



Advertisement 2014-15 Recruitment Exercise

Agriculture Insurance Company Of India Limited (AIC) invites applications from Indian Citizens for the post of Administrative Officer (Scale I) in specialized discipline of Agriculture, Information Technology, Finance, Legal, Statistics and Generalist.

1. Vacancies & Reservations

Total No. of Vacancies	SC	ST	OBC	Un-reserved
38	07	03	10	18

Abbreviations stand for: UR: Un-reserved; SC: Scheduled Caste; ST: Scheduled tribe; OBC: Other Backward Classes; PWD: persons with disabilities; HI: Hearing Impaired; OC: Orthopedically Challenged.

The above vacancies are provisional and may vary according to the actual requirements of the Company at the material time. The reservation under various categories will be as per prevailing Government Guidelines at the time of finalization of results.

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

PWD vacancies:

Of the above, 02 vacancies are reserved for PWD (1 HI & 1 OC)

2. Eligibility conditions: As on 01.01.2015 (for Age and for Educational Qualifications).

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

A. Educational Qualifications:

Group & Code No.	<u>Minimum educational qualifications</u> Graduation /Post Graduation shall be from a recognized University / Deemed University
Group A Code No. 01 (Agriculture)	B.E./B. Tech in Agriculture Engineering OR B. Sc.(Agri)/ M.Sc. (Agri)
Group B Code No. 02 I.T.	BE/B. Tech (Computer/IT) or MCA (Masters in Computer Applications)/ M. Tech. In IT/MCM (Masters in Computer Management).
Group C Code No. 03 Finance	B.Com. OR ACA OR M.Com/MBA Finance*.
Group D Code No. 04 Legal	Bachelor of Law OR LLM
Group E Code No. 05 Statistics	B. Sc. (Hons.) in Statistics OR M. Sc. in Statistics
Group F Code No. 06 Generalist	Bachelor Degree OR Masters' Degree in any discipline

*MBA Finance candidates must furnish certificate from university confirming their specialization in finance at the time of interview, failing which they will not be allowed to appear for the interview.

Note:



- **Candidate should apply for any ONE discipline only. In case of multiple applications across or within discipline, only the last application submitted will be considered valid and fee against all other applications will be forfeited.**
- Other things being equal, preference will be given to candidates having post qualification experience in their area of specialization.
- 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 01.01.2015. Those who have written the examination as on 01.01.2015 & whose results are declared after 01.01.2015 are not eligible to apply.

B. Age (as on 01.01.2015) minimum 21 years (born not later than 01.01.1994)

Maximum Age: 30 years as on 01.01.2015 (born not earlier than 02.01.1985) both days inclusive:

Sl. No.	CATEGORY	RELAXATION
1	SC/ST	35 years (not earlier than 02.01.1980)
2	OBC	33 years (not earlier than 02.01.1982)
3	ECO/SSRCO	35 years (not earlier than 02.01.1980)
4	ECO/SSRCO belonging to SC/ST	40 years (not earlier than 02.01.1975)
5	ECO/SSRCO belonging to OBC	38 years (not earlier than 02.01.1977)
6	Physically challenged	40 years (not earlier than 02.01.1975)
7	Physically challenged candidates if SC/ST	45 years (not earlier than 02.01.1970)
8	Physically challenged candidates if OBC	43 years (not earlier than 02.01.1972)
9	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 (not earlier than 02.01.1980)
10	All persons who have ordinarily been domiciled in Kashmir Division of J&K State during the period 01.01.1980 to 31.12.1989 & belonging to SC/ST category	40 years (not earlier than 02.01.1975)
11	All persons who have ordinarily been domiciled in Kashmir Division of J&K State during the period 01.01.1980 to 31.12.1989 & belonging to OBC category	38 years (not earlier than 02.01.1977)
12	Resident of Assam State during the period from 01.01.1980 to 15.08.1985	35 years (not earlier than 02.01.1980)
13	Resident of Assam State during the period from 01.01.1980 to 15.08.1985 & belonging to SC/ST category	40 years (not earlier than 02.01.1975)
14	Resident of Assam State during the period from 01.01.1980 to 15.08.1985 & belonging to OBC category	38 years (not earlier than 02.01.1977)
15	Confirmed employees of General Insurance Public Sector Companies and AIC only	38 years (not earlier than 02.01.1977)
16	Confirmed employees of General Insurance Public Sector Companies and AIC belonging to SC/ST category	43 years (not earlier than 02.01.1972)



17	Confirmed employees of General Insurance Public Sector Companies and AIC belonging to OBC category	41 years (not earlier than 02.01.1974)
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N.B.:

- 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.
- 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.
- There is no reservation for Ex-servicemen in Officers' cadre.
- For existing confirmed employees of Public Sector General Insurance Companies & AIC, the relaxation in upper age limit will be 8 years.

