

EMPLOYMENT NOTICE



Eastern Zonal Office, Kolkata.

1. Applications are invited from eligible candidates who must be Indian Citizens for selection and appointment as Apprentice Development Officers (Recruitment Year 2008-09) in the jurisdiction of following Divisional Offices:

S. No.	Name of Divisional Office	Likely number of posts						Total	
		General	S.C.		S.T.		OBC		
			Current	Backlog	Current	Backlog	Current		Backlog
1	Asansol	19	08	-	02	-	07	02	38
2	Bongaigaon	08	-	-	04	-	03	01	16
3	Guwahati	21	-	-	07	01	14	-	43
4	Howrah	26	12	-	03	-	11	-	52
5	Jorhat	19	02	-	08	-	07	-	36
6	Jalpaiguri	29	12	-	03	-	13	-	57
7	Kolkata (Metro)-I	26	08	02	08	-	10	-	54
8	Kolkata (Metro)-II	21	07	02	03	-	08	02	43
9	Kolkata (Suburban)	25	08	-	02	01	13	-	49
10	Kharagpur	25	11	-	03	01	11	-	51
11	Silchar	10	-	-	04	01	01	-	16

2. The total number of vacancies including the vacancies for the reserved category may increase or decrease, depending upon the actual vacancies at the time of final selection and availability of successful candidates after the interview.
3. The recruitment as Apprentice Development Officers is for Urban and Rural Areas and the selected candidates will have to work in these areas.
4. It is, however, likely that some of the selected candidates may be posted in the jurisdiction of nearby Divisional Office/s within the jurisdiction of the zone.

5. An Apprentice Development Officer will have to undergo Theoretical & Field Sales Training and on successful completion of apprenticeship and if found suitable for appointment to the service of the Corporation in accordance with the rules may be appointed as Development Officer on probation subject to conditions framed by the Corporation.

A Probationary Development Officer at a specified Headquarter in the area will be placed in the scale of Rs. 7440-450(2)-8340-520(2)-9380-540(17)-18560 plus allowances and other benefits as per rules in force.

It **is** clarified that appointment as Apprentice Development Officer does not by itself confer any right on the candidates to be appointed as Probationary Development Officer.

6. **JOB REQUIREMENT**

It is primarily a sales supervision job. The selected candidates will be required to recruit agents, train them properly, and help the recruited agents to sell life insurance to maximum number of persons. They will also be required to give prompt after sales service to policyholders. For this purpose considerable movements including tours covering entire area allotted to them are involved.

7. **REMUNERATION**

During the apprentice period, the candidate selected as Apprentice Development Officer will be paid a fixed amount as stipend per month as per rules of the Corporation. At present the amount of stipend is about Rs.9877/- per month, except in case of candidates selected from LIC employees category.

8. **ELIGIBILITY CONDITIONS**

a) Qualifications:

- i) For Employees category and Agents category in both Urban and Rural area- Applicant shall possess the Bachelor's Degree of a University in India established under a statute or a foreign university approved for the purpose or the Fellowship of Insurance Institute of India, Mumbai.
- ii) An applicant from Others category for recruitment as an Apprentice Development Officer in both Urban and Rural area shall possess the Bachelor's Degree of a University in India established under a statute or a foreign university approved for the purpose or the Fellowship of Insurance Institute of India, Mumbai.

Preference may be given to those applicants who possess Masters Degree in Business Administration in Marketing or Post Graduate Diploma in Marketing

from a University in India established under Statute or by an Institute approved by All India Council for Technical Education or a recognized Institution.

Note:

Recognized Institution means such Institution as may be recognized by any State Government or the Central Government.

(b) **Age:**

- (i) The applicant shall have completed **21 years of age (in completed years)** and not more than **30 years of age (in completed years) as on 1st January 2008**.
- (ii) The upper age limit **(in completed years)** as on **1st January 2008** of an applicant belonging to a group given below, shall not exceed the age mentioned below:-

Sl. No.	Category	Age limit in years
(1)	(2)	(3)
1.	Member of a Scheduled Caste or a Scheduled Tribe.	35
2.	Member of an OBCs (other than those in creamy layer).	33
3.	LIC Employee who is not a member of a SC or a ST or OBCs.	42
4.	LIC Employee who is a member of an OBCs (other than those in the creamy layer).	45
5.	LIC Employee who is a member of a SC or ST.	47
6.	LIC Agent who is not a member of SC or ST or OBCs.	37
7.	LIC Agent who is a member of an OBCs (Other than those in the creamy layer).	40
8.	LIC Agent who is a member of a SC or a ST.	42
9.	Ex-serviceman.	30, increased by the number of years of service in the armed forces subject to maximum age of 45 years where he is member of OBCs and 47 years where he is a member of SC or ST and Maximum of 42 years in other than SC, ST, OBC cases.
10.	All others.	30

