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Website: [www.aicofindia.com](http://www.aicofindia.com)  
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<b>RECRUITMENT OF 50 ADMINISTRATIVE OFFICERS (SCALE-I) IN AGRICULTURE INSURANCE COMPANY OF INDIA LIMITED</b>
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Agriculture Insurance Company of India Limited (AIC) a leading Crop Insurance Company, invites applications from Indian Citizens for recruitment of **50 (Fifty)** Administrative Officers in Scale I Cadre in various discipline viz. Agriculture Sciences, Information Technology, Finance, Legal, Statistics, Marketing and Generalist.

Please Note the Important Dates (Tentative):

<b>Publication of Short Advertisement in Leading Newspapers</b>	<b>15<sup>th</sup> September, 2017</b>
<b>Publication of Advertisement in Employment News</b>	<b>23<sup>rd</sup> September 2017</b>
<b>On line Registration commences from/Payment of fees</b>	<b>15<sup>th</sup> September, 2017</b>
<b>Last Date for Online Registration/Payment of fees</b>	<b>10<sup>th</sup> October 2017</b>
<b>Date of Online Examination</b>	<b>18/19<sup>th</sup> November 2017 (Tentative)</b>

**Vacancies & Reservations:**

<b>Total No. of Vacancies</b>	<b>SC</b>	<b>ST</b>	<b>OBC</b>	<b>Un-reserved</b>
<b>50</b>	<b>08</b>	<b>04</b>	<b>13</b>	<b>25</b>

**PWD vacancies:**

Of the above, 02 vacancies are reserved for PWD (1 VI & 1 HI). However, OC candidates may apply for the post and they will get the relaxation of age and fee etc.

**Abbreviations stand for:** **UR:** Un-reserved; **SC:** Scheduled Caste; **ST:** Scheduled tribe; **OBC:** Other Backward Classes; **PWD:** persons with disabilities; **VI:** Visually Impaired, **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.

Note:

- i) Candidates belonging to OBC category but coming in the "CREAMY LAYER", are not entitled to OBC reservation and age relaxation. They should indicate their category as GENERAL.
- ii) The category-wise numbers mentioned above are provisional/indicative. The Company reserves the right not to select any candidate from any of the discipline mentioned above. The category-wise numbers indicated above may vary at any stage of recruitment process.
- iii) Reservation for Persons with Disabilities (PWD) shall be as per prevailing government rules.

**Note: Candidate should apply for any ONE discipline only. Not more than one application should be submitted by any candidate. In case of multiple Applications only the latest valid (completed) application will be retained and the application fee/intimation charges paid for the other motile registration(s) will stand forfeited.**

**1. 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. **Please note that the Field work in the districts being an essential part of the duty, one has to undertake extensive travel in the remote rural areas on a compulsory basis.**

**2. Probation:**

A candidate appointed in the Officer's cadre on regular pay rolls of the Company shall be on probation for a period of one year from the date of joining of duty. The probation period may be extended by a further period of six months.

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.

**3. 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 four (4) years** including the 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 one year's gross salary paid to them. Besides, he/she will have to submit a stamped Bond duly executed by two sureties (not blood relatives), of sound financial standing for an amount equivalent to one year's gross salary.

Candidates resigning from the Company during the probation period and candidates whose services are terminated by the Company during the probation period shall be liable to pay the salary received by them during their entire service in the Company in addition to an amount of **Rs. 50,000/-** towards partial cost of training. No lien/bond executed to retain a substantive post with present employer will be binding upon the Company and no Leave Salary or Pension Contribution will be made.

**4. Emoluments & benefits**

Basic pay of Rs.32795/- in the scale of Rs. 32795-1610(14)-55335-1745(4)-62315 and other admissible allowance as applicable. Total emoluments will be approximately **Rs. 51,000/-** p.m. in Metropolitan Centers. Other benefits such as Pension under New Pension system governed by PFRDA, Gratuity, LTS, Medical Benefits, Group Personal Accident Insurance etc. shall be as per rules. The Officers are also entitled for Company's/leased accommodation as per norms.

**5. Education Qualification (as on 01.09.2017)**

Candidate must possess the minimum qualification as listed in the table below from a recognized University or any equivalent qualification recognized as such by Central Government.

Candidates should possess certificate in proof of passing the qualifying examination as on 01.09.2017.

