



AGRICULTURE INSURANCE COMPANY OF INDIA LIMITED

Regd. Office: "Office Complex" Block- 1, 5th floor, East Kidwai Nagar, New Delhi – 110 023

Agriculture Insurance Company of India Ltd., New Delhi is a specialty and one of the largest Crop Insurance Company, 5th largest in the Indian non-life Insurance Sector, having market share of more than 50% in Crop Insurance and aiming to cover the huge protection gap lying uninsured with respect to other risks related to agriculture and allied activities of the farmers.

The Company is inviting applications for engagement of **2 (two) Finance Managers**, as described below on **full time contractual basis** initially **for a period of 3 years** subject to annual performance appraisal. Based on the satisfactory performance the contract may be renewed as per the requirement of the Company.

Eligibility Criteria as at 1st July 2022	<ol style="list-style-type: none">1. Qualified Chartered Accountant2. Maximum 40 years of age (Relaxation in upper age limit is applicable as per Government of India guidelines for SC/ST/OBC/PWD candidates).
Preferred Skills and Experience	<ol style="list-style-type: none">1. Five (5) years post qualification experience in handling payment and accounting aspects.2. Experience in BPO Industry (within P2P domain) will be an added advantage3. Experience in Data Analytics / new age digital technologies will be an added advantage.
Job Description and Roles and Responsibilities	<p>The scope of work is given below and not exhaustive but indicative only. The company reserves the right to assign any other work related to the Company's requirements. The job description, inter alia will entail the following:</p> <ol style="list-style-type: none">1. Responsible for all payments done centrally by the Company2. Ensure the team adheres to TAT for all payments as per the SOP of the Company3. Efficient and Effective Stakeholders management involved with the payment activity4. Handling team members and monitoring their performances.5. Reconciling the Payments with Bank MIS on timely basis.6. Enable digital adoption strategy of the Company in payment function
Terms of Contract	<ol style="list-style-type: none">1. Posting for the role would be at Delhi, AIC Head Office.2. The engagement will be full time and contract is initially for a period of 3 years subject to annual performance appraisal. Based on the satisfactory performance the contract may be renewed as per the requirement of the Company.3. The contract can be terminated by giving 60 days' notice from either side at any time during the contract period without assigning any reason thereof.4. The contractual engagement shall have no legal right to claim for regular absorption in company either during the period of contract or any time after the expiry of the contract.
Remuneration	The remuneration would be negotiable as per the prevailing market standards for a similar kind of job as also based on experience, qualification, Last drawn salary and suitability of the candidate.

Method of Selection: Selection will be based on shortlisting of candidates followed by Written Test and/or Personal Interview

- Adequate number of candidates as decided by the Company shall be shortlisted based on their academic qualification, work experience etc. in the ratio as deemed fit depending upon the requirement of the Company vis-à-vis number of applications or any other criteria at its sole discretion.

- Mere fulfilling minimum qualification and experience will not vest any right in the candidate for being shortlisted and called for Written Test and/or Personal Interview.
- Date, time and venue of Written Test and/or Personal Interview, as the case may be, will be informed to the shortlisted candidates through regd. e-mail id.
- The Written Test may be conducted online and Personal Interview may be conducted in person or through Video Conferencing.
- The qualifying marks in the Written Test and/or Personal Interview will be decided by the Company.
- The final selection is subject to verification of original documents / certificates etc. in support of the candidature.
- **Reservations:** As per applicable DoPT guidelines.