- (c) **Experience:** The applicant should have the requisite experience as on **1st January 2008** as indicated below:-

Category of Applicant	For Recruitment in Urban Area	For Recruitment in Rural Area
i) LIC Employees	Not less than 3 years of service after confirmation in a Class III post	
ii) LIC agents	Not less than 5 years as an agent and has brought a net First Years Premium Income of not less than Rs. 5,00,000/- during the immediately preceding 5 agency years and a net First Year Premium Income of not less than Rs. 1,00,000/- on 50 lives in each of any 3 of these agency years.	Not less than 4 years as an agent and has brought a net First Years Premium Income of not less than Rs. 1,00,000/- on 50 lives per year in any 3 of the immediately preceding 4 agency years.
iii) Other	Preference would be given to candidates who have at least 2 years experience in life insurance industry	

NOTE:

“Net First Years Premium” means the amount of Premium brought in by an agent either in cash or by Cheque, in latter case which has not been dishonored subsequently, towards New Business including First Years Renewal Premium during the relevant number of immediately preceding agency years as reduced by the amount of Premium that has lapsed out of such First Years Premium reckoned with reference to the date of the application for recruitment as an Apprentice Development Officer.

(i) “Rural Area” means an area with an ascertained population of 30,000 or less and the operational area has an ascertained population of not more than one lakh.

(ii) “Urban Area” means an area which is not a rural area.

9. **SELECTION PROCEDURE:**

Selection will be made on the basis of a written test followed by an Interview of candidates who qualify in the written test:

Written test: The Written Test will be of objective type, multiple choice of two hours duration comprising of the following two papers :

1. Test of Reasoning and Numerical Ability.
2. General Knowledge, Current Affairs and English Language with Special emphasis on Grammar and Vocabulary.

Date of Written exam: The written test will be held at the following centres, tentatively on **Sunday, July 06, 2008.**

ZONE NAME	EASTERN
ZONE CODE	3

S.No.	Division / Centre	Centre Code
1	ASANSOL	301
2	BONGAIGAON	302
3	GUWAHATI	303
4	HOWRAH	304
5	JALPAIGURI	305
6	JORHAT	306
7	KOLKATA (METROPOLITAN) – I	307
8.	KOLKATA (METROPOLITAN) – II	308
9	KOLKATA (SUBURBAN)	309
10	SILCHAR	310
11.	KHARAGPUR	311

Note:

1. Recruitment Notifications are being issued by all Zonal Offices. **The candidate shall apply to one centre only.** The choice of the examination centre will be taken as the Divisional Office to which the candidate has applied.
2. No change in the choice of examination centre will be entertained under any circumstances. The Corporation reserves the right to add or delete any Centre or alter examination date at its discretion.

Interview:

Successful candidates will be eligible to be called for an Interview.

The Corporation reserves the right to restrict the number of candidates to be called for written test and/or interview commensurate with number of posts to be recruited and the decision of the Corporation in this regard shall be final. No correspondence will be entertained in this regard. Selected candidates will be appointed as Apprentice Development Officers subject to their being found medically fit by the Medical Examiner authorized by the LIC for the purpose.

10. **HOW TO APPLY:**

Candidates satisfying the conditions of eligibility as on **1st January 2008**, shall submit their Application in the format given below which shall be either hand-written in bold capitals or typewritten on **A4 size** paper only. **The candidates are required to strictly follow the application format given below which can also be downloaded from our website www.licindia.in under the heading `Careers` and fill up the same in ENGLISH LANGUAGE**

ONLY. The application should be properly signed. **DO NOT ATTACH ANY CERTIFICATE OR PHOTOCOPY EXCEPT CASTE CERTIFICATE IN RESPECT OF SC/ST CANDIATES CLAIMING CONCESSION IN APPLICATION FEES AND NO OBJECTION CERTIFICATE IN RESPECT OF CANDIDATES WORKING IN GOVT./SEMI-GOVT./PUBLIC SECTOR UNDERTAKINGS (INCLUDING LIC EMPLOYEES) AND LIC AGENTS.**

Only the following shall accompany the application:

1. Demand draft towards application fees as per the details given below, under Application fee.
2. Photocopy of Caste Certificate in respect of SC/ST candidates.
3. No Objection Certificate from the Employer in respect of candidates employed in Government/Semi-Government department or in Public Sector Undertakings (Including LIC Employees) and LIC agents.

