals after one year.
- Candidates must meet the required qualifications and experience for the vacant positions.

### **Not eligible for Employee Referral Program:**

- Employees of the Directorate of Human Resources Development.
- Hiring/Reporting manager for a position for which they are directly or indirectly responsible.
- Executive Leadership & Associate Dean and above, Assistant Director and above.
- Interviewers for that vacant position.



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## Referral Procedure:

### 1. Submission of Referrals:

Employees may refer candidates by submitting their resumes at [irefer@srmap.edu.in](mailto:irefer@srmap.edu.in)

### 2. Eligible Positions:

The referral program applies to specific positions within the university, as communicated by the Directorate of HRD.

## Rewards:

### 1. Reward Amount:

- Employees are eligible for a referral bonus based on the position of the referred candidate, as mentioned below.

Positions	India (INR)
Assistant Professor	20,000/-
Associate Professor	30,000/-
Professor	40,000/-

Subject to applicable taxes.

- Referral bonuses for referring foreign nationals or Non-Resident Indians (NRIs) holding full-time regular faculty positions abroad is mentioned below.

Positions	India (INR)
Assistant Professor	50,000/-
Associate Professor	1,00,000/-
Professor	1,50,000/-

Subject to applicable taxes.

### 2. Payment Schedule:

- The Referral award will be paid in two instalments, 50% of which will be paid on subsequent month once the candidate referred is selected and joins and the remaining 50% of which will be paid after the candidate completes their 6 months of service. This clause applies to the Consultant/Guest and contract faculty even if their contract is closed before the first/second instalment due date.
- The payment would be in accordance with the cut off dates for Payroll. If the Referral joins after the cut off dates for Payroll (20th of every month), then the reward amount will be paid in the next month's salary.
- The referrer will not be eligible for the referral bonus amount in case of:



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- The referrer / referral leaving the company or serving notice period before six months for whatsoever reasons, with exceptions of demise or discharge on health reasons. In such cases the second instalment will not be paid.
- If referral is not in continuous service (in case of LOP then the period of LOP will be included as extension to complete the six months).

**Confidentiality:**

All information related to the referral, including the name of the referring employee, will be kept confidential. However, the referring employee may be notified of the hiring decision.

**Referral Guidelines:**

- The SRM University, AP employee, who is referring a candidate for a particular position must be an active employee on the SRMU AP payroll when referral is made.
- Employees are eligible for a referral award only when an external candidate is referred.
- No referral award would be paid if a candidate has previously applied online or otherwise.
- There is no cap on the number of referrals an employee can make. All rewards will be paid accordingly.
- If two or more employees refer to the same candidate, only the first referrer will receive their referral rewards.
- Referrers are still eligible for rewards even if a candidate is hired later or gets hired for another position.
- All recommendations made by Referrer must come from his/her personal contacts/connections and not from any Job Portal/Consultants/Recruitment Agency. In case, it is found that the information provided by the Referrer and Referral is false, the Management has the right to take appropriate disciplinary action.
- In case the resume exists in the database, the referral process will be terminated and the same will be intimated to the Referrer immediately by mail.
- As and when the position is closed, the same will be intimated accordingly and any reference received thereafter will not be entertained.
- Any Referral who is not shortlisted for the current position based on qualification/ knowledge/ skill sets will not be considered again within six months, if the same position is vacant again.
- To be eligible for the payout, the referrers shall neither be part of the interviewing panel for his/her referred candidate nor should have a direct reporting relationship with the referred candidate.
- All information regarding the hiring decision will remain strictly confidential till finalized.

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- All candidates must go through the recruitment process according to the university recruitment policy.
- The reason for selection/rejection of any referral will not be disclosed.

**Compliance:**

Participation in the employee referral program is subject to compliance with all applicable university policies.

**Modification or Termination:**

SRM University, AP - Andhra Pradesh reserves the right to modify or terminate the employee referral program at any time, with or without notice.

**Contact Information:**

For questions or additional information about the employee referral program, the Directorate of Human Resource Development can be contacted at [irefer@srmap.edu.in](mailto:irefer@srmap.edu.in)



  
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