

Vol:-01

Issue Date - 14/05/25

## EMPLOYEE REFERRAL POLICY

### **1. Purpose:**

This policy outlines the guidelines for employee referrals for specific faculty positions within NIET, Greater Noida. The objective is to leverage the valuable networks of our existing employees to attract and hire qualified faculty members, thereby strengthening our academic excellence.

### **2. Eligibility:**

- All current employees of NIET {excluding employees of the Human Resources department and hiring board members (Head of the Department, Deans, Directors and other applicable members) who are directly involved in the faculty recruitment process} are eligible to participate in this referral program.
- The referred candidate must be a new hire and not a former employee of NIET within the past 2 years from the date of referral.
- The referred candidate must meet the minimum qualifications and experience requirements for the faculty position as outlined in the job description and guidelines of regulatory bodies like AICTE, UGC etc.

### **3. Referral Process:**

- The referring employee must submit the referred candidate's resume and contact information through an email with the subject line 'Faculty Referral - [Referring Employee Name] for [Position Name]' to [recruitment@niet.co.in](mailto:recruitment@niet.co.in).
- The referral submission should include the referring Employee's name, Employee ID, and department, as well as the referred candidate's name, contact information, and relevant experience.
- If resume of referred candidate received through different channels than in such a case amount, HR will consider the source that land on [recruitment@niet.co.in](mailto:recruitment@niet.co.in) first.
- The referring employee is encouraged to provide a brief description of the candidate's qualifications and suitability for the position.

### **4. Incentive Structure (only for notified vacancies through ERP):**

Depending on the requirements, the Institute will share timely notifications on ERP or alternate channels regarding eligible positions for incentives, the timeframe for submitting references, and the associated incentive amounts for each position. The amount may change from time to time depending on the criticality of the requirement.

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12/05/25*

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## 5. Payment Terms:

- Incentive amount request needs to be raised through a form (Annexure-1) once the referred faculty completes 90 days of tenure with the Institute and submit to the HR team with all pertinent information as mentioned in the form.
- The incentive payment will be processed through the employee's regular payroll after the referred candidate has successfully complete three months of employment with NIET.
- The referring and referred employee must be an active employee of NIET at the time of the incentive payment.
- In the event of multiple referrals for the same candidate, the incentive will be awarded to the employee who submitted the referral first.
- The determination of the years of experience will be based on the experience documented by the hired candidate for official employment records.

## 6. Confidentiality:

- All referral information will be treated with confidentiality.
- The referring employee should not disclose confidential information about the recruitment process to the referred candidate.

## 7. Policy Amendments:

- NIET reserves the right to modify or terminate this policy at any time without prior notice.
- The HR department will be responsible for the interpretation and administration of this policy.

## 8. Disclaimer:

- This referral program does not guarantee employment for the referred candidate.
- The final hiring decision rests solely with NIET.
- The referring employee cannot promise a job to the referred candidate.

**9. Effective Date:**

This policy is effective from 01-May-2025.



W.H. DAVIS

**Annexure 1**
**To be filled by Referring Employee**

Details of Referring Employee	
Name	
ERP ID	
Designation	
Department	
Date of Referral Made	
Details of Referred Employee	
Name	
ERP ID allocated	
Designation	
Department	
Date of Joining	
Signature of Referring Employee	

**To be filled by HR Team**

Year of Relevant Experience	
Eligible amount for Referral	
Signature of HR	
Signature of Director	

Referring your Friends & Family is the Best Compliment you Have Given us

# THANK YOU FOR HELPING US GROW!

NIET is Now Open for a Referral Program for CSE & Allied Department

(Terms & Conditions apply as per Referral Policy\*)



Selected Faculty with (0-4 years relevant Academic Experience) Incentive:- 5,000/-



Selected Faculty with (4-10 years relevant Academic Experience) Incentive:- 10,000/-



Selected Faculty with (10+ years relevant Academic Experience) Incentive:- 15,000/-

## ELIGIBILITY CRITERIA

- Refered Candidate must be having B.Tech & M.Tech (CSE & Allied) degree awarded
- Ph.D awarded candidates would be preferred



## PLAN OF ACTION

- Refer (as per eligibility criteria)
- Selection (as per hiring process)
- Joining
- Incentive Credit (as per claim process after completion of 90 days of tenure)



## REFERRAL DURATION

- Referral shared Between 10<sup>th</sup> May 2025 to 30<sup>th</sup> June, 2025
- Referral after said date will not be eligible for referral incentive



## HOW TO REFER?

- Share Candidate's Resume to HR Team at: [recruitment@niet.co.in](mailto:recruitment@niet.co.in)
- Mention:
  - Referrer's Name, ERP-Id
  - Department
  - Candidate's information
  - Experience

*Let's build an even brighter future together!*