



## **Terms of engagement for Freelance Recruiters**

1. You can refer candidates for Jobs by sharing them with the below point of contacts
  - Join the WhatsApp group for Freelance Recruiters: <https://chat.whatsapp.com/GgU3gWydqM74xybjnM8IWH>
  - Job vacancies would be updated in this group regularly Recruiters from Zigsaw would share Job-vacancies in the above WhatsApp group. You can refer candidates for specific Jobs by simply sharing their resume with the concerned Recruiter.
  - In case you have any queries, you can reach out to Mr. Shakib Raza on call/WhatsApp at 8955366806 OR email him at [shakib@zigsaw.in](mailto:shakib@zigsaw.in)
  
2. Referral Format
  - A. **For IT Positions:** It is recommended that you include the below details while making any referrals
    - Technology wise Experience details (Example=> PHP: 2 years, NodeJS: 6 months etc.)
    - Preferred Job Location:
    - Current Salary:
    - Expected Salary:
    - Notice Period:
  - B. **For non-IT positions:** It is recommended that you include the below details while making any referrals
    - Experience Details
      - Profile Wise: (Example 2 years in HR, 1 year in Sales)
      - Industry wise: (Example 1.5 years in outsourcing industry, 1.5 years in IT)
    - Employment Preference
      - Profile:
      - Industry:
      - Location:
    - Current Salary:
    - Expected Salary:
    - Notice Period:
  
3. Any candidate referred by you would be considered as your referral for 6 months from the date of referral.
  
4. Duplicity (if any) would be informed within 3 working days of you sharing the resume.
  
5. The referral incentive would be as below
  - IT Positions: minimum of 5000 OR maximum upto 25% of the monthly take-home salary of the selected candidate
  - Non-IT Positions: minimum of 3000 OR maximum upto 25% of the monthly take-home salary of the selected candidate



## **GFL Recruitment Private Limited**

CIN: U93000RJ2019PTC064734

PAN: AAHCG7957J

TAN: JDHG17961G

6. Referral amount would be paid within 97 days of the DOJ of the candidate subject to invoice clearing
7. All previous referral program would be rendered null & void as a result of this communication of the updated referral policy.
8. Incase of any dispute, the decision of the management of GFL Recruitment Private Limited would be considered final