



GENERAL INSURANCE CORPORATION OF INDIA

(A wholly owned Government of India Company)

RECRUITMENT OF SCALE I OFFICERS

GIC Re, the 'Indian Reinsurer' and 15th largest Reinsurance Company in the world fully owned by Government of India with the network in India and abroad is looking for **Young, Energetic Graduates / Post Graduates with Brilliant Academic record in the disciplines mentioned below to fill-in the positions of 73 Officers** in the cadre of Assistant Managers (Scale-I) to be based in its offices in India and abroad (primarily to be posted in Head Office, Mumbai) and will be liable to be posted anywhere in India as well as abroad in future as per the requirement of the Corporation.

To know more about GIC Re, go through the details in the website www.gicofindia.in. Applications are invited from Indian Citizens for the following vacancies.

I. The details of vacancies are as follows :

| STREAM / DISCIPLINE | NO. OF VACANCIES | QUALIFICATION REQUIRED AS ON THE DATE OF APPLICATION | DESIRABLE ADDITIONAL QUALIFICATION |
|---|-------------------------|---|--|
| ACTUARY | 4 | Graduate (Maths. / Stat.) | With 4 Actuarial papers |
| AGRICULTURE | 2 | B.Sc. (Agri.) | M.Sc. (Agri.) |
| AUDIT | 2 | B.Com. | CA Inter/M.Com. |
| CHEMICAL ENGINEERING | 2 | BE / B. Tech. (Chemical) | |
| COMPANY SECRETARIAT | 1 | Graduate | CS Inter |
| ELECTRICAL ENGINEERING | 2 | BE / B. Tech. (Electrical) | |
| ENTERPRISE RISK MANAGEMENT | 2 | Graduate | PG in Risk Management |
| EXECUTIVE PA / SECRETARIAL | 4 | Graduate (English) | Stenography & MS Office certification |
| FINANCE / ACCOUNTS | 15 | B.Com. | CA Inter/M.Com. |
| HUMAN RESOURCE DEVELOPMENT | 3 | Graduate | PG in HRM / Personnel Mgmt. |
| INSURANCE | 18 | Graduate | PG in General / Life Insurance / AIII / FIII |
| INFORMATION TECHNOLOGY (Software) | 4 | B.E. / B. Tech. (Com.Sci./Inf.Tech.) /MCA/MBA-IT | Desirable skill set mentioned below * |
| INFORMATION TECH. (Hardware / Networking) | 2 | B.E. / B. Tech. (Elect./Telecom./Elec&T elecom) | Desirable skill set mentioned below * |
| LEGAL | 2 | LLB / BL | LLM/Experience |
| MEDICAL | 2 | MBBS | |
| MARKETING | 2 | Graduate | PG in Marketing |
| STATISTICS | 2 | Graduate | PG in Statistics |
| GENERAL | 4 | Graduate | PG in Maths. |

Total 73

*** Desirable skill set for IT (Software / Hardware / Networking) stream:**

| Skill Set | Area |
|-------------------------|--|
| Operating System | Windows/Linux/Unix |
| Networking | LAN/WAN/Wireless using CISCO |
| DBA (RDBMS) | Oracle/SQL Server |
| Server Computing | WTS/CITRIX |
| Security | IDS/Firewalls / PKI |
| Application Development | SAP ERP, SAP Business Intelligence, Business Objects, .Net Technologies, ASP/JSP |
| Web designing | HTML CSS, PHP, Apache, MySQL, Joomla. Web Services, XML. |

THE CANDIDATE CAN APPLY ONLY FOR ONE STREAM OF HIS / HER CHOICE.

The candidate must possess the required qualification and additional qualification with the University / Institution Certificate on the day of application.

The candidate applying for any stream must possess computer proficiency.

Number of vacancies and number of reserved vacancies may increase or decrease, depending upon the actual vacancies at the time of final selection and availability of successful candidates.

Nationality: A candidate applying for above vacancies in the Corporation must be either: (a) a citizen of India, or (b) a subject of Nepal, or (c) a subject of Bhutan, or (d) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

II. The particulars of application of reservation :

Gen – 38 SC- 11 ST-5 OBC – 19 = TOTAL 73

III. Age Criteria : Age (As on 01.03.2013)

Minimum age : 21 years.