3. **Application Fee** (non-Refundable) through on-line mode only.

The amount of fee to be paid is indicated below:

Category of Applicant	Amount of Fees (Non-refundable)
SC/ST/Persons with Disability (PWD)/Permanent employees of AIC	Rs. 100/-
All other categories including confirmed employees of General Insurance Public Sector Companies.	Rs. 500/-

Note: The transaction charge, if applicable, is to be borne by the candidate. Fee once paid will NOT be refunded on any account nor can it be held reserve for any other examination or selection.

4. **Emoluments & Benefits:** Total emoluments would be Rs. 38000/- p.m. (approximately) in Metropolitan Centers.

Basic pay in the scale of Rs. 17240/--840(14)-29000-910(4)-32640 and other admissible allowances as applicable. Besides emoluments, other benefits such as Pension under New Pension system governed by PFRDA, Gratuity, LTS, Medical Benefits & Group Personal Accident Insurance etc. as per rules of the Company. The Officers are also entitled for Company's/leased accommodation as per norms. The salary scales are under revision with effect from August, 2012.

5. **Service Conditions:**

- The service conditions will be applicable as per the prevalent rules of the company from time to time. Selected candidates on appointment may be posted or transferred to any place in India as may be decided by the Company.
- **Probation:** A candidate appointed in the Officers' cadre on regular pay rolls of the Company shall be on probation for a period of one year from the date of joining the duty. The probation period may be extended by a further period of six months. During the probationary period, candidates may be required to undergo theoretical/practical training as may be prescribed/arranged for them.



- The Company reserves the right to terminate the services of the candidate if found unsuitable at any time during the probation period or the extended probation period without any notice or assigning any reason thereof.
- **Guarantee Bond:** Before joining as probationer, the selected candidates will be required to give an undertaking to serve the Company for a minimum period of two years including probation period. In the event of their resigning from the company before the expiry of the bond period, they will be liable to pay liquidated damages equivalent to 3 month's salary or Rs. 2, 00,000/- whichever is higher.

6. Selection Procedure:

The final selection will be made on the basis of overall performance in Online Examination and interview.

Candidates will be called for online examination to be held in the month of February, 2015.

The test will be of 200 marks, comprises of the following:

For Generalist:

Sl. No.	Name of Test	Type of test	Maximum Marks	No. of Questions	Medium of Exam	Duration
1.	Test of Reasoning	Objective	50	50	Eng/Hindi	120 minutes
2.	Test of English Language	Objective	50	50	English	
3.	Test of General Awareness	Objective	50	50	Eng/Hindi	
4.	Test of Quantitative aptitude	Objective	50	50	Eng/Hindi	
5.	Descriptive English Test Qualifying only to assess the English language communication skill	Descriptive	30	3	English only	30 minutes

For Specialist:

Sl. No.	Name of Test	Type of test	Maximum Marks	No. of Questions	Medium of Exam	Duration
1.	Test of Reasoning	Objective	50	50	Eng/Hindi	120
2.	Test of English Language	Objective	50	50	English	



3.	Test of Quantitative aptitude	Objective	50	50	Eng/Hindi	minutes
4.	Professional Test to assess technical and professional knowledge in the relevant discipline	Objective	50	50	Eng/Hindi	
5.	Descriptive English Test Qualifying only to assess the English language communication skill	Descriptive	30	3	English only	30 minutes

There will be negative marks for wrong answer, 1/4th of the allotted marks will be deducted for each wrong answer. Candidates will have to appear for the online examination at their own expenses to be held in the month of February, 2015.

Cut off Score: Each candidate will be required to obtain a minimum total score in the objective type examination. Qualifying descriptive test will be assessed for only those candidates who would have scored a minimum total score in the objective type examinations. Candidates who have scored a minimum total score in the objective examination and have qualified the descriptive test will be short listed for the interview.

The above tests, except the Test of English Language & descriptive test, will be available bilingually, i.e. English and Hindi.

The Company reserves the right to modify the structure of the examination which will be intimated through its website.

Selection would be based on the performance in the on-line test and interview. The final merit list shall be prepared in descending order of the consolidated marks secured by the candidates. Candidates who fall within the number of vacancies in the merit list shall be considered for appointment.

7. **Examination Centers:** 'On line exam' will be held at the centers opted out of the list given in Para 9 below.

8. **Application procedure:**

Candidates are required to visit the Company's website i.e. www.aicofindia.com from **09.01.2015** to **15.01.2015** and click on the option: "APPLY ONLINE"

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 –

- Scan their photograph and signature as detailed under guidelines for scanning the photograph and signature.



- Keep the necessary details/documents ready if desired to make **online payment** of the requisite application fee.
- 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/ [Payable from 09.01.2015 to 15.01.2015 (Online payment)].