Note:

1. Educational qualification should be from a University/Institution/Board recognized by Govt. of India/approved by Govt. Regulatory Bodies and the result should have been declared on or before 01.09.2017.
2. Proper document from Board/University for having declared the result on or before 01.09.2017 has to be submitted at the time of interview.
3. The candidate must possess valid mark-sheet/Degree Certificate of the necessary qualification as on 01.09.2017.
4. Percentage marks shall be as mentioned in the final mark-sheet/degree of the university. The fraction of percentage so mentioned will be ignored i.e. 59.99% will be treated as less than 60%.
5. Where CGPA/OGPA are awarded, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.

**Eligibility conditions: As on 01.09.2017 (for Age and for Educational Qualifications).**

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

**A. Educational Qualifications:**

<b>Group &amp; Code No.</b>	<b><u>Educational qualifications</u> Graduation /Post Graduation shall be from a recognized University</b>
Group A Code No. 01 <b>Agriculture</b>	B. Sc.(Agriculture)/ B.E./B. Tech in Agriculture Engineering with 60% marks, (for SC/ST 55% marks). Or M.Sc.(Agriculture) with 60% marks (For SC/ST 55% marks).
Group B Code No. 02 <b>I.T.</b>	BE/B. Tech (Computer/IT) with 60% marks, (for SC/ST 55% marks) or MCA (Masters in Computer Applications)/ M. Tech. in IT/MCM (Masters in Computer Management), with 60% marks, (for SC/ST 55% marks).
Group C Code No. 03 <b>Finance</b>	B. Com with 60% marks (for SC/ST 55% marks) Or M. Com with 60% marks (for SC/ST 55% marks). Or Chartered accountants (ICAI) Or Company Secretary (ICSE) Or Cost and Management Accountant (The Institute of Cost Accounts of India) earlier known as Cost and Work Accounts (ICWAI) Or MBA (Finance)*(2 years full time course) with 60% marks, (for SC/ST candidates 55%) from a recognized University.
Group D Code No. 04 <b>Legal</b>	Graduate in Law with 60% marks, (for SC/ST 55%) Or Post Graduation in Law with 60% marks (for SC/ST 55%) from a recognized university.
Group E Code No. 05 <b>Statistics</b>	B. Sc. in Statistics with 60% marks (for SC/ST 55% marks) Or M. Sc. in Statistics with 60% marks, (for SC/ST candidates 55% marks).
Group F Code No. 06 <b>Marketing</b>	Graduate Degree in Marketing/Sales with 60% marks (for SC/ST 55% marks) Or Post Graduate Degree (2 years full time course) of MBA (Marketing/Sales)** with minimum 60% of marks in aggregate (for SC/ST candidates 55% marks).
Group G Code No. 07 <b>Generalist</b>	Graduate Degree in any discipline with 60% marks (for SC/ST 55% marks Or Masters' Degree in any discipline with 60% marks (for SC/ST candidates 55% marks).

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

Note:

- Other things being equal, preference will be given to candidates having post qualification experience in their area of specialization. Company's decision in this regard shall be final.
- 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.
- The candidates must possess valid Mark-sheet/Degree Certificate of the necessary qualification as on 01.08.2017.

**6. Age (as on 01.09.2017)**

**Minimum Age: 21 years & Maximum Age: 30 years as on 01.09.2017**

i.e. a candidate must have been born not earlier than 2<sup>nd</sup> September 1987 and not later than 1<sup>st</sup> September 1996 (both dates inclusive).

Sl. No.	CATEGORY	RELAXATION
1	Scheduled Cast/Scheduled Tribes	5 years
2	Other Backward Classes (Non-creamy layer)	3 years
3	Persons with Disability	10 years
4	Ex-Servicemen, Commissioned Officers including Emergency Commissioned Officers (ECOs)/Short Service Commissioned Officers (SSCOs) who have rendered at least 5 years military service as on 01.08.2017 and have been released; (a) on completion of assignment (including those whose assignment is due to be completed within one year from 01.08.2017) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency; or (b) on account of physical disability attributable to Military Service; or (c) on invalidment. The ECOs/SSCOs who have completed an initial period of assignment of five years of Military Service as on 01.08.2017 and whose assignment has been extended beyond five years an in whose case the Ministry of Defense issues a certificate that they can apply for civil employment and that they will be released on three months' notice on selection from the date of receipt of offer of appointment.	5 years
5	Defense service personnel disabled in operation during the hostilities with any foreign country or in a disturbed area and released as consequence thereof.	3 years
6	Persons ordinarily domiciled in the State of Jammu and Kashmir during the period 01.01.1980 to 31.12.1989	Gen: 5 years OBC: 8 years SC/ST: 10 years
7	Existing Confirmed Employees of Agriculture Insurance Co. of India Ltd. & outsourced personnel associated with Agriculture Insurance Company of India Ltd. having experience in Agriculture Insurance.	8 years

**Note:**

- 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**.
- Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) and produce the original certificate(s) for verification at the time of interview and/or any subsequent stage of recruitment process.