Maximum age : 30 years

Relaxation in upper age limit.

| | |
|---|--|
| Schedule Cast / Scheduled Tribe | 5 Years |
| Other Backward Class (eligible for reservation) | 3 Years |
| Person with Disability ** | 10 Years |
| Ex-Servicemen / Disabled Ex-Servicemen | actual period of service rendered in the defence forces + 3 years (8 years for Disabled Ex-Servicemen belonging to SC/ST) subject to a maximum age limit of 45 years |
| Widows, Divorced women and women legally separated from their husbands who have not remarried | 9 years |
| Persons ordinarily domiciled in the Kashmir Division of the State of Jammu & Kashmir during the period 01-01-1980 to 31-12-1989 | 5 years |
| Existing Confirmed Employees of Public Sector General Insurance Companies (including GIC & Agriculture Insurance Company of India Ltd.) | 8 years |

** OH candidates alone eligible under PH category

NOTE:

(i) In case of a candidate who is eligible for relaxation under more than one of the above categories, the age relaxation will be available on a cumulative basis subject to the maximum age not exceeding 45 years.

(ii) Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) and produce the original certificate(s) for verification.

DEFINITION OF EX-SERVICEMEN (EXSM)

(i) EX-SERVICEMEN (EXSM): Only those candidates shall be treated as Ex-servicemen who fulfill the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel & Administrative Reforms Notification No.36034/5/85 Estt. (SCT) dated 27.01.1986 as amended from time to time.

(ii) DISABLED EX-SERVICEMEN (DISXS): Ex-servicemen who while serving in Armed Forces of the union were disabled in operation against the enemy or in disturbed areas shall be treated as DISXS.

DEFINITION OF PERSONS WITH DISABILITIES

Under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995 only such persons would be eligible for

reservation who suffer from not less than 40% of relevant disability and are certified by a Medical Board appointed by the Central/State Govt. Accordingly, candidates with the following disabilities are eligible to apply:-

Orthopaedically Challenged (OC)

Locomotor Disability means disability of bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy. Cerebral Palsy means a group of non-progressive conditions of person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal or infant period of development. All the cases of Orthopaedically Challenged Persons would be covered under the category of 'Locomotor disability or cerebral palsy'.

IV. Compensation Package :

Basic Pay Rs.17,240/- per month in the scale of Rs.17240-840(14)-29000-910-(4)-32640 and other admissible allowances like DA, HRA, CCA, etc. The total emoluments will be about Rs.32,000/- p.m. plus other benefits which are New Pension Scheme, Group Savings Linked Insurance Scheme (GSLI), Conveyance / Newspaper / Internet Allowance, Leave Travel Subsidy, Medical Benefits, Personal Accident cover, housing and vehicles loans with subsidized interests, and interest free advances for festival, natural calamities and any other benefits as per rules and on confirmation of service in the Corporation. The officers are also entitled for Corporation's / leased accommodation as per norms. (presently Corporation owned accommodations are not available, whereas lease accommodation will be permitted as per norms). The present lease accommodation limits at Mumbai is Rs.12,000/- per month.

GIC Re provides excellent opportunity for career growth in the highly specialized area under which the Corporation is operating, through training and development interventions within the country as well as overseas.

V. Service Conditions :

The selected candidates are governed by all the terms and conditions of service as applicable in General Insurance Corporation of India from time to time. **Posts are permanent** and the selected candidates on appointment may be **posted or transferred to any place in India and abroad in future**, as deemed necessary. **HOWEVER, THE INITIAL POSTING WILL BE IN ITS CORPORATE OFFICE IN MUMBAI ONLY.**

VI. Selection Procedure :

The selection for the above post shall be on the basis of shortlisting of the candidates based on Written Test and performance in Group Discussion and interview. The total marks for Written Test, Group Discussion and Interview will be 200. Competitive written examination will be held at 04 centres in India tentatively on Sunday the **5th May 2013**. The candidate may choose any one of the following centres, which must be indicated in the Application Format clearly. No change of the centre will be allowed at a later date.

Corporation reserves the right to direct candidates to appear at a centre other than the one chosen by them for written examination without monetary assistance. Corporation also reserves the right to hold the written examination at some and not all the examination centres listed below depending upon the number of candidates and other relevant factors.

IMPORTANT: THE CANDIDATE CAN APPLY ONLY FOR ONE STREAM OF HIS / HER CHOICE.

