



GENERAL INSURANCE CORPORATION OF INDIA
(A wholly owned Government of India Company)

SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITIES

GIC Re, the “Indian Reinsurer” and 14th largest Reinsurance Company in the world, fully owned by Government of India with network in India and abroad.

To fuel its mission, GIC Re is looking for Young, Energetic Graduates/ Post Graduates with Brilliant Academic record to fill-in the positions in the cadre of Assistant Managers (Scale-I) to be based in its offices in India (primarily Mumbai) and abroad, who will be liable to be posted anywhere in India as well as abroad in future as per the requirement of the Corporation. GIC Re provides excellent opportunity to acquire knowledge and experience in the field of reinsurance and Risk management with lot of overseas exposure which facilitates fast growth and career development in the international market.

GIC Re is inviting applications exclusively from Persons with Disabilities for recruitment to the following post:

| No of posts | Post | Scale of pay | Minimum Qualification |
|-------------|---|---|---|
| 1 | Assistant Manager (Scale I) (Post reserved for Visually Impaired – Blindness / Low vision) | Basic Pay of ₹17,240/- per month in the scale of ₹17240-840(14)-29000-910-(4)-32640 (under revision) plus admissible allowances and other non-core benefits | Graduate in any stream |
| 1* | Hindi Officer - Assistant Manager (Scale I) (Post reserved for Hearing Impaired) | Basic Pay of ₹17,240/- per month in the scale of ₹17240-840(14)-29000-910-(4)-32640 (under revision) plus admissible allowances and other non-core benefits | Post Graduate in Hindi with English as one of the subjects in Graduation or Post Graduate in English with Hindi as one of the subjects in Graduation. |

*The above post reserved for Hearing Impaired is for Hindi Officer, but if the deserved candidate is not found then the post will be filled in by candidate with Hearing Impaired in any other discipline (educational qualification required for other discipline is any graduate).

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

Age Criteria : As on 31.01.2016
Minimum Age : 21 years
Maximum Age : Gen – 40 years
OBC – 43 years
SC/ST– 45 years

I. 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. Special Conditions:

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:-

Visually Impaired (VI)

Blindness refers to condition where a person suffers from any of the following conditions namely (i) Total absence of sight (ii) Visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses (iii) Limitation of the field of vision subtending in angle of 20 degrees or worse.

Low vision means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning of execution of a task with appropriate assistive device.

Deaf & Hearing Impaired (HI)

The deaf are those persons in whom the sense of hearing is non-functional for ordinary purposes of life i.e. total loss of hearing in both ears. They do not hear, understand sounds at all even with amplified speech. Hearing impairment means loss of sixty decibels or more in the better ear in the conversational range of frequencies.

Eligible candidates will be permitted to engage Scribe in accordance with the norms prescribed in this regard and they have to make their own arrangements for the same

(Detailed guidelines regarding persons with disabilities given in Annexure I).

III. Compensation Package

Basic Pay Rs.17,240/- per month in the scale of Rs.17240-840(14)-29000-910-(4)-32640 (*under revision*) and other admissible allowances like DA, HRA, CCA, etc. The total emoluments will be about Rs.38,500/-p.m. plus other benefits which are New Pension Scheme, 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 ₹20,000/- 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.

IV. 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**, as deemed necessary. **HOWEVER, THE INITIAL POSTING WILL BE IN ITS CORPORATE OFFICE IN MUMBAI ONLY.**

V. Selection Procedure :

The Selection process will include written test (**On-Line or Off- Line**) and/or Personal Interview. However, depending on the number of applications received from the prospective and deserved candidates any method of selection process can be adopted viz. only interview or written test/ GD followed by interview.

Written test, if conducted shall be held depending upon the number of applications received, either only at Mumbai or at Delhi, Chennai, Kolkata & Mumbai or at locations as decided by the GIC Re Management.

Candidates shall have the option of appearing in the Written Test/ GD /Personal Interview in Hindi or English.

In case the Written Examination is conducted at different locations then the candidates may choose any one of the centres. 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 depending upon the number of candidates and other relevant factors.

Outstation candidates called for GD and/ or Personal interview will be reimbursed to and fro III AC rail fare/ bus fare by the shortest route from the nearest station of the declared place of residence to the station of interview on production of evidence of having undertaken journey for the purpose.

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

VI. 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.

VII. Guarantee Bond

Before joining as probationer, the selected candidate will be required to give an undertaking to serve the Corporation for a minimum period of four years including probationary period, failing which he/she will pay liquidated damages equivalent to one year's gross salary paid to him / her 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 equivalent to the 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.

VIII. HOW TO APPLY:

The candidate should visit GIC Re's Website www.gicofindia.com, and download the application form and then send the duly filled in application form alongwith properly self-attested photocopies of the following documents:

- a) Proof of Date of Birth
- b) Complete set of all mark-sheet / degree certificate in support of qualifications
- c) Caste Certificate in format prescribed by Government of India (if applicable)
- d) Disability Certificate issued by Competent Authority

The envelope should be superscribed " POST APPLIED FOR - ASSISTANT MANAGER IN GIC RE UNDER SPECIAL RECRUITMENT DRIVE FOR PWDs" and should be sent by registered post/ courier to "**General Manager (HRD), GIC of India, SURAKSHA, 170 J Tata Road, Churchgate, Mumbai – 400020**" to reach on or before 29.1.2016.

The candidates should also send a scanned copy of the duly filled application form (without the enclosures) to the e-mail address: recruitment@gicofindia.com.

Applications received to the e-mail address and by registered post/courier, will only be considered for further Recruitment exercise.

ENCLOSURES REQUIRED

Enclose self-attested copies of the (i) Proof of Date of Birth, (ii) Degree / PG Certificates and Mark Sheets, (iii) Certificate regarding prescribed professional training, (iv) Caste Certificate (v) Disability Certificate (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 Central govt./ State 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 "**General Manager (HRD), GIC of India, SURAKSHA, 170 J Tata Road, Churchgate, Mumbai – 400020**" **super scribing the Envelope as "POST APPLIED FOR ASSISTANT MANAGER IN GIC RE UNDER SPECIAL RECRUITMENT DRIVE FOR PWDs –ADVANCE COPY"**.

Such candidates have to produce NOC from their present employer at the time of Interview and/ or Group Discussion. In case, the application of the candidate is not forwarded through proper channel and the candidate fails to produce NOC from his/her present employer at the time of Personal Interview and/ or Group Discussion, his/ her candidature will not be considered.

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 not accompanied by relevant certificate/s, wherever necessary 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 arise 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 GIC Re's website www.gicofindia.com for information regarding dates of written test/ GD/ Personal Interview, etc.

Candidates are advised to keep their e-mail ID active at least for one year. No change in e-mail ID will be allowed once entered. All future corresponded will be sent via e-mail only.

- **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.**

Place: Mumbai
Date: 13th January, 2016


Deputy General Manager (HR)

ANNEXURE 1

SCRIBE DECLARATION FORM

GUIDELINES REGARDING PERSONS WITH DISABILITIES

Eligible candidates will be permitted to engage Scribe in accordance with the norms prescribed in this regard and they have to make their own arrangements for the same. In all such cases where a scribe is used, the following rules will apply:

- Please ensure you are eligible to use a scribe as per the Government of India rules governing the recruitment of Persons with Disabilities.
- The candidate will have to arrange his/her own scribe at his/her own cost.
- The academic qualification of the scribe should be one grade lower to the stipulated eligibility criteria.
- The scribe should be from any academic discipline.
- Both, the candidate as well as the scribe, will have to give a suitable undertaking, in the prescribed format with passport size photograph of the scribe, confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case it later transpires that she/he did not fulfill any of the laid-down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the examination.
- Such candidate who uses a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination.

Please fill up the DECLARATION and submit along with the call letter

DECLARATION

We, the undersigned, Shri/Smt/Kum. _____ eligible candidate for the Written examination/ Personal Interview for recruitment of Assistant Manager (Scale I) under Special Recruitment Drive for Persons with Disabilities

AND

Shri/Smt/Kum. _____ eligible writer (scribe) for the eligible candidate, do hereby declare that :

1. The scribe is identified by the candidate at his/her own cost and as per own choice.

2. The scribe fulfils the following criteria:

a) He/she is one grade junior to the candidate

| Grade (whether graduate, post graduate, etc) | | | |
|--|-----------------------------|--|-----------------------------|
| Candidate | | Scribe | |
| Last examination passed in his/her academic stream | Percentage of marks secured | Last examination passed in his/her academic stream | Percentage of marks secured |
| | | | |

3. The candidate is blind/low vision and his/her writing speed is affected and she/he needs a writer (scribe) as permissible under the Government of India rules governing the recruitment of Persons with Disabilities.

4. As per the rules, the candidate availing services of a scribe is eligible for compensatory time of 20 minutes for every hour of the examination.

5. In view of the importance of the time element and the examination being of a competitive nature, the candidate undertakes to fully satisfy the Medical Officer of the Organization that there was necessity for use of a scribe as his/her writing speed is affected by the disabilities mentioned in Paragraph '1' above.

6. In view of the fact that multiple appearance / attendance in the examination are not permitted, the candidate undertakes that he/she has not appeared / attended the examination more than once and that the scribe arranged by him/her is not a candidate for the examination and has not appeared as a Scribe for more than one candidate. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.

7. We hereby declare that all the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of recruitment that we do not fulfill the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the candidature of the applicant will stand cancelled, irrespective of the result of the examination. If any of these shortcoming(s) is/are detected even after the candidate's appointment, his/her services are liable to be terminated. In such circumstances, both signatories will be liable to criminal prosecution.

Given under our signature:-

| | |
|-----------------------------|---|
| Signature of the Scribe: | Signature of the Candidate: |
| Postal address: | Registration No: Roll No: Postal address: |
| STD Code..... Phone No..... | STD Code..... Phone No..... |
| Cell No, if any..... | Cell No, if any..... |

PHOTO
OF
THE SCRIBE

Signature of Invigilator