



## 'RECRUITMENT OF ADMINISTRATIVE OFFICERS 2012'

Applications are invited from Indian Citizens for the post of Administrative Officer (Scale I) in specialized discipline of Agriculture, Information Technology, Marketing, Finance, Legal, Human Resource, Statistics, Actuary, Insurance & Risk Management & Generalist.

### **1. Vacancies & Reservations**

Total No. of Vacancies	SC	ST	OBC	Un-reserved
46	7	3	13	23

Reservation for Emergency Commissioned Officers (ECO), Short Service & Retrenched Commissioned Officers (SSCRO) shall be as per rules. In respect of vacancies reserved under OBC category, a sub-quota of 4.5% reservation for minorities is applicable on OBC vacancies (excluding backlog vacancies) as per DoPT guidelines. The same shall be subject to the prevailing guidelines issued from time to time.

### **PWD vacancies:**

Of the above, 02 vacancies are reserved for PWD. 01 for VH & 01 for HH.

### **Eligibility conditions (As on 01.04.2012)**

The candidate should apply only for any one of the following Groups :

### **2. Educational Qualifications:**

Group & Code No.	Minimum educational qualifications
<b>Group A</b> Code No. 01 (Actuaries)	Graduation/Post Graduation shall be from a recognized University Post Graduate Degree with 55% in Mathematics/Statistics/Actuarial Science OR Graduation with minimum 60% marks and pass in at least 3 papers of the examination conducted by Actuarial Society of India
<b>Group B</b> Code No. 02 (Agriculture)	Post Graduate in Agriculture Sciences with 55% marks. OR B.E./B.Tech in Agriculture Engineering or B. Sc.(Agri) with 60% marks
<b>Group C</b> Code No. 03 Marketing	PG Degree of MBA (Marketing/Sales) with minimum 55% of marks in aggregate
<b>Group D</b> Code No. 04 I.T.	BE/B.Tech (Computer) with minimum 60% marks in aggregate or MCA (Masters in Computer Applications) MIT (Masters in Information Technology)/MCM (Masters in Computer Management) with minimum 55% in aggregate
<b>Group E</b> Code No. 05	ACS/ACWA/ACA or B.Com degree with minimum 60% OR M. Com with minimum 55% marks in aggregate.



Accounts	
<b>Group F</b> Code No. 06 Statistics	Post Graduate Degree with 55% in Statistics OR Graduation with minimum 60% marks in Statistics
<b>Group G</b> Code No. 07 Legal	Bachelor of Law with minimum 60% marks in aggregate or LLM with 55% marks in aggregate. 3 (three) years experience as a practicing lawyer is essential (2 (two) years experience for SC/ST candidates)
<b>Group H</b> Code No. 08 Human Resource	PG Degree of MBA (HR) with 55% marks in aggregate
<b>Group I</b> Code No. 09 Insurance & Risk Management	Post Graduate Diploma Course in Insurance & Risk Management from a recognized Institute
<b>Group J</b> Code No. 10 Generalist	Masters Degree with 55% marks OR Bachelor Degree with minimum 60% marks in aggregate

(i) Other things being equal, preference will be given to candidates having post qualification experience in their area of specialization.

(ii) Working knowledge of Computer is must.

### **3. Age (as on 01.04.2012)**

**Minimum age: 21 years**

#### **Maximum Age limit:**

1	General	30 years
2	SC/ST	35 years
3	OBC	33 years
4	ECO/SSRCO	35 years
5	Physically challenged	40 years
6	Physically challenged candidates if SC/ST	45 years
7.	Physically challenged candidates if OBC	43 years
8	All persons who have ordinarily been domiciled in Kashmir Division of J&K State during the period 01.01.1980 to 31.12.1989	35 years
9	Resident of Assam State during the period from 01.01.1980 to 15.08.1985	35 years



For confirmed employees of General Insurance Corporation of India, Public Sector General Insurance Companies, Tariff Advisory Committee & AICIL, the maximum age limit will be as under:

General	40 years
SC/ST	45 years
OBC	43 years

**4. Application Fee:** Fee payment is to be made through any Branch of Axis Bank Ltd. By paying appropriate application fee by filling the Fee Payment Challan (link will be available during 30.04.2012 - 23.05.2012) only and remitting the amount. The amount of fee to be paid is indicated below:

Category of Applicant	Amount of Fees including Service Charges to Axis Bank (Non-refundable)
SC/ST	Rs. 100/-
Persons with Disability	Nil
All other categories (GEN/OBC/Ex-Servicemen etc.)	Rs. 400/-

**5. Emoluments & Benefits:** Rs. 27000/- p.m. (approx)

Basic pay in the scale of Rs. 17240/--840(14)29000-910(4)-32640 and other admissible allowances as applicable. Besides emoluments, other benefits like Gratuity, LTS, Medical Benefits, Group Personal Accident Insurance, Group Savings Linked Insurance Scheme (GSLI), Performance Linked Incentive (PLI) and Pension as applicable would be extended as rules of the Company.

#### **6. Service Conditions:**

As applicable in the Company from time to time. Posts are permanent and the selected candidates on appointment may be posted or transferred to any place in India as may be decided by the Company.

#### **7 How to Apply**

1) Candidates are required to apply Online through a link provided in the website of the Company i.e. [www.aicofindia.com](http://www.aicofindia.com). Click on the link will open up the appropriate Online Application Format. This link would be available on website of the Company during 30.04.2012 to 23.05.2012 only.

2) Candidates are required to have a valid personal email ID. It should be kept active during the currency of this recruitment. The Company shall be sending intimation at appropriate time about download of call letters for written test, interview etc. through the registered email ID and SMSes.

3) Take a print of the entire Recruitment Notification, including the "FEES PAYMENT CHALLAN" The link to the Fees Payment Challan would be activated during 30.04.2012 to 23.05.2012 only.



4) Candidates are advised in their own interest to apply on line much before the closing date and not to wait till last date to avoid the possibility of disconnection/inability/failure to log on to the company's website on account of heavy load on internet/website jam.

5) The Company does not assume any responsibility for the candidates not being able to submit the application within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Company.

### **8 Selection Procedure:**

Selection will be through written examination (WE) and interview.

Written Examination: **GROUP A to GROUP J : Objective type tests consists of :**

- i) Reasoning
- ii) English Language
- iii) Numerical Ability
- iv) General awareness test for the posts under Group-J  
Professional knowledge test - for the posts under Group A to I  
(instead of General awareness test).

ii) Roll No. of the candidates successful in 'WE' will be available on the Company's website and a brief notice thereof will be published in leading newspapers.

iii) Only such number of candidates will be called for interview that stand sufficiently high in merit.

iv) Final selection will be on the basis of candidate's performance in the written examination and interview taken together in order of merit.

**9. Examination Centers:** 'WE' will be held at the following centers (Code Numbers indicated in the brackets)

Name of the Centre	Code No.	Name of the Centre	Code No.
Ahmedabad	(11)	Jammu	(21)
Bangalore	(12)	Lucknow	(22)
Bhopal	(13)	Mumbai	(23)
Bhubaneswar	(14)	New Delhi	(24)
Kolkata	(15)	Patna	(25)
Chandigarh	(16)	Thiruvananthapuram	(26)
Chennai	(17)	Port Blair	(27)
Guwahati	(18)	Raipur	(28)
Hyderabad	(19)	Dehradun	(29)
Jaipur	(20)		



### **10 Important Dates:**

Website Link Open	From 30.04.2012 to 23.05.2012
Date of written Test	24.06.2012
Payment of Fees at Axis Bank Branches	From 30.04.2012 to 23.05.2012

### **11 General conditions:**

1. The candidates would be required to submit the attested copies of certificates as per the details given below in proof of their age/date of birth, educational qualifications, community to which they claim to belong etc., at the time of interview, if called at a later stage.

a) Caste Certificate in respect of SC/ST/OBC candidates is to be obtained (to be produced at the time of interview, if called) from the following Authorities:

i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Deputy Collector/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (Not below the rank of First Class Stipendiary Magistrate)

ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

iii) Revenue Officer not below the rank of Tehsildar

iv) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

b) In so far as the Scheduled Tribes communities of Tamil Nadu are concerned, only the Certificate given by the Revenue Divisional Officer (instead of Tehsildar) would be accepted.

c) For claiming reservation under OBC category, candidate should belong to such Caste or Community, which is common to both the lists in respect of Mandal Commission and the Stage Govt. lists from the State of his/her origin (as per the list published by the Central Govt.). The benefits of reservation shall not apply to persons/sections belonging to "Creamy Layer" as specified vide Column 3 of the Schedule of the Department of Personnel and Training OM No. 36012/22/93-Estt (SCT) dated 08.09.1933. Candidates should produce certificate (at the time of interview, if called) as per proforma prescribed by Ministry of



Personnel, Public Grievances and Pensions, Govt. of India, which should include that they do not belong to "Creamy Layer".

- 2) Company reserves the right to restrict the number of candidates to be called for interview based on their performance in the written examination and commensurate with the number of vacancies.
- 3) The decision of the Company will be final and binding in all matters. The Company takes no responsibility for any delay in receipt of or non receipt of application or communication at any point of time during the recruitment exercise.
- 4) Company reserves the right not to call any candidates to appear at the written examination and interview.
- 5) Depending upon the response of applicants, the Company reserves the right to delete/add some of the test centers to suit to the administrative convenience and other similar considerations.
- 6) Applications once made will not be allowed to be withdrawn and fee/service charges paid shall not be refunded under any circumstances.
- 7) In case it is found at any stage of recruitment the candidate does not fulfill the eligibility criteria and/or he/she has furnished any incorrect/false/incomplete information or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings detected even after appointment, his/her services are liable to be terminated forthwith. Before applying for any post, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in this advertisement. The decision of the Company in respect of matters concerning eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of conduct of interview, selection and any other matter relating to recruitment will be final and binding on the candidate.
- 8) The Company shall not entertain any correspondence or personal enquiries.
- 9) Canvassing in any form will disqualify the candidate for consideration for the posts.
- 10) Any resulting dispute arising out of this process/advertisement shall be subject to the sole jurisdiction of the Courts situated in Chennai.
- 11) In case an applicant is not short-listed, no claim for refund of cost of application or fee shall be entertained.
- 12) Candidates serving in Govt./Quasi Govt./Public Sector Undertakings are not required to send the application through proper channel, but they have to produce No Objection Certificate from their employer at the time of interview if short-listed for interview.

**Date: 18.04.2012**

**DEPUTY GENERAL MANAGER**



**AGRICULTURE INSURANCE COMPANY OF INDIA LIMITED**  
**Regd. Office: "AMBADEEP" (13<sup>th</sup> Floor), 14, Kasturba Gandhi Marg, New Delhi - 110 001**