CHOICE OF CENTRE FOR WRITTEN TEST :

| Centre | New Delhi | Mumbai | Kolkata | Chennai |
|----------|-----------|--------|---------|---------|
| Code No. | 01 | 02 | 03 | 04 |

VII. The scheme of written examination is as follows :

| | | Max. Marks |
|--------------------------------|--|------------|
| PART A (Objective) | Domain Knowledge of the relevant stream | 40 |
| PART B (Objective) | i Test of Reasoning | 20 |
| | ii Test of English Language | 20 |
| | iii Test of General Awareness | 20 |
| | iv Test of Numerical Ability & Computer Literacy | 20 |
| Part C (Descriptive) | Test in English Language – Essay, Precis and Comprehension | 30 |

**Minimum qualifying marks in the written test –
60% for General & OBC and 50% for SC /ST.**

The Part B & Part C of examination shall be common for the candidates of all the streams. The Candidates may exercise option to answer the tests either in Hindi or in English except the test under Part B (ii) and Part C. Choice of Medium of Written Test MUST be mentioned in the ONLINE Form. Question Paper shall be provided as per the Choice indicated.

The Corporation reserves the right to relax / extend the eligibility standards in respect of minimum prescribed marks in written examination, in order to enhance / restrict the number of candidates to be called for interview / Group Discussion, based on performance in the written examination and commensurate with the number of vacancies.

Candidates will appear for written tests at their own expenses.

The candidates are advised to satisfy themselves, before they apply, that they fulfil the prescribed age, qualifications and that if found ineligible, their candidature will be cancelled at any stage of recruitment. The fees paid by ineligible candidate shall be forfeited. Appearing in the written examination, Group Discussion / Interview will not automatically confer any right of being selected for the said post.

On the basis of performance in written examination, candidates will be called for Group Discussion and interview. **The maximum marks for Group Discussion and Interview are 20 and 30, respectively.** The result of final selection, made on overall performance in written examination, Group Discussion and Interview will be notified on GIC Re website.

Outstation candidates called for interview will be reimbursed to and fro second class rail fare/bus fare by the shortest route from the station of the residence to the station of interview on production of evidence of having undertaken journey for interview purpose.

The decision of Management / Selection Committee in respect of selection of candidates will be final and binding upon the candidates.

VIII) Probation :

Selected candidates if medically found fit, will be appointed as Assistant Manager on probation for a period of one year, which may be extended by a further period upto one year. The Corporation reserves the right to terminate service of a candidate if found unsuitable at any time during the probationary period or the extended probationary period without any notice or assigning any reason therefor. During the probationary period, candidates will be required to undergo theoretical and practical training, as may be arranged for them.

During the probation period the Officers would be required to pass the non-life “Licentiate Examination” conducted by Insurance Institute of India. Only after passing the said examination the Officer will be eligible for confirmation of his services in the Corporation. Failure to pass the said Examination within the extended probation period will render the officer liable to be terminated from service on expiry of the period so specified.

IX) Guarantee Bond :

Before joining as probationer, the selected candidates will be required to give an undertaking to serve the Corporation for a minimum period of four years including probationary period. In the event of their resignation from the Corporation before the expiry of the bond period, they will be liable to pay liquidated damages equivalent to one year’s gross salary paid to them during the year of probation which could be proportionately reduced depending on the length of service rendered. Besides he/she will have to submit a stamped Indemnity bond duly executed by two sureties of sound financial standing and not related to the candidate, for an amount equivalent to one year’s gross salary.

Candidates resigning from the Corporation during the probationary period, shall be liable to pay the salary received by them during their entire period of service in the Corporation in addition to an amount of Rs.25,000/- towards partial cost of training incurred by the Corporation in respect of the candidate.

No lien/bond executed to retain a substantive post with present employer will be binding upon the Corporation and no Leave Salary or Pension Contribution will be made.

CANVASSING IN ANY FORM WILL DISQUALIFY THE CANDIDATE

X) Guidelines for online Application :

How to apply: Candidates satisfying the eligibility conditions *have to apply through online registration system of GIC Re i.e. <http://gic.eadmissions.net>.*

*Online submission of the applications will be allowed on the website between **1st March 2013 to 31st March 2013**. No other means/mode of application shall be accepted.*

While applying on-line, candidate should have the following readily available.