Rs. 100/- for SC/ST/PWD candidates & permanent employees of AIC.

Rs. 500/- for all others

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

Procedure for applying online

1. Candidates are first required to visit Company's website www.aicofindia.com for filling the Online Application.
2. To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.
5. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity card. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature as detailed under.
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
10. Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.



GUIDELINES FOR PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD

- (i) In case the face in the photograph or signature is unclear, the application may be rejected.
- (ii) Candidate may edit the application and re-upload the photograph/ signature in such case.

PHOTOGRAPH IMAGE:

- (i) Photograph must be a recent passport size colour picture.
- (ii) The picture should be in colour, against a light-coloured, preferably white, background.
- (iii) Look straight at the camera with a relaxed face.
- (iv) If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- (v) If you have to use flash, ensure there's no "red-eye".
- (vi) If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- (vii) Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- (viii) Dimensions 200 x 230 pixels (preferred).
- (ix) Size of file should be between 20kb-50kb.
- (x) Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

SIGNATURE IMAGE:

- (i) The applicant has to sign on white paper with Black Ink pen.
- (ii) The signature must be signed only by the applicant and not by any other person.
- (iii) The Applicant's signature obtained on the call letter and attendance sheet at the time of the examination should match the uploaded signature. In case of mismatch, the candidate may be disqualified.
- (iv) Dimensions: 140 x 60 pixels (preferred).
 - i. Size of file should be between 10kb – 20kb.
 - ii. Ensure that the size of the scanned image is not more than 20KB.

SCANNING THE PHOTOGRAPH & SIGNATURE:

- (i) Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- (ii) Set Colour to True Colour.
- (iii) File Size as specified above.
- (iv) Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- (v) The image file should be JPG or JPEG format. An example file name is: image01 .jpg or image01 .jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon. Candidates using MS Windows/MS



Office can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB (photograph) & 20KB (signature) by using crop and then resize option [Please see point (i) & (ii) above for the pixel size] in the 'Image' menu. Similar options are available in other photo editor also.

- (vi) If the file size and format are not as prescribed, an error message will be displayed
- (vii) While filling in the Online Application Form the candidate will be provided with a link to upload his photograph and signature.

Procedure for Uploading the Photograph and Signature

- (i) There will be two separate links for uploading Photograph and Signature
- (ii) Click on the respective link "Upload Photograph / Signature".
- (iii) Browse & Select the location where the Scanned Photo/ Signature file has been saved.
- (iv) Select the file by clicking on it.
- (v) Click the 'Upload' button

- 13. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- 14. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
- 15. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
- 16. On successful completion of the transaction, an e-Receipt will be generated.
- 17. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
- 18. Candidates are required to take a **printout of the e-Receipt** and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful.**
- 19. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- 20. To ensure the security of your data, please close the browser window once your transaction is completed.
- 21. **There is facility to print application form containing fee details after payment of fees.**

9. Choice of On line 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.

Sr. No	Centre	S. No	Centre	S. No	Centre	Sr. No	Centre
1	Andhra Pradesh	9	Haryana	16	Maharashtra		
	Chirala		Hisar		Aurangabad		Jaipur
	Kurnool		Faridabad		Amravati		Jodhpur
	Vijayawada		Gurgaon		Kolhapur		Udaipur
	Vishakhapatnam		Karnal			26	Tamilnadu
	Tirupati	10	Himachal Pradesh		Mumbai/Navi Mumbai/Thane/Gr eater Mumbai		Chennai
2	Arunachal Pradesh		Bilaspur		Nagpur		Coimbatore
	Itanagar		Kullu	17	Manipur		Madurai
3	Assam		Shimla		Imphal		Thiruchirapalli
	Dispur		Solan	18	Meghalaya	27	Telangana
	Dibrugarh	11	Jammu & Kashmir		Shillong		Hyderabad/Rangareddy
	Guwahati		Jammu	19	Sikkim		Karimnagar
	Silchar		Srinagar		Gangtok		Warangal
4	Bihar	12	Jharkhand	20	Nagaland		Khammam
	Gaya		Jamshedpur		Kohima	28	Tripura
	Muzaffarpur		Ranchi	21	New Delhi		Agartala
	Patna	13	Karnataka		Delhi - NCR	29	Uttar Pradesh
	Purnea		Bengaluru	22	Odisha		Allahabad
5	Chandigarh		Bijapur		Bhubaneswar		Jhansi
	Chandigarh		Dharwad		Cuttack		Lucknow
6	Chattisgarh		Hubli		Balasore		Mathura
	Bhilai	14	Kerala		Rourkela	30	Uttarakhand
	Raipur		Ernakulam/Kochi	23	Puducherry		Haridwar
7	Goa		Kozhikode		Puducherry		Dehradun
	Panaji/verna/South Goa		Pallakad	24	Punjab	31	West Bengal
8	Gujarat	15	Madhya Pradesh		Amritsar		Asansol
	Ahmedabad/Gandh inagar		Bhopal		Jalandhar		Berhampur
	Rajkot		Gwalior		Ludhiana		Kolkata/Greater Kolkata
	Surat		Indore		Patiala		Siliguri
	Vadodara		Jabalpur	25	Rajasthan		
					Ajmer		

1. The examination will be conducted online in venues given in the respective call letters.
2. No request for change of post/center/venue/date/session for Examination shall be entertained.



3. AIC however, reserves the right to cancel any of the Examination Centers and/ or add some other Centers, at its discretion, depending upon the response, administrative feasibility, etc.
4. AIC also reserves the right to allot the candidate to any center other than the one he/she has opted for.
5. Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and AIC will not be responsible for any injury or losses etc. of any nature.
6. Choice of center once exercised by the candidate will be final.
7. If sufficient number of candidates does not opt for a particular center for "Online" examination, AIC reserves the right to allot any other adjunct center to those candidates OR if the number of candidates is more than the capacity available for online exam for a center, AIC reserves the right to allot any other center to the candidate.
8. 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.

Action against candidates found guilty of misconduct

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application.

At the time of online examination, Interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of:

i) Using unfair means or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination/interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or (iv) resorting to any irregular or improper means in connection with his/her candidature or (v) obtaining support for his/her candidature by any unfair means or (vi) carrying mobile phones or similar electronic devices of communication in the examination / interview hall, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:

- a) To be disqualified from the examination for which he/she is a candidate.
- b) To be debarred, either permanently or for a specified period, from any examination conducted by Agriculture Insurance Company of India Ltd.
- c) For termination of service, if he/she has already joined the Company (Agriculture Insurance Company of India Ltd.).

**10. Important Dates:**

on-line registration	09.01.2015 – 15.01.2015
Payment of Fees online by candidates	09.01.2015 – 15.01.2015
Date of On-Line Examination	In the month of February, 2015

11. General conditions:**(A) DOWNLOAD OF CALL LETTER**

Candidates will have to visit AIC's website for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination center with (i) Call Letter (ii) Photo Identity Proof as specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.

CANDIDATES REPORTING LATE i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 2 ½ hours, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

(B) IDENTITY VERIFICATION

In the examination hall as well as at the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity such as PAN Card/ Passport/ Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/ valid recent Identity Card issued by a recognized College/ University/ Aadhar card with a photograph/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

E-Aadhar Card and Ration Card are not valid id proofs for this project.



Note: Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the names indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination.

(C)(a) GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE (SPECIALIST)

The visually impaired candidates and candidates whose writing speed is affected by cerebral palsy can use their own scribe at their cost during the online examination. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his / her own scribe at his/her own cost.
- The scribe should be from an academic stream different from that stipulated for the post.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the examination.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination.
- The same scribe cannot be used by more than one candidate. In addition the scribe arranged by the candidate should not be a candidate for the examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.

Guidelines for candidates

(i) with locomotor disability and cerebral palsy

An extra time of twenty minutes per hour shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

(ii) Visually Impaired candidates

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour of examination.
- The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

**(C) (b) GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE (GENERALIST)**

The visually impaired candidates and candidates whose writing speed is affected by cerebral palsy can use their own scribe at their cost during the online examination. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his / her own scribe at his/her own cost.
- The scribe may be from any academic stream.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the examination.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination.
- The same scribe cannot be used by more than one candidate. In addition the scribe arranged by the candidate should not be a candidate for the examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.

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- The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

(D) GENERAL INSTRUCTIONS:

1. The possibility for occurrences of some problem in administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify the problem, which may include shifting the candidates to the other centers or to conduct of another examination if considered necessary. Decision of AIC in this regard shall be final. Candidates not willing to accept such change shall lose his/her candidature for this exam.
2. Decision of AIC in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the AIC in this behalf.



3. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.
4. AIC would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by AIC in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, AIC reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
5. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead of disqualification of the candidate from the selection process and he/she will not be allowed to appear in any AIC recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.
6. 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.
7. 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.
8. 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.
9. Company reserves the right not to call any candidates to appear at the written examination and interview.
10. 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.
11. Applications once made will not be allowed to be withdrawn and fee/service charges paid shall not be refunded under any circumstances.
12. 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.
13. The Company shall not entertain any correspondence or personal enquiries.
14. Canvassing in any form will disqualify the candidate for consideration for the posts.
15. Any resulting dispute arising out of this process/advertisement shall be subject to the sole jurisdiction of the Courts.
16. In case an applicant is not short-listed, no claim for refund of cost of application or fee shall be entertained.
17. 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: 08.01.2015

DEPUTY GENERAL MANAGER (HR)



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