

Referral Policy

Scope:

Under this scheme, employees can refer their friends, relatives, and acquaintances for suitable positions emerging from time to time in the organization. However, first blood relations will not be eligible for selection.

Procedure:

1. HR will circulate all the positions under this scheme on Via email. Employees can submit the resumes of their referral candidates by emailing them to hrrsupport@jaipurrugs.com. Selection will be based on merit only.
2. The incentive for a referred candidate being selected is as follows:
 - Grade L4 to L6: Rs 12,000
 - Grade L3: Rs 8,000
 - Grade L2: Rs 3,000
 - Grade L1: Rs 1,000

Other Criteria:

1. 50% of the incentive amount will be paid after the new joiner has completed three months in the company, and the remaining 50% after the new joiner has completed six months in the company. The amount will be paid along with the salary.
2. Unless one year has lapsed since leaving the company, no ex-employee can be referred again.

3. Due to the confidentiality of the recruitment process, HR won't be able to provide updates on the candidature of the referred person. HR will only inform the employee once the candidate joins.
4. Resumes shared through other email IDs won't be eligible for incentives. In case of hard copy submissions, they need to be submitted to the Head HR directly.
5. While giving a reference, the employee must indicate their employee number, name, and location.
6. There is no restriction on the number of times the incentive can be claimed.
7. If the same person has been referred by two employees and subsequently selected, the employee who gave the reference first will be entitled to the incentive.
8. In case of any ambiguity, the decision of the Head HR will be binding to all.
9. Due to a conflict of interest, the HR team and HODs are not eligible for this scheme.
10. The company reserves the right to modify or suspend this scheme at any time.

This amendment ensures clarity and transparency in the Employee Referral Scheme, detailing the process, incentive structure, and conditions for participation.