- ❖ *E-mail ID (which must be valid for at least one year from the date of application)*
- ❖ *Mobile No (which must be valid for at least one year from the date of application)*
- ❖ *Non refundable Crossed demand draft of **Rs. 500/-** as Processing and Examination fees. (Rupees Five Hundred Only) by means of an **A/c Payee Demand Draft** in favour of “**GENERAL INSURANCE CORPORATION OF INDIA**”, payable at **Mumbai**, which is not refundable. (Candidates belonging to SC/ST category and PH (OH) candidates and the employees of GIC and GIPSA Member Companies are exempted from the fees).**Please mention your Full Name and Registration Number on the reverse of the Demand Draft.** *Money Order / Postal Order or any other mode of payment is not acceptable.**
- ❖ *The DD details (if applicable) and valid e-mail ID are mandatory fields without which applications will not be registered.*
- ❖ *A soft copy of recent (not more than 1 month old) colour passport size photograph of the full face (front view) with the file size not more than 50 kb.*

STEPS FOR APPLYING

STEP 1: Visit our online application website <http://gic.eadmissions.net>

STEP 2: Click on “*Advertisement*” to view the full details before applying .

STEP 3: Click on “*Apply Online*” to fill up the application form. Note that you must keep your Demand Draft ready with you before applying, as applicable. Enter your DD details / Cast Certificate issuing authority and date of issue, first. Please choose your nearest Written Test Centre. Allocation of centre/venue shall be at the sole discretion of GIC, depending upon availability of sufficient number of candidates.

STEP 4: Candidates have to upload passport size photograph while submitting online application.

- a) Photograph must be recent passport size photograph.
- b) The picture should be in colour, against a light coloured, preferably white background.
- c) Size of file should be maximum 50 kb only

STEP 5: After you fill the Application form, click on “**SAVE BUTTON**” to proceed to next step. Ensure that you have chosen the correct stream and filled the right information. You shall receive a/an sms/e-mail with your Application No. and Password. Preserve it for future usage.

STEP 6 : After submitting online application, take printout of the acknowledgement slip, put signature and along with the original DD, as applicable, send it to the following address by ORDINARY or SPEED POST ONLY :

The Advertiser, Post Bag No 781, Circus Avenue Post Office, KOLKATA – 700 017.

The last date for receiving Registration Slip with DD : 08.04.2013

STEP 7: Candidates should take special care not to staple the Demand Draft. They should use pins for fastening all documents / demand drafts) and Self-attested copies of the supportive documents, testimonials, caste, qualification and age proof certificates and send the same by ordinary post/speed post at the address given above. Only original registration slip (no photocopy) shall be accepted.

Please send your **Registration Slips with DD and other supportive documents** by **ORDINARY POST / SPEED POST** so as to reach **latest by 8th April 2013** **super scribing the Envelope as “APPLICATION FOR THE POST OF ASSISTANT MANAGER IN GIC Re”**. (Please indicate the Stream /Discipline for which you have applied also)

STEP 8: If your candidature is found eligible you will be intimated by **e-mail/sms** regarding the written test. On receipt of the **e-mail / sms** you will have to once again login to <http://gic.eadmissions.net> and click on **"DOWNLOAD ADMIT CARD" OPTION**.

STEP 9: Print the admit card with photo and carry the ADMIT CARD to the examination centre on the date and time indicated therein. Photograph affixed on the registration slip and admit card, should be the same.

GENERAL INSTRUCTIONS

- *Submission of registration slip after the closing date will not be accepted. GIC Re is not responsible for any postal delay / wrong delivery / loss in transit. No registration slip will be received after the closing date of application.*
- *Registration slip received with more than one Demand Draft and photocopies of Registration slip/Demand Draft will be rejected.*
- *The candidature of such candidate whose registration slip along with documents is received after **8th April 2013** shall be rejected as Time Barred.*
- *GIC Re will not be responsible for any loss of email/admit card sent, due to invalid/wrong email id etc.*
- ***Admit Card will not be sent by post. It should be downloaded by the candidates from the website. Candidates will be allowed to appear for the Written Test only with Admit Card and not with the Registration Slip.***
- *Candidates should retain a photocopy of their Demand Draft and Registration Slip for future reference.*

ENCLOSURES REQUIRED

Enclose attested copies of the (i) HSC Certificate showing Date of Birth, (ii) Degree / PG Certificates and Mark Sheets, (iii) Certificate regarding prescribed professional training, (iv) Caste Certificate (v) Disability Certificate wherever applicable (vi) Ex-Servicemen Release Order wherever applicable (vii) Evidence of Domicile for the period from 1.1.1980 to 31.12.1989 in the case of Kashmir Division of the State of Jammu & Kashmir Residents (for age relaxation purpose).

1. Caste Certificate in respect of SC/ST/OBC candidates is to be obtained from the following authorities :-

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

(b) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.

(c) Revenue Officer not below the rank of Tehsildar.

