



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

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

1. Vacancies & Reservations

Total No. of Vacancies	SC	ST	OBC	Un-reserved
42	08	04	09	21

Reservation for Emergency Commissioned Officers (ECO), Short Service & Retrenched Commissioned Officers (SSCRO) shall be as per rules.

PWD vacancies:

Of the above, 03 vacancies are reserved for PWD (1 VH, 1 HH & 1 OH)

2. Eligibility conditions (As on 01.04.2013)

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

A. Educational Qualifications:

Group & Code No.	Minimum educational qualifications
Group A Code No. 01 (Agriculture)	Graduation/Post Graduation shall be from a recognized University B.E./B.Tech in Agriculture Engineering / B. Sc.(Agri) with 60% marks OR Post Graduate in Agriculture Sciences with 55% marks.
Group B Code No. 02 Marketing	PG Degree (2 years full time course) of MBA (Marketing/Sales) with minimum 55% of marks in aggregate.
Group C Code No. 03 I.T.	BE/B.Tech. (Computer/IT) 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
Group D Code No. 04 Accounts	B.Com degree with minimum 60% OR ACS/ACWA/ACA OR M. Com with minimum 55% marks in aggregate.
Group E Code No. 05 Legal	Bachelor of Law with minimum 50% marks in aggregate or LLM 3 (three) years' experience as a practicing lawyer is essential (2 (two) years' experience for SC/ST candidates)
Group F Code No. 06 Generalist	Bachelor Degree with minimum 60% marks in aggregate OR Masters' Degree with 55% marks

Note:

- For SC/ST candidates the minimum required percentage is reduced by 5%
- (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.
- Candidates are advised to ensure that the Academic/Professional/Technical Qualifications acquired by them are duly approved by the respective Competent Authorities like UGC/AICTE/DEC etc. during the period of study of the respective courses.
- Candidates applying for the post on the basis of requisite qualifications will be eligible only if the said qualification is acquired after passing 10th & 12th Standard Examinations.
- The candidates should have completed the qualification mentioned above on or before 01.04.2013. Those who have written the examination as on 01.04.2013 & whose results are declared after 01.04.2013 are not eligible to apply.

B. Age (as on 01.04.2013)

Minimum age: 21 years (born not later than 01.04.1992)

Maximum Age limit:

1	General	30 years (born not earlier than 02.04.1983)
2	SC/ST	35 years (born not earlier than 02.04.1978)
3	OBC	33 years (born not earlier than 02.04.1980)
4	ECO/SSRCO	35 years (born not earlier than 02.04.1978)
5	Physically challenged	40 years (born not earlier than 02.04.1973)
6	Physically challenged candidates if SC/ST	45 years (born not earlier than 02.04.1968)
7.	Physically challenged candidates if OBC	43 years (born not earlier than 02.04.1970)
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 (born not earlier than 02.04.1978)
9	Resident of Assam State during the period from 01.01.1980 to 15.08.1985	35 years (born not earlier than 02.04.1978)

N.B.:

In the case of Ex-Service Commissioned Officers include ECOs/SSRCOs, who have rendered at least 5 years military service and have been released on completion of assignment otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability attributable to military service or on invalidment.

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 (born not earlier than 02.04.1973)
SC/ST	45 years (born not earlier than 02.04.1968)
OBC	43 years (born not earlier than 02.04.1970)

3. **Application Fee:** Fee payment is to be made through any Branch of Axis Bank Ltd. by paying appropriate application fee in Account Number 913020020289433 Account name-**AIC OF INDIA - APPLICATION MONEY COLLECTION A/C** in favor of Agriculture Insurance Company of India Ltd.

The amount of fee to be paid is indicated below:

Category of Applicant	Amount of Fees/ Service Charges to Axis Bank Ltd. (Non-refundable)
SC/ST/Persons with Disability (PWD)/Permanent employees of AICIL	Rs. 100/- + Rs. 25/- as service charges to Axis Bank Limited
All other categories (GEN/OBC/ECO/SSRCO)	Rs. 500/- + Rs. 25/- as service charges to Axis Bank Limited

***service charge payment is applicable for offline payment only.**

4. **Emoluments & Benefits:** Rs. 33000/- 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 New Pension Scheme as applicable would be extended as rules of the Company.

5. **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.

