



Integra Micro Software Services (P) Ltd. Employee Referral Scheme

This scheme aims to involve the employees of Integra Group and it's affiliates to refer potential candidates for recruitment into Integra, as per requirements put forth by the recruitment department from time to time.

ELIGIBILITY:

Only those employees who are on the rolls of Integra Group of Companies or it's affiliates, are eligible to participate in this scheme.

PROCESS:

- The HR would be emailing the list of open positions under this scheme from time to time
- Employees are required to email the matching profiles to opportunities@integramicro.co.in quoting the relevant details for a particular position
- Candidates who successfully complete the recruitment process and found suitable would be given an offer of appointment
- Employees who referred the selected candidate would be informed of the selection once the offer is made
- Recruitment department's decision is final in deciding the suitability of the profile referred
- Canvassing in any form will automatically disqualify the candidate from being processed for recruitment

INCENTIVE PAYMENT:

Employees would be given an incentive for successful referral as per the table below:

- Incentives would be paid after 30 days from the date of joining of the candidate
- Incentive amount due to an employee would be cleared after the 15th of every month
- All incentive payments would attract applicable TDS as per the prevailing IT rules

S.No.	Slab	Experience (in years)		Incentive Amount (in Rs.)
1.	I	> 1	< = 4	7500/
2.	II	> 4	< = 7	10000/
3.	III	> 7	-	15,000/