The candidates are advised to keep ready with them the originals of the following and a set of attested photocopies of each for verification **at the time of Interview** if they qualify in the written test.

- (1) Bachelor's degree certificate issued by the University and/or Certificate of Fellowship of the Insurance Institute of India, Mumbai, in case of applicants belonging to Employees and Agents category. (2) Bachelor's degree certificate issued by the University and/or Certificate of Fellowship of the Insurance of India, Mumbai and/or Masters Degree Certificate in Business Administration in Marketing or Post Graduate Diploma Certificate in Marketing from a University or by an Institute approved by All India Council of Technical Education in case of applicants belonging to others category. (3) SSC/HSC Certificate issued by the Board showing the date of birth, (4) Caste certificate issued by the Competent authority in the case of SC/ST/OBC candidates (5) Certificate of at least 2 years sales/administrative experience in Life Insurance Industry (6) Discharge certificate in case of Ex-serviceman.

Application fee (non-refundable)

For all candidates (other than SC/ST category): Rs. 250/- (Rupees Two Hundred Fifty Only).

The application fee shall be paid by demand draft only (valid for six months), favoring “**Life Insurance Corporation of India**” and payable at **New Delhi**. Cheque / Postal Orders or Money Order Remittances will not be accepted. **Candidate's name, father's name, address, telephone number and date of birth** should be written on the reverse of the Demand Draft.

Last date for receipt of application form together with demand draft towards application fees will be **9th April 2008**. In respect of candidates residing abroad or in Andaman, Nicobar, Lakshadweep, and Minicoy Islands, Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur,

Nagaland, Tripura, Sikkim, Ladakh Division and J&K State, Lahaul and Spiti Districts and Pangti Sub divisions of Chamba Districts of Himachal Pradesh, the last date for receipt of Application Form together with demand draft towards application fees will be **15th April 2008**. Application form completed in all respects with enclosures should be posted in a closed cover with a superscription on the cover "Recruitment of Apprentice Development Officer, _____ Division _____ Zone" to the following address:

**POST BAG NO. 15,
KALKAJI HEAD POST OFFICE
NEW DELHI 110 019.**

11. GENERAL INSTRUCTIONS:

- a. Candidates should ascertain, before applying, that they satisfy all the eligibility conditions as stipulated in the notification. Candidate who do not satisfy the eligibility conditions are liable to be disqualified at any stage of recruitment/selection.
- b. **The candidates are advised to send the Application Form to the designated Post Box/ Post Bag No. by ORDINARY POST only . The Application sent other than ordinary post will not be accepted and Corporation will not take any responsibility for the same . (Application sent through Registered Post/ Speed Post /Courier will not be accepted under any circumstances.)** Corporation takes no responsibility for any delay in receiving the Application Form or for loss in postal transit. No communication will be entertained in this regard.
- c. Application Form not in the prescribed format or **filled in other than English Language** or incomplete / unsigned or received without the Demand Draft for application fee, wherever applicable or Caste Certificate in case of SC/ST applicants or No Objection Certificate in respect of candidate working in Government/Semi-Government/Public Sector Undertakings (including LIC Employees) and LIC Agents shall not be considered and are liable to be rejected.
- d. **The candidates must check the following on the Bank Draft before dispatch of application form:-**
 - **Date of Issue must be correct on the Draft.**
 - **Check whether Signature of Bank authorities are there .**
 - **Address of the Issuing Bank should be there on the draft including Branch Code.**
 - **Draft Amount i.e. Rs.250 in words and figures must be written correctly.**
 - **Draft must be in favour of "LIFE INSURANCE CORPORATION OF INDIA" payable at `New Delhi`.**
 - **Bank Draft must be valid for six months.**

- **Candidate's name, Father's name, address, Telephone no. and Date of birth must be mentioned on reverse of bank draft.**
Mutilated / incorrect drafts enclosed with application are liable to be treated as rejected application.
- e.** Application once submitted will not be allowed to be withdrawn and the Application fee once paid will not be refunded under any circumstances nor will it be held in reserve for future recruitment. The eligible candidates will be intimated separately about the exact date & venue of the examination.
- f.** Decision of the Corporation in all matters regarding eligibility, conduct of examination, other tests, Interview, selection and posting would be final and binding on all candidates. No representation or correspondence will be entertained by the Corporation in this regard.
- g.** CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.

Date: 10.03.2008



ZONAL MANAGER