6. **Selection Procedure:**
The selection would be in two stages i.e On line Multiple Choice Objective Type test and Descriptive Test. All the candidates who applied and are eligible as per criteria prescribed for the post shall undergo objective type test to be conducted tentatively on 16.06.2013 through on line. The descriptive Test on English, précis writing and Letter writing would be conducted based on the objective test marks in the descending order up to a maximum of about six times the vacancies of the respective categories. The qualified candidates of the on line objective test may be called for descriptive test in selected State Capitals (subject to sufficiency of candidates in the centers) in about 2 to 3 weeks from the date of declaration of results of on line objective test.

A candidate shall be required to qualify in descriptive test, but the marks in descriptive paper shall not count for final selection. The finally qualified candidates will be called for interview up to three times the vacancies of the respective categories and final selection will be made on the basis of performance in the on line objective test and interview. 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 residence to the place of interview on production of evidence of having undertaken journey for interview purpose.

The objective test with duration of two hours with test structure as under:

Sl. No.	Test	No. of Questions	Marks	Time
1.	Reasoning	50	50	Composite time of two hours
2.	Quantitative Aptitude	50	50	
3.	English	50	50	
4.	Professional Test for all Groups specific to each of the Group, except Group F, code 5 (Generalist). For Group F, test would be of General Awareness & Computer Knowledge	50	50	

All the questions will be of objective type with five alternative choices out of which one will be the correct answer. The candidate has to select the **correct** answer and 'mouse click' that alternative which he/she feels is correct. There will be a penalty for wrong answers marked by the candidates. For each wrong answer marked one fourth of the marks assigned to the question will be deducted from those obtained. The alternative/option that is clicked on will be highlighted will be treated as the answer to that question.

7. **Examination Centers:** 'On line exam" will be held at the following centers (Code Numbers indicated in the brackets)

Name of the Centre	Name of the Centre
Ahmedabad	Jammu
Bangalore	Lucknow
Bhopal	Mumbai
Bhubaneswar	New Delhi
Kolkata	Patna
Chandigarh	Thiruvananthapuram
Chennai	Port Blair
Guwahati	Raipur
Hyderabad	Dehradun
Jaipur	Ranchi

8. **Probation:**

Selected candidates if certified to be medically fit may be appointed as Administrative Officer (Scale I) on probation for a period of 1 year which may be extended by a further period of 6 months.

The Company reserves the right to terminate the services of the candidate if found unsuitable at any time during the probationary period or the extended probationary period without any Notice or assigning any reason thereof. During the probationary period, candidates may be required to undergo theoretical/practical training as may be prescribed/arranged for them.

9. **Service Bond**

The selected candidates will be required to give an undertaking along with appropriate monetary of financial guarantee to serve the Company for a minimum period of **two years** including probationary period. The details of guarantee and relevant terms would be intimated later.

10. **HOW TO APPLY:**

Candidates have to apply **only ON-LINE** through the Company's website i.e. www.aicofindia.com from 30.04.2013 to 20.5.2013. **Candidates need not submit the system generated print out (hard copy) of the On-Line application to the Company's office.**

Pre-Requisites for Applying Online:

Before applying online, candidates should--

- (i) Scan their photograph and signature as detailed under guidelines for scanning the photograph and signature in item 14 of the advertisement.
- (ii) Keep the necessary details/documents ready if desired to make **online payment** of the requisite application fee/ intimation charges (In case of **Offline Payment i.e. CBS** candidates have to apply online, obtain a fee payment challan and then remit the necessary application fees/ intimation charges).
- (iii) Candidates should have a valid E-mail ID which should be kept active till the declaration of final result. This is essential for him/her in getting Admission Letter (AL) / Interview advice, etc. by E-mail. No change in E-mail ID will be entertained during the entire process of recruitment.

Application Fees/ Intimation Charges [Payable from 30.04.2013 to 20.05.2013 (Online payment) and 03.05.2013 to 22.05.2013 (Offline payment) both dates inclusive]

Rs. 100/- + Rs. 25/- as service charges to Axis Bank for SC/ST/PWD candidates.

Rs. 500/- + Rs. 25/- as service charges to Axis Bank for all others

Bank Transaction charges for Offline/ Online Payment of application fees/ intimation charges will have to be borne by the candidate

Procedure for applying online

- (i) Candidates are first required to visit Company's website www.aicofindia.com for filling the Online Application.
- (ii) Candidates will have to enter their basic details and upload the photograph and signature in the online application form as per the specifications given in item 14 of the advertisement.

