

Employee Referral Policy

1. Objective:

The objective of the Policy is to reward all those employees who can contribute towards enhancing talent at Shoolini University in our pursuit to achieve a Global Top 200 ranking.

2. Eligibility:

All employees who are on rolls of the University are eligible to give referrals under this policy, except:

- a) Members of the Trust and their family
- b) Members of Senior Management/ Directors/ Deans
- c) Members of the HR Team
- d) Employees referring their spouses

3. Process for referrals:

- Any employee can refer candidates against any position, at any point of time.
- In case the referred profile is already available with the HR team in their database, the case will not be eligible for referral bonus.
- Employee's role will be limited to submission of resume of the candidate along with details on other softer aspects, if so desired by the employee. The regular process of Shortlisting and interviews will be applicable as per HR process.
- The referrer will not in any way be involved with the interview process or remuneration negotiation for the referred candidate.
- Final selection decision will be purely based on the merit of the referred candidate.
- All recommendations made by the employees must come from their personal contacts and not through any recruitment agency.

4. Referral Bonus:

The following referral bonus amounts will be payable under this policy:

Grade	Referral Bonus Amount
Professor/HOD/Dean/Director Equivalent	Rs.16,000
Associate Professor/ Assistant Professor or equivalent	Rs. 8,000
Adjunct faculty/ part-time faculty	Rs. 6,000
Other staff (Finance, Operations, Admissions, others)	Rs. 6,000

The referral bonus will be released to the referrer only after the referred candidate has successfully completed 3 months with Shoolini University.



Prof Atul Khosla

Vice Chancellor – Shoolini University