



"Agriculture Insurance Company of India Ltd., New Delhi is a speciality Crop Insurance company implementing the Central and State Government sponsored Crop Insurance Schemes.

The Company is inviting applications for engagement as **State Coordinator/Cluster Head in various states** on contractual basis, initially for a period of 1 year, to be further extended annually as per requirement of the company and subject to performance evaluation of the candidate

ELIGIBILITY CONDITIONS AS ON 01.11.2021

ESSENTIAL QUALIFICATION	Graduation in any discipline from recognised university.
ESSENTIAL EXPERIENCE	Minimum 6 years post qualification working experience in General Insurance which should include minimum 3 Crop seasons experience in Pradhan Mantri Fasal Bima Yojana (PMFBY) as a Cluster or State Head performing Jobs similar to Job descriptions given below herewith.
ADDITIONAL QUALIFICATION	Preference would be given to candidates having Masters degree or Diploma in Agriculture Business Management Or Masters in Business Administration
DESIRABLE	Must have knowledge of Hindi, English and Regional languages. Candidate should be proficient in Computer usage and MS – Office (Word, Excel, Powerpoint etc.) Candidate should have good communication & Coordination skills with ability to lead and manage work of a team of 100 to 200 field level personnel and should be conversant with co-ordinating with Field level Govt. officials for risk management or loss assessment activities ,awareness campaigns and business development.
AGE (as on 01.11.2021)	Maximum 45 years
JOB LOCATION	State Capitals/ District Headquarter
TERMS OF CONTRACT	The important terms are as under: <ul style="list-style-type: none">• The Contract period will initially be for a period of one year which can be further extended annually as per requirement of the company and subject to performance evaluation of the candidate.• The contract can be terminated by giving 30 days' notice from either side at any time during the contract period without assigning any reason thereof.• The contractual engagement shall have no legal right to claim for regular absorption 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/suitability of the candidate.

JOB DESCRIPTION	<p>The scope of work is given hereunder and is not exhaustive but indicative only and the company reserves the right to assign any other work related to the Company's requirements. The work will entail the following:</p> <ul style="list-style-type: none"> • Development of a comprehensive target-oriented business plan in agriculture and allied lines followed by execution of the plan through various activities viz. marketing and publicity related to the business of Crop Insurance & other allied insurance products of the Company in the State/Cluster. • Target oriented proactive claim management and loss assessment activities in the State/Cluster as per direction of the Company from time to time. • Liaison with Offices of State Govt., Banks & other Financial Institutions, CSC, Intermediaries, University, KVKs, Agri Markets, etc. including attending meetings, compliance reporting, data collections etc. • Analysis and reporting of various critical information viz. sowing progress, crop/weather condition or any other information which are integral part of claim management. • Controlling and monitoring District Managers/Co-ordinators and supervisors/co-ordinators at Sub-district/Tehsil/Block level; • Co-ordinating and overseeing, on day-to-day basis, the activities of firms/agencies engaged by the Company for business development, claims management, loss assessment, surveys etc. • Regular reporting of activities to AIC Regional Office/Head Office. • The job will require extensive travelling within the state.
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METHOD OF SELECTION: Selection will be based on shortlisting followed by Group Discussion and/or Personal Interview

- Adequate number of candidates as decided by the Company shall be shortlisted based on their academic qualification, work experience as required, knowledge of computers and other preferential criteria of language, age etc. or any other criteria as may be deemed fit by the company at its sole discretion. The Shortlisting will be based on the details filled up in the application form and supporting certificates and essential documents attached in support of the eligibility.
- The shortlisted candidates will be called for Group discussion and/or Personal Interview.
- Mere fulfilling minimum qualification and experience will not vest any right in the candidate for being shortlisted for Group Discussion and/or Personal Interview.
- The qualifying marks in the Group Discussion and/or Personal Interview will be decided by the Company.
- Date, time and venue of Group Discussion and/or Personal Interview will be informed to the candidates through regd. e-mail id.
- The Group Discussion and/or Personal Interview may be held in person or through Video Conferencing as decided by the Company.
- The selection of the candidate will be on the basis of performance in the Group Discussion and/or Personal Interview and other desired qualifications.
- The Company reserves its right to call candidates in ratio vis-à-vis shortlisted candidates as deemed fit depending upon the requirement of the Company and number of applications received etc.
- 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 (Annexure attached) **on or before 05th December 2021** in the name of Dy. General Manager -HR at the Company's address given herebelow with the **SUPERScription "APPLICATION FOR THE POST OF STATE COORDINATOR/CLUSTER HEAD"** along with all self-attested xerox copies of all relevant certificates :

**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**

- Incomplete applications or applications not in prescribed format or received late are liable to be summarily rejected.
- 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 whenever called for, his/ her candidature will be summarily rejected.
- **The candidates may kindly note that any cost incurred by them for attending the Group Discussion and/or Personal interview will not be reimbursed by Company.**
- Canvassing or brining any undue influence in any form will disqualify the candidate
- 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 selected candidate shall not accept any other assignment without obtaining explicit consent from AIC.
- Company reserves the right to amend or alter any of the conditions mentioned above, reject any application/Candidature at any stage or cancel the Group Discussion 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 Group Discussion 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 of State Coordinator/Cluster Head shall be made on contract basis as per the requirement of the company. The contract may be cancelled or terminated through written intimation by either side by giving 30 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: 13.11.2021

Place: NEW DELHI

DGM (HR)

(Company is not responsible for any printing errors)

ANNEXURE
Application For the Post of State Co-ordinator/Cluster Head

LAST DATE OF RECEIPT OF APPLICATION: 05.12.2021

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 01/11/2021: _____

6. Nationality _____

7. Category (UR/OBC/SC/ST/EWS/PwBD): _____

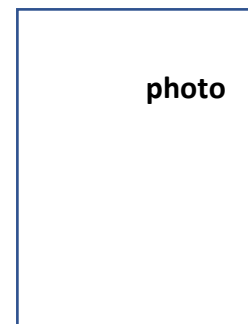
(Abbreviations: SC- Schedule caste, ST – Schedule Tribe, OBC- Other Backward Class, EWS- Economically Weaker Section, PWD – Person with Benchmark Disability, UR - Unreserved). *Self-attested photocopy of the certificate should be attached with the application.*

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

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

10. Educational Qualifications (Graduation onwards):

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



11. Technical / Professional Qualifications:

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

12. Experience (*detailed experience certificate/s should be attached with the application*) :

Company	Designation	From date	To date	Job-profile

- 13. Preference of State for posting:** (1) _____
(2) _____
(3) _____

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

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, my candidature for the applied post is liable to be cancelled/ rejected at any stage of recruitment.

Date:

Place:

Signature of Applicant