Mode of Payment

Candidates have the option of making the payment of requisite fees/ intimation charges either through the ONLINE mode or the OFFLINE mode:

OPTION-I: PAYMENT OF FEE (OFFLINE PAYMENT):

- (I) Candidates should fill in the details in the On-Line Application at the appropriate places very carefully and click on the "SUBMIT" button at the end of the On-Line Application form. Before pressing the "SUBMIT" button, candidates are advised to verify every field filled in the application. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
- (II) In the event of the candidate not being able to fill the data in one go, he/she can save the data already entered. When the data is saved, Registration number and Password will be generated by the system and displayed on the screen. Candidates should note down the Registration number and Password. Email & SMS indicating the Registration number and Password will be sent. Candidates can reopen the saved data using Registration number and Password and edit the particulars, if needed. This facility will be available for three times only. Once the application is completely filled, candidate should submit the data. Candidates should take a printout of the system generated fee payment challan immediately. No change/edit will be allowed thereafter. The registration at this stage is provisional.
- (III) Fee payment will be accepted from 2nd working day after registration and can be made within three working days at any branch of Axis Bank. System generated fee payment challan will be used for depositing fee. (For example: If one has registered on 16.05.2013, then he/she will be able to deposit the fee from 18th to 21st May, 2013, considering 19th is a non-working day). Once fee paid, the registration process is completed.
- (IV) Candidate will receive registration confirmation by SMS/E-Mail after two working days from the date of payment of fees. Please ensure to furnish correct Mobile number / E-mail address to receive the registration confirmation.
Note- - There is also a provision to reprint the submitted application containing fee details, after three days from the date of fee payment.

OPTION-II: PAYMENT OF FEES: (ONLINE PAYMENT):

- (I) Candidates should carefully fill in the details in the On-Line Application at the appropriate places very carefully and click on the "SUBMIT" button at the end of the On-Line Application format. Before pressing the "SUBMIT" button, candidates are advised to verify every field filled in the application.
- (II) In the event of the candidate not being able to fill the data in one go, he/she can save the data already entered. When the data is saved, Registration number and Password will be generated by the system and displayed on the screen. Candidates should note down the Registration number and Password. Email & SMS indicating the Registration number and Password will be sent. Candidates can reopen the saved data using Registration number and Password and edit the particulars, if needed. This facility will be available for

three times only. Once the application is completely filled, candidate should submit the data. No change/edit will be allowed thereafter.

- (III) After ensuring the correctness of the particulars of the application form, candidates are required to pay fees through the payment gateway integrated with the application, following the instructions available on the screen. No change/edit will be allowed thereafter.
- (IV) The payment can be made by using MASTER/VISA debit/ credit cards or Internet Banking by providing information as asked on the screen. Transaction charges for online payment will be borne by the candidates.
- (V) On successful completion of the transaction, e-receipt and application form will be generated; Candidates can take a printout for their record.
- (VI) If the online transaction has not been successfully completed, candidates may register again. Candidates may then revisit Online Application link and fill in their application details again and make payment online.
- (VII) Amount of fees debited for unsuccessful transaction will be refunded to the candidate's account in due course.

Note - There is also a provision to reprint the e-Receipt and Application form containing fee details, at later stage.

11. **Choice of Examination City:** Candidates should indicate the Name of the Examination City in the appropriate column of the online Application form. No change of Examination City will be permissible at a later date. The Company, for administrative reasons, however reserves the right to direct the candidate to appear for online examination at any City other than the one chosen by the candidate.

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.

Roll No. of the candidates successful in 'On line Exam' will be available on the Company's website.

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

Final selection will be on the basis of candidate's performance in the On line exam and interview taken together in order of merit.

12. **Important Dates:**

on-line registration	30.04.2013 to 20.05.2013
Payment of Fees online by candidates	30.04.2013 to 20.05.2013
Payment of Fees offline by candidates	03.05.2013 to 22.05.2013
Download of call letters for on-line examination	06.06.2013 to 16.06.2013 [i.e. till the date of examination]
Date of On-Line Examination	16.06.2013 [Sunday]
Date of conduct of descriptive paper	14.07.2013

13. 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 08.09.1993. 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".

d) The SC/ST candidates shall produce latest permanent caste certificates and OBC candidates shall produce latest fresh caste certificates in support of their claim to belong to SC/ST/OBC as the case of the competent authority. The said certificates shall be produced at the time of interview, if called at a later stage.

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.
- 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: 25.04.2013

DEPUTY GENERAL MANAGER