- If a person with disability is entitled to age concession by virtue of being an Existing Confirmed Employee of & outsourced personnel associated with Agriculture Insurance Company of India Ltd. concession to him/her will be admissible either as a 'person with disability' or as an 'Existing Confirmed Employee of & outsourced personnel associated with Agriculture Insurance Company of India Ltd. whichever may be more beneficial to him/her.
- There is no reservation for Ex-servicemen in Officer's cadre.

### **Definitions**

- A. **EX-SERVICEMEN (EXSM):** Only those candidates shall be treated as Ex-servicemen who fulfill the revised definition as laid down in Government of India, Ministry of Home Affairs and Department of Personnel & Administrative Reforms Notification No. 36034/5/85 Estt. (SCT) dated 27.01.1986 as amended from time to time.
- B. **DISABLED EX-SERVICEMEN (DISXS)** Ex-servicemen who while serving in Armed Forces of the union were disabled in operation against the enemy or in disturbed areas shall be treated as DISXS.
- C. **PERSONS WITH DIDABILITIES:** 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:

#### **I. Visually Impaired (VI)**

Blindness refers to condition where a person suffers from any of the following conditions namely (a) Total absence of sight, (b) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses. (c) 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 or execution of a task with appropriate assistive device.

#### **II. 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.

#### **III. Orthopedically Challenged (OC)**

Locomotor Disability means disability of bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.

Cerebral Palsy means a group of non-progressive conditions of person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal or infant period of development.

All the cases of Orthopedically Challenged Persons would be covered under the category of "Locomotor disability or cerebral palsy".

Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. At the time of interview the Candidates must necessarily produce the relevant documents in original and a self-attested photocopy in support of their identity and eligibility pertaining to category. Nationality, age, educational qualifications etc. as indicated in the online application form. Please note that no change of application data will be permitted at any stage after completion of registration process of the online application. Merely applying for the post and being shortlisted in the online examination and/or in the subsequent interview and/or subsequent processes does not imply that a candidate will necessarily be offered employment in the Company. No request for considering the candidature under any category/post other than the one in which applied will be entertained.

## 7 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 November 2017 (tentative).

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	Descriptive	30	3	English only	30 minutes

### For other disciplines:

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 Quantitative aptitude	Objective	50	50	Eng/Hindi	

4.	Professional Test to assess technical and professional knowledge in the relevant discipline	Objective	50	50	Eng/Hindi	
5.	Descriptive English Test	Descriptive	30	3	English only	30 minutes

**Exam for all disciplines will be conducted in same session.**

**Descriptive English Test** of 30 minutes duration with 30 marks will be a Test of English Language (Essay, Letter & Precis) will be in English and will be conducted through on line mode **on the same session**. The Descriptive English Test will be assessed for only those candidates who would have scored a minimum total cut off score in the objective type examinations. **Descriptive papers to the extent of 15 times number of vacancies may be assessed.** 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 to the extent of about 3 times the number of vacancies. **A candidate shall be required to qualify in the descriptive test, but the marks in the descriptive test will not be counted towards short listing for interviews or final selection.**

**Penalty for Wrong Answers:** There will be negative marks for wrong answer, 1/4<sup>th</sup> of the allotted marks will be deducted for each wrong answer. If a question is left blank i.e. no answer is marked by the candidate, there will be no penalty for that question.

Candidates will have to appear for the online examination at their own expenses to be held in the month of October,2017 (tentative).

**Cut Off Score:** Each candidate will be required to obtain a minimum score for each section of objective test separately for short listing for the Descriptive Test evaluation/interview. Descriptive answer script would be evaluated only in respect of those candidates who qualify the objective test and also score high. Depending on the number of vacancies available, cut offs will be decided for Descriptive paper evaluation.

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.

**Interview:** Candidates who have been shortlisted at the end of written exam will subsequently be called for an interview to be conducted by the Company, **up to three times the number of vacancies** of respective stream/category. 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.