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

(e) In so far as the Scheduled Tribes community of Tamil Nadu is concerned, the Certificate issued by the Revenue Divisional Officer only is acceptable and not by the Tehsildar.

2. For claiming reservation under OBC category, candidate should belong to such Caste or Community which are common to both the lists in respect of Mandal Commission and the State Governments list from the State of his origin (as per the list published by the Central Government). The benefit of reservation shall not apply to persons/section belonging to 'Creamy Layer' as specified vide Column 3 of the Schedule of the Department of the Personnel and Training OM No. 36012/22/93-Estt. (SCT) dated 8.9.93 and produce Certificate as per Proforma prescribed by Ministry of Personnel, Public Grievances and Pensions, Government of India which should include that they do not belong to Creamy Layer.

3. Candidates serving in Govt. / Quasi Govt. / Public Sector Undertakings will have to forward an ADVANCE COPY in case their original applications are required to be routed through proper channel. Original application with No Objection Certificate should reach ***The Advertiser-GIC Re, Post Bag No No781 Circus Avenue Post Office, KOLKATA –***

700 017, super scribing the Envelope as “APPLICATION FOR THE POST OF ASSISTANT MANAGER IN GIC Re –ADVANCE COPY”.

4. In case of any doubt, decision of Chairman-cum-Managing Director of the Corporation will be final and binding. Corporation takes no responsibility for any delay in receiving the application or for loss of application in transit, as also delay in receiving call letters for written test / interview by the candidates due to postal delay. No communication will be entertained in this regard.

5. Withdrawal of candidature on account of non-furnishing of any information will not confer any right to carry forward or retain the candidature for future recruitment.

6. Application once submitted will not be allowed to be withdrawn and the fee once paid will not be refunded nor would this fee be held in reserve for future examination / selection. Applications with defective demand drafts shall be liable for rejection.

7. Application not accompanied by relevant certificate/s, wherever necessary or requisite fee or not in the prescribed format, or not signed by the candidate or incomplete in any respect, will not be entertained.

- *GIC reserves the right to cancel / restrict / enlarge / modify / alter the recruitment process, if need so arises, without issuing any further notice or assigning any reason thereafter.*
- *In case any ambiguity / dispute arises on account of interpretation in versions other than English, the English version will prevail.*
- *Court of jurisdiction for any dispute will be at Mumbai.*
- *While applying for the above post, the applicant must ensure that he/she fulfills the eligibility and other norms mentioned above, as on the specified dates and the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment / selection that a candidate does not fulfill the eligibility norms and / or that he/she has furnished any incorrect / false information or has suppressed any material fact(s), his/her candidature will automatically stand cancelled. If any of the above shortcoming(s) is / are detected even after appointment, his/her services are liable to be terminated without any notice.*
- *Candidates must remain in constant touch with company's Notice Board on the website <http://gic.eadmissions.net> and GIC Re's website www.gicofindia.in for information regarding dates of written test, interview etc.*
- **GIC Re Management reserves the right to amend any of the provisions of the recruitment process, if need so arises, without issuing any further notice or assigning any reason thereof.**

| IMPORTANT DATES (Tentative) | |
|---|-----------------------------------|
| Commencement of online registration of applications by candidates | 1st March 2013 |
| Last date for Online Registration | 31st March 2013 |
| Last date for accepting registration slips with required documents by post | 8th April 2013 |
| Intimation to candidates regarding Downloading of admit cards by sms/email latest by | 23rd April 2013 |
| Tentative Date of Written Test | 5th May 2013 |
| Tentative Date for commencement of Group Discussion / Interview | Mid June 2013 |
| Tentative Date for joining the Corporation on induction training programme | 1st August 2013 |

List of following Documents (copy) to be attached with the Application:

| | | |
|-------|---|--|
| i) | Application Fee, wherever applicable | |
| ii) | HSC Certificate showing Date of Birth, | |
| iii) | Degree / PG Certificates and Mark Sheets | |
| iv) | Certificate regarding prescribed professional training / Qualification / Experience | |
| v) | Caste Certificate in case of SC / ST / OBC candidates | |
| vi) | Disability Certificate wherever applicable | |
| vii) | Ex-Servicemen Release Order wherever applicable | |
| viii) | Evidence of Domicile for the period from 01.01.1980 to 31.12.1989 in the case of persons ordinarily domiciled in the Kashmir Division of the State of Jammu & Kashmir (for age relaxation purpose). | |

Place: Mumbai
Date: 26th February 2013

Sd/.....
Deepak Prasad
Deputy General Manager (HR)