General Information:

- Candidates shall send the application (in the prescribed format attached) **ON OR BEFORE 12th August 2022** in the name of Dy. General Manager -HR at the Company's address given here below with the **SUPERSCRIPTION "Application For The Post of Finance Managers"** along with all self-attested photo copies of all relevant certificates / documents :

**DEPUTY GENERAL MANAGER
AGRICULTURE INSURANCE COMPANY OF INDIA LIMITED, 5th FLOOR,
PLATE B AND C, NBCC OFFICE BLOCK 1, EAST KIDWAI NAGAR, NEW DELHI -110023**

- Shortlisting of candidates will be purely provisional without verification of age/qualification/category (SC/ST/OBC/PWBD/EWS) etc. **Each applicant should, therefore, ensure that he/she fulfils the eligibility criteria and that the particulars furnished in applications are complete/correct in all respects.**
- In case the candidate is found as not satisfying the eligibility criteria and/or has not produced the original certificates, his/ her candidature will be summarily rejected.
- Candidature of any candidate furnishing incorrect or false particulars or suppressed material information is liable to cancelled at any stage of selection and if detected post selection, his/her selection will be terminated immediately.
- **The candidates may kindly note that any cost incurred by them for attending the Written Test and/or Personal interview will not be reimbursed by Company.**
- Canvassing or bringing any undue influence in any form will disqualify the candidate.
- The selected candidate shall not accept any other assignment without obtaining explicit consent from AIC during the period of contract.
- Company reserves the right to amend or alter any of the conditions mentioned above, reject any application/candidature at any stage or cancel the Written Test and/or Personal Interview and/or selection process at any stage without assigning any reason.
- **The decision of the company in all matters regarding eligibility, shortlisting, conduct of Written Test and/or Personal Interview and selection would be final and binding on all candidates and no correspondence shall be entertained in this regard.**

PLEASE NOTE: Corrigendum/extension etc., if any shall be published only on our website "www.aicofindia.com" in "Career" section. Please visit our website regularly.

DISCLAIMER

The engagement shall be on contract basis only as per the requirement of the company. The contract may be cancelled or terminated through written intimation by either side by giving 60 days' notice without assigning any reason thereof. The candidates shall not have any legal right for permanency or absorption in the company at any given point of time during the contract or after expiry of the contract.

Date: 20.07.2022

DGM (HR)

Place: New Delhi

(Company is not responsible for any printing errors)

APPLICATION FOR THE POST OF FINANCE MANAGER

LAST DATE OF RECEIPT OF APPLICATION: 12.08.2022

1. Name in full (in English & Capitals) : _____

2. Father's/Husband's name: _____

3. Current Residential Address: _____

City _____ **State** _____ **Pin Code** _____

Telephone with STD Code: _____ **Mobile:** _____

Email ID : _____

4. Date of Birth (dd/mm/yyyy) : _____

5. Age in completed years as on 01/07/2022: _____

6. Category (UR/OBC/SC/ST/EWS/PWD): _____

(Abbreviations: SC- Schedule caste, ST – Schedule Tribe, OBC- Other Backward Class, EWS- Economically Weaker Section, PWD – Person with Disability, UR - Unreserved). *Self-attested photocopy of the certificate should be attached with the application.*

7. Gender (Male/Female/TG): _____

8. Whether belong to Minority Community (If yes mention the community – Muslim/Christian/Buddhist/Sikh/Zoroastrian/Others-specify) _____



9. Educational Qualifications (Graduation onwards):

Exam passed	Board/University	Month & year of passing	Main Subjects	Medium of instructions	% of Marks/ GPA/ Grades

10. Technical / Professional Qualifications:

Exam passed	Institute	Month & year of passing	% of Marks/ GPA/ Grades

Note: - Self-attested photocopies of certificates / mark sheets / degree / diploma etc. in respect of educational, and technical qualifications should be attached with the application.

11. Experience (detailed experience may be attached with the application) :

Company	Designation	From date	To date	Job-profile

Declaration: I hereby declare that all the statements made in this Application hereinabove are true and correct to the best of my knowledge and belief. I understand that in the event of any information being found false, incorrect or incomplete or if I am ineligible due to non-fulfilment of eligibility criteria and non-submission of original for verification purpose, my candidature for the applied post is liable to be cancelled/ rejected at any stage of engagement.

Date:

Place:

Signature of Applicant