The candidates are advised to ensure that they fulfill the requirements of age and qualification (final result for the qualification must have been published on or before 01.09.2017) before they apply. If a candidate is found ineligible, his/her candidature will be cancelled at any stage of recruitment. Appearing in the ONLINE EXAMINATION & INTERVIEW will not automatically confer any right of being selected for the said post.

**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)	Rs. 100/-
All other categories	Rs. 650/-

**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.**

### 1. Examination Centers:

Examination Centre and dates of Examinations are liable to be changed at the Company's discretion. In the event of cancellation of Examination at any center, the Company may at its discretion allot an alternative center to the candidates concerned. **Call letters will be issued for written examination and should be downloaded by the candidates from the link provided in the Company's website i.e. [www.aicofindia.com](http://www.aicofindia.com) at appropriate time. Candidates will not be admitted to the examinations without the Call Letter.**

Sr.No	Centre	S. No	Centre	S. No	Centre	Sr. No	Centre
1	Andhra Pradesh	9	Haryana	16	Maharashtra		Jaipur
	Chirala		Hisar		Aurangabad		Udaipur
	Kurnool		Faridabad		Amravati		Bikaner
	Vijayawada		Gurgaon		Kolhapur		Jodhpur
	Vishakhapatnam		Karnal		Nasik	27	<b>Tamilnadu</b>
	Tirupati	10	<b>Himachal Pradesh</b>		Mumbai/Navi Mumbai /Thane/Greater Mumbai		Chennai
2	<b>Arunachal Pradesh</b>		Bilaspur		Nagpur		Coimbatore
	Itanagar /Naharlagon		Kullu	17	<b>Manipur</b>		Madurai
			Shimla		Imphal		Thiruchirapalli
3	<b>Assam</b>		Solan	18	<b>Meghalaya</b>		
	Dibrugarh		Hamirpur		Shillong	27	<b>Telangana</b>
	Guwahati			19	<b>Mizoram</b>		
	Silchar	11	<b>Jammu &amp;Kashmir</b>		Aizawl		Hyderabad/Ranga reddy
			Jammu	20	<b>Sikkim</b>		Karimnagar
			Srinagar		Gangtok /Bardang		Warangal
							Khammam
4	<b>Bihar</b>	12	<b>Jharkhand</b>	21	<b>Nagaland</b>		
	Gaya		Jamshedpur		Kohima	28	<b>Tripura</b>
	Muzaffarpur		Ranchi	22	<b>New Delhi</b>		Agartala
	Patna	13	<b>Karnataka</b>		Delhi - NCR	29	<b>Uttar Pradesh</b>
	Purnea		Bengaluru	23	<b>Odisha</b>		Allahabad
			Gulbarga		Bhubaneshwar		Varanasi
5	<b>Chandigarh</b>				Cuttack		Jhansi
	Chandigarh/ Mohali		Dharwad		Balasore		Lucknow
			Hubli		Rourkela		Mathura



							Noida-Greater Noida
6	<b>Chattisgarh</b>		Mangalore		Behrampur	30	<b>Uttarakhand</b>
			Mysore				Dehradun
	Bhilai	14	<b>Kerala</b>	24	<b>Puducherry</b>		Roorki
	Raipur		Ernakulam/Kochi		Puducherry		Haldwani/Nainital
7	<b>Goa</b>		Kozhikode			31	<b>West Bengal</b>
	Panaji/verna/South Goa		Pallakad	25	<b>Punjab</b>		Asansol
			Thiruvananthapuram		Amritsar		Berhampore
8	<b>Gujarat</b>	15	<b>Madhya Pradesh</b>		Jalandhar		Kolkata/Greater Kolkata
	Ahmedabad/Gandhinagar		Bhopal		Ludhiana		Siliguri
	Rajkot		Gwalior		Patiala		
	Surat		Indore		Bhatinda		
	Vadodara		Jabalpur	26	<b>Rajasthan</b>		
			Bhilai		Ajmer		
			Durg				

**DOWNLOAD OF CALL LETTER**

Candidates will have to visit the Agriculture Insurance Company of India Ltd. website i.e. [www.aicofindia.com](http://www.aicofindia.com) 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 stipulated in clause (xiii) below and also specified in the call letter and
- (iii) 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.

**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 (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving Licence, (Learner's driving license will not be valid)/( Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with

**photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhar card/ E-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.**

**Ration Card is not valid id proof 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 name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

#### **CENTRE CLAUSES:**

1. The examination will be conducted online in venues given in the respective call letters.
2. No request for change of center/venue/date/session for Examination shall be entertained.
3. Agriculture Insurance Co. of India Ltd., 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. Agriculture Insurance Co. of India Ltd 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 Agriculture Insurance Co. of India Ltd 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.

If sufficient number of candidates does not opt for a particular center for "Online" examination, Agriculture Insurance Co. of India Ltd 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, Agriculture Insurance Co. of India Ltd., reserves the right to allot any other center to the candidate.

#### **GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE**

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination, subject to limits as in (ii) and (iii) below. 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 arranged by the candidate should not be a candidate for the same 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.

- A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- The scribe may be from any academic stream. However, for Specialist Officers' posts the scribe should be from an academic stream different from that prescribed 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 online examination.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
- Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

(ii) Guidelines for Candidates with locomotor disability and cerebral palsy

A compensatory time of twenty minutes per hour or otherwise advised 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).

(iii) Guidelines for 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 or otherwise advised of examination.

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

## 1. **Process for Arriving at Scores**

The Scores of Online Examination are obtained by adopting the following procedure:

- (i) Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers.
- (ii) The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores\*

\* Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.

- (iii) Test-wise scores and scores on total is reported with decimal point up to two digits.

Note: Cutoffs are applied in two stages:

- i. on scores in individual tests
- ii. on Total Score

## **HOW TO APPLY**

### **DETAILED GUIDELINES/PROCEDURES FOR**

#### **A. APPLICATION REGISTRATION**

#### **B. PAYMENT OF FEES**

#### **C. PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD**

**Candidates can apply online only from 15.09.2017 to 10.10.2017 and no other mode of application will be accepted.**

### **IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION**

Before applying online, candidates should-

- i. Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guideline for photograph & signature scan and upload.
- ii. Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.
- iii. **APPLICATION FEES/ INTIMATION CHARGES (NON-REFUNDABLE)  
PAYMENT OF FEE ON LINE: 15.09.2017 TO 10.10.2017.**

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

#### **A. Application Procedure**

1. Candidates to go to the Agriculture Insurance Co. of India Ltd., website [www.aicofindia.com](http://www.aicofindia.com) click on the option "**APPLY ONLINE**" which will open a new screen.
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 proof. 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 detailed under point "C".
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.

## **B. PAYMENT OF FEES**

### **ONLINE MODE**

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
3. 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
4. On successful completion of the transaction, an e-Receipt will be generated.
5. 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.
6. Candidates are required to take **a printout of the e-Receipt** and online Application Form. **Please note that if the same cannot be generated, online transaction may not have been successful.**
7. 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.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. **There is facility to print application form containing fee details after payment of fees.**

### **Guidelines for scanning and Upload of Photograph (4.5cm × 3.5cm) & Signature**

Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

#### **Photograph Image:**

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- 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
- If you have to use flash, ensure there's no "red-eye"

- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

**Signature Image:**

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Attendance sheet and wherever necessary.
- 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 applicant may be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb
- Ensure that the size of the scanned image is not more than 20kb
- Signature in CAPITAL LETTERS shall NOT be accepted.

**Scanning the photograph & signature:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above
- 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).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image 01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

-Candidates using MS Windows/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MsOffice 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 50 kb (photograph) & 20 kb(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.

- If the file size and format are not as prescribed, an error message will be displayed.

- While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.

Procedure for Uploading the Photograph and Signature

- There will be two separate links for uploading Photograph and Signature
- Click on the respective link “Upload Photograph / Signature”
- Browse and Select the location where the Scanned Photograph / Signature file has been saved.
- Select the file by clicking on it
- Click the ‘Open/Upload’ button

Your Online Application will not be registered unless you upload your photograph and signature as specified.

Note:

- (1) In case the face in the photograph or signature is unclear the candidate’s application may be rejected. After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form.
- (2) After registering online candidates are advised to take a printout of their system generated online application forms.
- (3) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.

**ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS**

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 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 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 the company.

(c) for termination of service, if he/ she has already joined the company.

### **Special Instructions for SC/ST/OBC/PWD**

a) Caste Certificate in respect of SC/ST candidates is to be obtained from the following Authorities:

- (i) District Magistrate/Additional District Magistrate/Collector/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).
- (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
- (v) In so far as the Scheduled Tribes communities of Tamil Nadu is concerned, the Certificate given by the Revenue Divisional Officer instead of Tehsildar would only be accepted

**Note:** caste validity certificate in original, from the appropriate authorities of the state/union territory from which the caste certificate was issued along with self-attested Photostat copy is to be submitted at the time of interview.

(b) Candidates seeking reservation as OBC are required to submit a certificate regarding his/her "OBC Status & Non-Creamy Layer Status" issued by an authority mentioned in DOPT OM No. 36012/22/93-Estt. (SCT) dated 15/11/1993 (Amended vide OM No. 36033/3/2004-Estt. (Res.) dated 14/10/2008). Certificate should contain the "Non-Creamy Layer Clause"

c) For Persons with Disabilities: Authorized certifying authority will be the Medical Board at the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopedic/Ophthalmic/ENT Surgeon.

### **General Information**

- a) The possibility of occurrence of some problem in the 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 such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
- b) Decision of Agriculture Insurance Co. of India Ltd., in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Agriculture Insurance Co. of India Ltd., in this behalf.



- c) 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 is required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.
- d) Agriculture Insurance Co. of India Ltd., 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 Agriculture Insurance Co. of India Ltd., in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, Agriculture Insurance Co. of India Ltd., reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
- e) 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 Agriculture Insurance Co. of India Ltd., 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.
- f) While applying on-line for the post, the applicant should ensure that he/she fulfils the eligibility and other norms mentioned above as on the specified dates and that the particulars furnished by him/her are correct in all respects. **In case it is detected at any stage of recruitment 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 facts, his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.**
- g) **Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability/failure to log on to the website on account of heavy load on internet or website jam.**
- h) Company does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of any reason whatsoever.
- i) Applicants are advised to register online themselves and to keep their e-mail id alive during the recruitment exercise. The candidates should give their mobile number in the application form for SMS service from the company.
- j) The selection of the candidates will be on the basis of Online Tests & Interview. The Company reserves the right to hold any other test wherever deemed necessary as well as the right to add, delete or allot any center at its discretion.
- k) **Admission to Online Tests will be purely provisional without verification of age/qualification/category (SC/ST/OBC/PWD/XS) etc. of the candidates with reference to documents.**
- l) Documents relating to Age/Qualification/Category etc. will have to be submitted at the time of Interview by the candidates called for Interview. Caste certificate accompanied with caste validity certificate must be submitted by candidates seeking reservation as SC/ST/OBC in the

prescribed proforma from the competent authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognized as SC/ST/OBC and the village/town the candidate is originally a resident of.

- m) At any stage if falsification of caste certificate is noticed, the candidature will stand cancelled automatically.
- n) Candidates serving in Government/Quasi Government Offices, Public Sector undertakings including Nationalized Banks and financial institutions will be required to submit 'No Objection Certificate' from their employer at the time of Interview, filling which their candidature may not be considered and travelling expenses, if any otherwise admissible, will not be paid. Candidates who are selected are required to submit discharge letter/relieving letter from their employer (Govt/Public sector/Private) at the time of joining the company, without which they will not be allowed to join.
- o) Appointment of selected candidates is subject to their being found medically fit as per the requirements of the Company. Such appointment will also be subject to the service and conduct rules of the Company.**
- p) Decisions of the Company in all matters regarding eligibility, conduct of online examinations, other tests, interview and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the Company in this regard.
- q) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in responses thereto can be instituted only in Delhi. The Courts/Tribunals/Forums at Delhi only shall have sole and exclusive jurisdiction to try any cause/dispute.
- r) Use of Mobile Phones, calculator or any such devices is strictly prohibited inside the examination hall.
- s) The mere fact that the call letter has been issued to the candidate does not imply that his candidature has been finally cleared by the Company.
- t) The Company reserves the right to cancel the above Recruitment Exercise at any stage of the process without assigning any reason thereof.

IN CASE OF ANY DISCREPANCIES, ENGLISH VERSION OF THE DETAILED ADVERTISEMENT PUBLISHED IN THE RECRUITMENT SECTION OF OUR WEBSITE [www.aicofindia.com](http://www.aicofindia.com) SHALL BE FINAL. CANDIDATES ARE ADVISED TO VISIT THE RECRUITMENT SECTION OF OUR WEBSITE FOR DETAILED ADVERSITMENT. TO APPLY ONLINE AND FOR FURTHER UPDATES ON THE RECRUITMENT EXERCISE.

*CONVASSING AN ANY FORM WILL BE A DISQUALIFICATION.*

Deputy General Manager  
New Delhi

Human Resource Department  
Date:

