GENERAL INSURANCE CORPORATION OF INDIA

(A Government of India Company)

Ref: GIC-HO/HR/Recruit_Scale1/874/2024-25 Date: 04-Dec-2024

RECRUITMENT OF SCALE I OFFICERS

GIC Re, the Indian Reinsurer is a 10th largest Reinsurance Company in the world with the network in India and abroad, is looking for **Graduates / Post Graduates in the disciplines mentioned below to fill-in the positions of 110 Officers** in the cadre of Assistant Manager (Scale-I) to be posted in Head Office, Mumbai and will be liable to be posted anywhere in India as well as abroad as per the requirement of the Corporation.

To know more about GIC Re, go through the details on the website **www.gicre.in**

Applications are invited from Indian Citizens for recruitment of 110 Officers in the cadre of Assistant Manager (Scale I) from the open market.

PLEASE NOTE THE IMPORTANT DATES:

Online Registration commences from	04.12.2024
Last Date for Online Registration	19.12.2024
Payment of Application fees	As applicable
Tentative Date of online Examination	**05.01.2025**
Downloading of call letters for examination commences from	7 days prior to the date of examination
Online Pre-recruitment training for SC/ST/OBC/PWD candidates	Details will be notified soon on GIC Re website.

Candidates should apply through On-Line mode only. No other means/mode of application will be accepted.

I. ***The details of vacancies are as follows:***

STREAM/ DISCIPLINE	NO. OF VACANCIES	MINIMUM EDUCATIONAL QUALIFICATIONS REQUIRED FROM A RECOGNIZED UNIVERSITY	DESIRABLE
GENERAL	18	Graduation in any discipline with minimum 60% marks for General & OBC candidates and minimum 55% for SC/ST candidates.	Post Graduation/MBA
LEGAL	9	Bachelor's degree in law recognized by Bar council of India for the purpose of enrolment as an Advocate with a minimum of 60% marks for General & OBC candidates and minimum 55% for SC/ST candidates.	LLM/Experience/Civil/Cyber
HR	6	Graduate in any discipline with minimum 60% marks for General & OBC candidates and minimum 55% marks for SC/ST candidates **AND** Post Graduation in HRM / Personnel Management	
ENGINEERING	5 (Marine - 1, Aeronautical –1, Mechanical – 1, Civil – 1, Electrical-1) **	Bachelor's degree (B.E/B.Tech) in Civil / Aeronautical / Marine / Mechanical / Electrical with minimum 60% marks for General & OBC candidates and minimum 55% for SC/ST candidates.	M.E/M.Tech/MS /Experience in respective stream

IT	22	B.E/B.Tech in computer science/information technology/Electronics & Electrical/Electronics & Telecommunications/ Electronics & Communication with minimum 60% marks for General & OBC candidates and minimum 55% marks for SC/ST candidates. OR Any Graduate with minimum 60% marks for General and OBC candidates and 55% marks for SC/ST category candidates **AND** master's in computer application with minimum 60% marks for General & OBC candidates and minimum 55% marks for SC/ST candidates *** Essential skills as mentioned below**	Post Graduation/Experience in IT projects in respective fields. Certification in Cyber Security/ Information Security Systems and Control/ Information Security Audit, Ethical Hacking from reputed institutions. Experience in Information Security field, preferably in Public Sector Undertaking/BFSI/Insurance Industry
ACTUARY	10	Graduation in any discipline with minimum 60% marks for General & OBC candidates and minimum 55% for SC/ST candidates. Candidates should have passed minimum 7 papers of Institute of Actuaries Society of India or Institute and Faculty of Actuaries, London out of which CS2 is compulsory.	
INSURANCE	20	Graduation in any discipline with minimum 60% marks for General & OBC candidates and minimum 55% for SC/ST candidates. Candidates should possess Post Graduate Degree/diploma in General Insurance/ Risk Management/ Life Insurance/ FIII/ FCII.	
MEDICAL (MBBS)	2	MBBS degree with minimum 60% marks for General & OBC candidates and minimum 55% for SC/ST candidates. The candidate must be registered with Indian Medical Association Further the candidates should have finished internship under MBBS degree on or before 01-11-2024.	
FINANCE	18	B.Com. with 60% marks for General & OBC candidates and minimum 55% for SC/ST candidates from a recognized University	MBA Finance / CFA / CA / CMA / M.Com
TOTAL	**110**		

*** Essential Skills :**

1. **<u>Software Developers :</u>**

Well versed in Programming languages like C++ or C# or.Net or Java or JavaScript or Python or SAP or ABAP on SAP HANA

2. Network Administrator:

Well versed with Deep packet tracing, network troubleshooting and Tools such as Nmap, putty, Linux, Cisco IOS commands.

3. **System Administrator:**

Well versed in Server Architecture/OS/DB, Data centre operations and System Management and OS commands for Linux, PowerShell, VB script, SQL Queries.

4. **Information Security officer:**

Ethical Hacking courses, IT Security threats and mechanisms, Hacking, Spoofing etc.

**** Vacancies are interchangeable among Disciplines if no suitable candidate is found.**

THE CANDIDATE CAN APPLY ONLY FOR ONE STREAM OF HIS/HER CHOICE. In case of multiple applications across or within discipline, only the last application submitted will be considered valid and fee against all other applications will be forfeited.

The candidate must possess the required qualification and additional qualification with the University / Institution Certificate as on 01-11-2024

The candidate applying for any stream must possess computer proficiency.

Number of vacancies and number of reserved vacancies may increase or decrease, depending upon the actual vacancies at the time of final selection and availability of successful candidates.

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. RESERVATION OF VACANCIES

Total Vacancies for Other than Medical Stream (108 vacancies) (including shortfall vacancies): -

General	SC**	ST**	OBC**	EWS	PWD* (HI/VI/OC/ID/MD)	Total
43	15	10	34	6	5(4 HI & 1MD)	108

Backlog vacancies detailed as under have been included in the above-mentioned total vacancies: -

	SC	ST	OBC	EWS	PWD (HI/VI/OC/ID/MD)	Total
Backlog	5	5	16	-	3(HI)	26

Total Vacancies for Medical Stream (2 vacancies) <u>WTHOUT WRITTEN EXAMINATION</u>

General	**SC**	**ST**	**OBC**	**EWS**	**PWD* (HI/VI/OC/ID/MD)**	**Total**
-	**-**	**1**	**-**	**1**	**1(MD)**	**2**

* Horizontal reservation
**including Backlog vacancies

SC: Scheduled Caste; ST: Scheduled Tribe; OBC: Other Backward Classes; EWS: Economically Weaker Section; PWD: Persons with Disabilities; LD: Locomotor Disability; HI: Hearing Impairment VI: Visual Impairment; ID: Intellectual Disability; MD: Multiple Disability

The total number of vacancies and the reserved vacancies is provisional and may vary according to the actual requirements. The reservation under various categories will be as per prevailing Government guidelines at the time of finalization of result.

Candidates belonging to OBC category but coming in the "CREAMY LAYER' are not entitled to OBC reservation and age relaxation.

<u>III. Age Criteria:</u> <u>Age (As on 01-11-2024)</u>

<u>Minimum age:</u> 21 years.

<u>Maximum age:</u> 30 years

Candidate should have been born not earlier than 02-11-1994 and not later than 01-11-2003 both days inclusive.

Relaxation in upper age limit.

Schedule Caste / Scheduled Tribe	5 Years
Other Backward Class (eligible for reservation)	3 Years
Person with Disability	10 Years
Ex-Servicemen / Disabled Ex-Servicemen	Actual period of service rendered in the defence forces + 3 years (8 years for Disabled Ex-Servicemen belonging to SC/ST) subject to a maximum age limit of 45 years
Widows, Divorced women and women legally separated from their husbands who have not remarried	9 years
Existing Confirmed Employees of Public Sector General Insurance Companies (including GIC & Agriculture Insurance Company of India Ltd.)	8 years

NOTE:

(i) 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.

(ii) Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) and produce the original certificate(s) for verification.

DEFINITION OF EX-SERVICEMEN (EXSM)

(i) EX-SERVICEMEN (EXSM): Only those candidates shall be treated as Ex-servicemen who fulfil the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel & Administrative Reforms Notification No.36034/5/85 Estt. (SCT) dated 27.01.1986 as amended from time to time.

(ii). 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.

DEFINITION OF PERSONS WITH BENCHMARK DISABILITIES

Under section 34 of "The Rights of Persons with Disabilities Act, 2016", persons with benchmark disabilities are eligible for Reservation. The reserved categories of disabilities mentioned under this Act are namely: a. Blindness and low vision; b. deaf and hard of hearing; c. locomotor disability including cerebral palsy. leprosy cured, dwarfism, acid attack victims and muscular dystrophy; d. specific learning disability; e. multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disability: Note: Definition of the above specified disabilities will be as per "THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016". Accordingly, candidates with the aforementioned disabilities are eligible to apply. A person who wants to avail of benefit of reservation/relaxation will have to submit a Disability Certificate issued by a Competent Authority

IV. Emoluments and Benefits

Basic Pay Rs.50,925/- per month in the scale of Rs.50925 -2500(14) – 85925 -2710(4) -96765 and other admissible allowances like DA, HRA, CCA, etc. The total emoluments will be approximately Rs. 85,000/-p.m. plus other benefits which are New Pension Scheme and Newspaper /Internet Allowance, Leave Travel Subsidy, Medical Benefits, House Furnishing Allowance, Household Help Allowance, Sodexo, Personal Accident cover, housing, vehicle and computer 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 Rs.45,000/- 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.

V. 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 will be posted at Mumbai only. 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.**

VI. Selection Procedure:

The selection (**for all disciplines except MEDICAL (MBBS)**) shall be on the basis of shortlisting of the candidates based on Online Test, performance in Group Discussion & interview and medical examination. The total marks for Online Test, Group Discussion and Interview will be 200.

For Doctors the selection will be made on the basis of performance in TWO LEVEL interview only and there will be no written test.

Competitive online examination will be held tentatively on **05.01.2025.** The candidate may choose any one of the following centres, which must be indicated in the Application Form clearly. Corporation also reserves the right to hold the Online examination at some and not all the examination centres listed below depending upon the number of candidates and other relevant factors.

NO CORRESPONDENCE WILL BE ENTERTAINED REGARDING RECRUITMENT EXERCISE UNTIL THE RECRUITMENT EXERCISE IS COMPLETED.

IMPORTANT: THE CANDIDATE CAN APPLY ONLY FOR ONE STREAM OF HIS /HER CHOICE.

CHOICE OF CENTRE FOR WRITTEN TEST :

State	City	State	City
ANDHRA PRADESH	*Rajamundry*	*ODISHA*	*Bhubaneswar*
ANDHRA PRADESH	*Vijaywada/Guntur*	*RAJASTHAN*	*Jaipur*
ASSAM	Guwahati	*TAMIL NADU*	*Chennai*
BIHAR	*Patna*	*TAMIL NADU*	*Coimbatore*
CHANDIGARH	Chandigarh/Mohali	*TAMIL NADU*	*Madurai*
GUJARAT	*Ahmedabad / Gandhinagar*	*TAMIL NADU*	*Tirunalveli*
KARNATAKA	*Bengaluru*	*TELANGANA*	*Hyderabad*
KARNATAKA	*Mangalore*	*TELANGANA*	*Karimanagar*
KERALA	*Thiruvananthapuram*	U.T.	New Delhi - NCR
KERALA	*Kozhikode*	UTTAR PRADESH	Lucknow
MADHYA PRADESH	*Bhopal*	*WEST BENGAL*	*Hoogly*
MAHARASHTRA	*Aurangabad*	*WEST BENGAL*	*Kolkata/Greater Kolkata*
MAHARASHTRA	*Mumbai/Navi Mumbai/Thane/MMR*	*WEST BENGAL*	*Siliguri*
MAHARASHTRA	*Nasik*		
MAHARASHTRA	*Pune*		

- The examination will be conducted online at venues to be given in the respective call letters.
- No request for change of centre/venue/date/session for Examination shall be entertained.
- Corporation, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.

- Corporation also reserves the right to allot the candidate to any centre other than the one he/she has opted for without monetary compensation.
- Candidate will appear for the examination at an Examination Centre at his/her owns risks and expenses and Corporation will not be responsible for any injury or losses etc. of any nature.

VII. The scheme of online written examination is as follows:

FOR GENERAL STREAM CANDIDATES

			Max. Marks	Number of Questions
PART A		Higher Order Reasoning Ability/Critical Thinking	40	40
(Objective)				
PART B	i	Test of Reasoning	20	20
(objective)	ii	Test of English Language with special emphasis on grammar and vocabulary.	25	25
	iii	Test of General Awareness	20	20
	iv	Test of Numerical Ability & Computer Literacy	15	15
Part C (Descriptive)		Test in English Language – Essay, precis and Comprehension	30	03
			150	123

FOR SPECIALIST STREAM CANDIDATES (OTHER THAN MEDICAL)

			Max. Marks	Number of Questions
PART A		Technical and Professional Knowledge Test in the relevant discipline	40	40
(Objective)				
PART B	i	Test of Reasoning	20	20
(objective)	ii	Test of English Language with special emphasis on grammar and vocabulary.	25	25
	iii	Test of General Awareness	20	20
	iv	Test of Numerical Ability & Computer Literacy	15	15
Part C (Descriptive)		Test in English Language – Essay, precis and Comprehension	30	03
			150	123

- ***Minimum qualifying marks in the Online test – 60% for General & OBC and 50% for SC /ST.***
- ***Minimum qualifying marks for overall selection process (Online test, GD and Interview) – 60% for General & OBC and 50% for SC /ST.***
- ***Candidate has to secure the minimum qualifying marks stated above in each stage of the selection process i.e. Online test, GD and Interview separately***

The Part B and Part C of examination shall be common for the candidates of all the streams. There will be penalty for wrong answers marked (in objective tests) by the candidates. For each wrong answer ¼ of the marks assigned to the question will be deducted from those obtained. Tests will be bilingual i.e. English and Hindi except test of English Language. The minimum qualifying marks would be applicable on the total score of online examination.

The Descriptive English Test will be conducted only through online mode. Questions will be displayed on the screen of your computer. Answers are to be typed using the keyboard in English. Before start of typing answers to questions in Descriptive Paper, please check all key functions of the keyboard.

Total test timing 150 minutes. 30 minutes for PART A- Objective, 60 minutes for Part B objective and 60 minutes for Part C (descriptive). Candidates will be shortlisted for Group Discussion and interview on the basis of overall marks scored in objective and descriptive section taken together against full marks of 150.

Note: Candidates belonging to SC/ST/OBC and PWD candidates will be given pre-recruitment online training. Candidates will be advised about the online pre-recruitment training before the exam.

The Corporation reserves the right to relax / extend the eligibility standards in respect of minimum prescribed marks in online examination, in order to enhance / restrict the number of candidates to be called for Group Discussion and interview, based on performance in the online examination and commensurate with the number of vacancies.

Please note that candidates will not be permitted to appear for the online examination without the following documents:

(1) Valid Call Letter for the respective date and session of Examination
(2) Photo-identity proof (as specified) in original bearing exactly the same name and other information as it appears on the call letter/ application form and
(3) Photocopy of the above photo-identity proof (as detailed below*)

IDENTITY VERIFICATION

In the examination hall as well as at the time of interview, the call letter along with the original and a photocopy of the candidate's currently valid photo identity such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/ valid recent Identity Card issued by a recognized college/ university/ Aadhar/E- Aadhar card with a photograph/ Employee ID/ Bar Council Identity card with photograph should be submitted to the invigilator and the original shall be produced 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 and Learner's Driving License are not valid id proofs for this process.

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 names 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.

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 hours 30 minutes, 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, etc. Candidates will appear for Online tests at their own expenses.

The candidates are advised to satisfy themselves, before they apply, that they fulfil the prescribed age, qualifications and that if found ineligible, their candidature will be cancelled at any stage of recruitment. The fees paid by ineligible candidate shall be forfeited. Appearing in the Online examination, Group Discussion / Interview will not automatically confer any right of being selected for the said post.

On the basis of performance in online examination, candidates will be called for Group Discussion and interview. The maximum marks for Group Discussion and Interview are 20 and 30, respectively. The result of final selection, made on overall performance in online examination, Group Discussion and Interview will be notified on GIC Re website.

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

Interview

Candidates who have been shortlisted in the online examination will subsequently be called for group discussion and Interview to be conducted by the Corporation. GD and Interview will be conducted at selected centre. The centre, address of the venue, time & date of Interview will be informed to the shortlisted candidates in the call letter. The list of Candidates selected for GD & Interview will be displayed on Corporation's website. Please note that any request regarding change in date, centre etc. of interview will not be entertained.

However, the Corporation reserves the right to change the date/ venue/ time/ centre etc. of interview or hold supplementary process for particular date / session / venue / centre / set of candidates at its discretion, under unforeseen circumstances, if any. Selection would be based on the performance in the online test, group discussion 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 seniority of the selected candidates will be as per the merit/select list. A waiting List of candidates may also be prepared and may be utilized in the event of non-acceptance of employment offer by the candidates selected in the final merit list. However, the decision of offering appointment to the candidates from the waiting list is the discretion of the management.

The candidates are advised to satisfy themselves before they apply, that they fulfil requirement as to age and qualification and if found ineligible, their candidature will be cancelled at any stage of recruitment. Appearing in the ONLINE EXAMINATION, GD & INTERVIEW will not automatically confer any right of being selected for the said post.

List of Documents to be produced at the time of interview (as applicable):

The following documents in original and self-attested photocopies in support of the candidate's eligibility and identity are to be invariably submitted at the time of interview failing which the candidate may not be permitted to appear for the interview. Non submission of requisite documents by the candidate at the time of interview will debar his candidature from further participation in the recruitment process.

i)Printout of the valid Interview Call Letter
ii) Valid system generated printout of the online application form registered.
iii) Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authorities or SSLC/ Std. X Certificate with DOB)
iv) Photo Identify Proof as indicated in *IDENTITY VERIFICATION of the advertisement
v) Mark-sheets & certificates for Std X, XII, Degree (Graduation/Post Graduation). Proper document from Board / University for having declared the result on or before **01.11.2024** has to be submitted.
vi) 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.

vii) Caste Certificate

(a) Caste Certificate in respect of SC/ST/OBC 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 community 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, as amended from time to time.

Certificate should contain the "Non Creamy Layer Clause" in line with Column 3 of the Schedule to the DoPT OM No.36012/22/93-Estt. (SCT) dated 08/09/1993 (as amended from time to time). The certificate should be based on the income for the preceding three financial years i.e., **FY 2021-22, 2022-23 and 2023-24 (and should have been issued after 31.03.2024)**. Without this the candidate will not be allowed to appear for the interview.

Such candidates should also submit a declaration in addition to certificate issued by the Competent Authority in the following format:

"I, _____ son/daughter of Shri _____ resident of Village/town/city _____ District _____ State _____ hereby declare that I belong to the _____ community which is recognised as a backward class by the Government of India for the purpose of reservation in services as per rules contained in Department of Personnel and Training Office Memorandum No.36012/22/93-Estt.(SCT) dated 08/09/1993, as amended from time to time. It is also declared that I do not belong to persons /sections /sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, as amended from time to time."

Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.

Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation. They should indicate their category as General in the online application form.

viii) For persons with benchmark disabilities, Disability certificate in prescribed format issued by the authorized certifying authority. The 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 Orthopaedic / Ophthalmic / ENT Surgeon.

ix) An Ex-serviceman candidate has to produce a copy of the Service or Discharge book along with pension payment order and documentary proof of rank last / presently held (substantive as well as acting) at the time of interview. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defence services, on or before 31.03.2021.

x) Candidates serving in Government / quasi Govt. offices/ Public Sector Undertakings (including Nationalised Banks and Financial Institutions) are required to produce a "No Objection certificate" from their employer at the time of interview, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be

paid.

xi) Persons eligible for age relaxation under III above must produce the domicile certificate at the time of interview from the District Jurisdiction where he / she had ordinarily resided or any other authority designated in this regard by the Government of Jammu & Kashmir to the effect that the candidate had ordinarily domiciled in the State of J&K during the period from 01.01.80 to 31.12.89.

xii) Experience certificates, if any xiii) Persons falling in categories (b), (c), (d) and (e) of Nationality criteria should produce a certificate of eligibility issued by the Govt. Of India

xiii) Any other relevant documents in support of eligibility

xiv) Please refer to Annexure for the prescribed formats of (SC, ST, OBC, PWD, Ex-Servicemen) certificates to be submitted at the time of interview etc. Candidates belonging to these categories are required to produce the certificates strictly in these formats only.

APPLICABLE FOR EWS CANDIDATES

INCOME AND ASSET CERTIFICATE ISSUING AUTHORITY AND VERIFICATION OF CERTIFICATE : The benefit of reservation under EWS can be availed upon production of an income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued 'by any one of the following authorities in the prescribed format as given in Annexure – I shall only be accepted as proof of candidate's claim as 'belonging to EWS:-

i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/1st Class Stipendiary 3 Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner

ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate

iii) Revenue Officer not below the rank of Tehsildar and

iv) Sub-Divisional Officer or the are where the candidate and/or his family normally resides.

INCOME AND ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS AS PER PRESCRIBED FORMAT IN ANNEXURE - I

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

VIII) 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 up to 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.

IX) 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.

X) Guidelines for online Application

HOW TO APPLY :

Candidates satisfying the eligibility conditions have to apply through online registration system of GIC Re i.e. https://gicre.in Online submission of the applications will be allowed on the website between 04-12-2024 to 19-12-2024. No other means/mode of application shall be accepted.
Non-refundable amount of Rs. 1,000/- (Rupees One Thousand Only) (plus GST @ 18%) as Processing and Examination fees has to be paid on line only as per instruction given in above website upon completion of registration and application. (Candidates belonging to SC/ST category, PH candidates, Female candidates and the employees of GIC and GIPSA Member Companies are exempted from the fees). Demand Draft/ Money Order / Postal Order or any other mode of payment is not acceptable.

Detailed Guidelines / procedure for :
a) Application Registration
b) Payment of Fees
c) Scan and Upload of Photograph, Signature, Left Thumb Impression, a Hand Written Declaration.

A. APPLICATION REGISTRATION :

I. IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION:
Before applying online, candidates should

i. Scan their
- Photograph (4.5 cm x 3.5 cm)
- Signature **(on white paper with black ink)**
- Left thumb Impression **(on white paper with black or blue ink)**
- A Hand Written Declaration **(on white paper with black ink)** (text given below).

ensuring that all these scanned documents adhere to the required specifications as given under 'Guidelines for scanning and uploading of Documents.'

ii. Signature in CAPITAL LETTERS will NOT be accepted.

iii. The Left Thumb Impression should be properly scanned and not smudged **(If a candidate is not having left thumb, he / she may use his / her right thumb for applying)**.

iv. The text for the hand written declaration is as follows :-
"I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."

v. The above mentioned a hand written declaration has to be in the candidate's handwriting and in English only and should not be in Capital letters. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. **(In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications).**

vi. Keep the necessary details / documents ready to make **Online Payment** of the requisite application fee / intimation charges.

vii. Have a valid personal email id and mobile no., which should be kept active till the completion of this Recruitment Process. Company may send intimation to download call letters for the Examination, Regional Language Test etc. through the registered email id. In case a candidate does not have a valid personal email id or mobile no., he / she should create his / her new email id and acquire new mobile no. before applying online and must maintain that email account and mobile number till the completion of Recruitment Exercise.

II. APPLICATION PROCEDURE :

1. Candidates have to go to the Company's website 'Recruitment' Section and 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, mobile no. etc. 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 form themselves as no change will be possible/ entertained after clicking the **'COMPLETE REGISTRATION'** BUTTON.
5. The Name of the candidate and his / her Father / Husband etc. should be spelt correctly in the application as it appears in the Certificates / Mark sheets. 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 Uploading of Photograph and Signature detailed under point "C" given below
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 **'COMPLETE REGISTRATION'.**
10. Modify details, if required, and click on **'COMPLETE REGISTRATION'** 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 only 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 it 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.

C. GUIDELINES FOR SCANNING AND UPLOAD OF DOCUMENTS :

Before applying online, a candidate will be required to have a scanned (digital) image of his / her photograph, signature, left thumb impression and written declaration as per specifications given below :-

Photograph Image : (4.5cm × 3.5cm)

- 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 20 kb – 50 kb
- Ensure that the size of the scanned image is not more than 50 kb. 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, left thumb impression and hand written declaration Image :

- The applicant has to sign on white paper with Black Ink pen.
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- The applicant has to write the declaration in English clearly on a white paper with black ink.

- The Signature, left thumb impression and hand written declaration should be of applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred).
- Size of file should be between 10-20 kb for signature, 20-50 kb for left thumb impression & 50-100 kb for hand written declaration.
- **Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.**

Scanning the documents
- Set the scanner resolution to a minimum of 200 dpi (dots per inch) & color to True Color.
- Crop the image in the scanner to the edge of the photograph / signature / left thumb impression / hand written declaration, 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 *image01.jpeg* Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows / MS Office can easily obtain documents in *.jpeg* format not exceeding 50 kb (photograph and hand written declaration) & 20 kb (signature and left thumb impression) by using MS Paint or MS Office Picture Manager. Scanned documents 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 and hand written declaration) & 20 kb (signature and left thumb impression) by using crop and then resize option 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, signature, left thumb impression and hand written declaration.

Procedure for uploading the documents
- There will be separate links for uploading Photograph, signature, left thumb impression and hand written declaration.
- Click on the respective link 'Upload Photograph / signature / left thumb impression / hand written declaration'.
- Browse and Select the location where the scanned Photograph / signature / left thumb impression / hand written declaration 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, signature, left thumb impression and hand written declaration as specified.

Note :
1) In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
2) After uploading the Photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his / her application and re-upload his / her photograph or signature, prior to submitting the form.
3) After registering online candidates are advised to take a printout of their system generated online application forms.
4) Please note that all the particulars mentioned in the online application form including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination, etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with utmost care as no correspondence regarding change of details will be entertained. The Company will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form. An online application which is incomplete in any respect such as without proper size photograph and signature uploaded in the online application form / unsuccessful fee payment will not be considered as valid. Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee / intimation charges to avoid the possibility of disconnection/ inability / failure to log on to the website on account of heavy load on internet / website jam. The Company does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason. Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected. Any information submitted by an applicant in his / her application shall be binding on the candidate personally and he / she shall be liable for prosecution / civil consequences in case the information / details furnished by him / her are found to be false at a later stage.

Download of Call Letters

Candidates will have to visit our website http://gicre.in 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 centre with (i) Call Letter (ii) Photo Identity Proof in original as

stipulated earlier under Identity Verification and also specified in the call letter and iii) a photocopy of the same Photo Identity Proof as brought in original.

Action against candidates found guilty of misconduct

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 online 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 any 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 General Insurance Corporation of India.*
c) *For termination of service, if he/she has already joined the Corporation (General Insurance Corporation of India).*

General Information

a) *The possibility for occurrences of some problem in 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 the problem, which may include shifting the candidates to the other centres or conducting another examination if considered necessary. Decision of the Corporation in this regard shall be final. Candidates not willing to accept such change shall lose their candidature for this exam.*
b) *Decision of the Corporation in all matters relating to recruitment will be final and binding on the candidates. No correspondence or personal enquiries shall be entertained 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 are required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.*
d) *The responses (answers) of individual candidates will be analysed & compared with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, the Corporation reserves the right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.*
e) *Instances of providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any GIC Re 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 fulfil 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) *Corporation 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 Corporation.*

j) *The selection of the candidates for other than Medical Stream will be on the basis of Online Test, GD & Interview* ***and Medical examination. However, For Medical stream the selection of the candidates will be on the basis of two level interview and Medical Examination.*** *The Corporation reserves the right to hold any other test wherever deemed necessary as well as the right to add, delete or allot any centre at its discretion.*

k) *Admission to Online Test will be purely provisional without verification of age / qualification / category (SC/ST/OBC/PWD/XS/EWS) 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 recognised 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 Nationalised Banks and financial institutions will be required to submit „No Objection Certificate" from their employer at the time of Interview, falling 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 Corporation, WITHOUT WHICH THEY WILL NOT BE ALLOWED TO JOIN.*

o) *The candidates will have to appear for the tests at their own cost. Candidates called for GD & INTERVIEW are entitled to AC III Tier to & fro railway fare/bus fare by shortest route, from their place of residence, on production of evidence of travel (Rail/bus ticket/receipt etc.)*

p) *Appointment of selected candidates is subject to their being found medically fit as per the requirements of the Corporation. Such appointment will also be subject to the service and conduct rules of the Corporation.*

q) *Decisions of the Corporation in all matters regarding eligibility, conduct of online examination, other tests, interview and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the Corporation in this regard.*

r) *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 Mumbai. Courts/ Tribunals/Forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/dispute.*

s) *Selected candidates will be governed by the terms and conditions of the Service Regulations of the Corporation in force.*

t) *Vacancies in the Engineering stream are interchangeable among Disciplines if no suitable candidate is found.*

u) *Use of Mobile Phones, calculator or any such devices is strictly prohibited inside the examination hall. Candidates, before entering examination premises, are likely to be frisked to ensure compliance with the following:*

    i) *Mobile phones or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations.*

ii) *Candidates are advised in their own interest not to bring any of the banned item including mobile phones to the venue of the examination, as no arrangement for safekeeping will be available.*

iii) *Candidate's admission to the test/Interview is strictly provisional. 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 Corporation.*

The Corporation reserves the right to cancel the above Recruitment Exercise at any stage of the process without assigning any reason thereof.

BIOMETRIC ATTENDANCE

It has been decided to capture the biometric data (thumb impression) and the photograph of the candidates on the day of the Examination.

The biometric data and photograph will be verified subsequently. Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

Candidates are requested to take care of the following points in order to ensure a smooth process

- *If fingers are coated (stamped ink/mehndi/coloured...etc), ensure to thoroughly wash them so that coating is completely removed before the exam / interview / joining day.*
- *If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.*
- *Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.*
- *If the primary finger (thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre.*

CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION

DEPUTY GENERAL MANAGER (HR)

SCRIBE DECLARATION FORM

GUIDELINES REGARDING PERSONS WITH DISABILITIES

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.
•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.

- The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination

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

Visually Impaired candidates under Blind/Low Vision, who use scribe, may skip the non-verbal questions, if any, in Test of Reasoning and questions on Table/Graph, if any, in Test of Numerical ability. The candidates will be awarded marks for such Section based on the overall average obtained in other Sections of the respective test.

Please fill up the **DECLARATION given below** and submit along with the call letter.

We, the undersigned, Shri/Smt/Kum. _____ **eligible candidate** for the _____ examination 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.
   The candidate is **visually impaired** or **his/her writing speed is adversely affected permanently** and s/he needs a writer (scribe) as permissible under the Government of India rules governing the recruitment of Physically Challenged persons.
2. 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.
3. 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.
4. 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 . If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.
5. 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

I, _____(Scribe), am not a candidate for this recruitment.

Given under our signature and contact details:-

Signature of the Scribe Candidate **Signature of the Candidate**
Roll No.:
Registration No.:

Postal Address of the Scribe Candidate **Postal Address of the Candidate**

Mobile No. of the Scribe Candidate **Mobile No. of the Candidate**

Landline No. of the Scribe Candidate **Landline No. of the Candidate**

_____
Signature of Invigilator

Photograph
of the Scribe

FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO SCHEDULED CASTE OR SCHEDULED TRIBE IN SUPPORT OF HIS / HER CLAIM

1. This is to certify that Sri / Smt / Kum*_____ son / daughter* of_____ of village / town* _____ in District / Division*_____of the State / Union Territory*_____belongs to the_____Caste/Tribe* which is recognized as a Scheduled Caste/ Scheduled Tribe* under:

* The Constitution (Scheduled Castes) Order, 1950 ;
* The Constitution (Scheduled Tribes) Order, 1950 ;
* The Constitution (Scheduled Castes)(Union Territories)Orders, 1951 ;
* The Constitution (Scheduled Tribes)(Union Territories)Order, 1951 ;

[as amended by the Scheduled Castes and Scheduled Tribes lists Modification) Order,1956; the Bombay Reorganisation Act, 1960; the Punjab Reorganisation Act 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation)Act, 1971, the Constitution (Scheduled Castes and Scheduled Tribes) Order (Amendment) Act,1976]:

* The Constitution (Jammu and Kashmir) Scheduled Castes Order,1956 ;
* The Constitution (Andaman and Nicobar Islands) Scheduled

Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled

Tribes Orders (Amendment) Act, 1976 ;

* The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962 ;
* The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962 ;
* The Constitution (Pondicherry) Scheduled Castes Order 1964;
* The Constitution (Uttar Pradesh) Scheduled Tribes Order,1967;
* The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968 ;
* The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968 ;
* The Constitution (Nagaland) Scheduled Tribes Order, 1970 ;
* The Constitution (Sikkim) Scheduled Castes Order, 1978 ;
* The Constitution (Sikkim) Scheduled Tribes Order, 1978 ;
* The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989 ;
* The Constitution (Scheduled Castes) Orders (Amendment)Act, 1990;
* The Constitution (ST) Orders (Amendment) Ordinance, 1991 ;
* The Constitution (ST) Orders (Second Amendment) Act,1991 ; *The Constitution (ST) Orders (Amendment) Ordinance, 1996.

.....2

#2. Applicable in the case of Scheduled Castes / Scheduled Tribes persons , who have migrated from one State / Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes* Certificate issued to Shri / Smt / Kumari*_____Father/Mother*ofSri/Smt/Kumari*_____-
_____of village / town_____in District/Division*_____of the State/Union Territory*_____ who belong to the_____ Caste / Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory* issued by the _____[Name of the authority] vide their order No. _____ dated _____.

3.Shri/Smt/Kumari*_____and/or* his/her* family ordinarily reside(s) in village/town*_____ of_____ Disctict / Division* of the State / Union Territory* of _____

Signature _____

Designation _____

Place: **[With seal of Office]**
Date : **State/Union Territory**

Note : The term "Ordinarily resides" used here will havethe same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

* Please delete the words ---------- whicharenotapplicable.

Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste / Tribe Certificates :

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector/I Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Asst. Commissioner / Taluka Magistrate / Executive Magistrate.

2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / presidency Magistrate.

3. Revenue Officer not below the rank of Tehsildar.

4 . Sub-Divisional Officers of the area where the candidate and / or his family normally resides.

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri/ Smt./Kumari …….....son/daughter of …… of village/ town ……

In District/ Division ……... in the State / Union Territory ……..belongs to the ……..... community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution

No. …….. dated ……..*. Shri/ Smt./Kumari ……. And/or his/her family ordinarily reside (s) in the …….. District/ Division of the …….. State/Union Territory. This is also to certify that he/she does not belong to the

persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personal & Training O. M. No. 36012/22/93 – Estt.(SCT) dated 08.09.1993**.

District Magistrate
Deputy Commissioner etc.

Dated:

Seal

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*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.
**- As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the people Act, 1950.

FORM -II

Disability Certificate

(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size Attested Photograph (Showing face only) of the person with disability

Certificate No. :

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum. _____ son/wife/daughter of Shri

_____ Date of Birth (DD / MM / YY) ____ ____ ____

Age _____ years, male/female Registration No. _____ permanent resident of House No._____ Ward/Village/Street _____ Post Office

_____District _____ State _____, whose photograph is affixed above, and am satisfied that :

(A) he/she is a case of :

Locomotor disability

Blindness

(Please tick as applicable)

(B) The diagnosis in his/her case is _____

(A)He/She has _____% (in figure) _____ percent (in words) permanent physical impairment/blindness in relation to his/her _____ (part of body) as per guidelines (to be specified)

The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/Thumb impression of the person in whose favour disability certificate is issued.

FORM - III

Disability Certificate

(In case of multiple disabilities)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size Attested Photograph (Showing face only) of the person with disability

Certificate No. : Date :

This is to certify that we have carefully examined

Shri/Smt./Kum. _____ son/wife/daughter of Shri

_____ Date of Birth (DD / MM / YY) ____ ____ ____

Age _____ years, male/female _____ Registration No. _____ permanent resident of

House No._____ Ward/Village/Street _____ Post

Office _____District _____ State _____, whose photograph is

affixed above, and are satisfied that :

(A) He/she is a Case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below :

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified), is as follows :-

In figures :- _____ percent

In words :- _____ percent

2. **This condition is progressive/non-progressive/likely to improve/not likely to improve.**

3. **Reassessment of disability is : (i) not necessary,**

Or

(ii)is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) ____ ____ ____

@ - e.g. Left/Right/both arms/legs

 # - e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

4. **The applicant has submitted the following documents as proof of residence :-**

Nature of Document	Date of Issue	Details of authority issuing certificate

5. **Signature and Seal of the Medical Authority**

Name and seal of Member	**Name and seal of Member**	**Name and seal of Chairperson**

Signature/Thumb impression of the person in whose favour disability certificate is issued.

FORM - IV

Disability Certificate

(In cases other than those mentioned in Forms II and III)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size Attested Photograph (Showing face only) of the person with disability

Certificate No. : Date :

This is to certify that I have carefully examined

Shri/Smt./Kum. _____ son/wife/daughter of Shri

_____ Date of Birth (DD / MM / YY) ____ ____ ____

Age _____ years, male/female _____Registration No. _____ permanent resident of

House No._____ Ward/Village/Street _____ PostOffice _____District _____ State _____, whose photograph isaffixed above, and am satisfied that he/she is a Case of _____ disability. His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (to be specified) and is shownagainst the relevant disability in the table below :

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(Please strike out the disabilities which are not applicable.)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary, Or

(ii) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) ____ ____ ____

@ - e.g. Left/Right/both arms/legs# - e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of _____Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)

(Name and Seal)

Countersigned

{Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital, in case the certificate is issued by a medical authority who is not a government servant (with seal)}

Signature/Thumb impression of the person in whose favour disability certificate is issued.

Note : In case this certificate is issued by a medical authority who is not a government servant , it shall be valid only if countersigned by the Chief medical Officer of the District.

Note: The principal rules were published in the Gazette of India vide Notification number S.O.908 (E), dated the 31st December , 1996.

PROFORMA - A

Form of Certificate applicable for Released/Retired Personnel

It is certified that No._____Rank_____Name_____whose date of Birth is_____has rendered Service from_____to _____ in Army/Navy/Air Force.

2. He has been released from military services :

a) on completion of assignment otherwise than

(i) by way of dismissal, or

(ii) by way of discharge on account of misconduct or inefficiency, or

(iii) on his own request, but without earning his pension, or

(iv) he has not been transferred to the reserve pending such release.

b) on account of physical disability attributable to Military Service.

c) on invalidment after putting in at least five years of Military service

3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time.

Place : Signature, Name and Designation of the Competent Authority **

Date: SEAL

Delete the paragraph which is not applicable.

**** Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows :**

(a)In case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy : Directorate of Personnel, Naval Hqrs., New Delhi; Air Force : Directorate of Personnel Officers, Air Hqrs., New Delhi.

(b) In case of JCOs/ORs and equivalent of the Navy and Air Force : Army : By various Regimental Record Offices; Navy : BABS, Mumbai; Air Force : Air Force Records, New Delhi.

PROFORMA - B

Form of Certificate for Serving Personnel

(Applicable for serving personnel who are due to be released within one year)

It is certified that No. _____ Rank _____ Name _____ is serving in the Army/Navy/Air Force from _____.

2. Heisdueforrelease/retirementoncompletionofhisspecificperiodofassignmenton or before 30.09.2015.

3. No disciplinary case is pending against him

Place : Signature, Name and Designation of the

Competent Authority **

Date: SEAL

**** Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows :**

(a)In case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy : Directorate of Personnel, Naval Hqrs., New Delhi; Air Force : Directorate of Personnel Officers, Air Hqrs., New Delhi.

(b) In case of JCOs/ORs and equivalent of the Navy and Air Force : Army : By various Regimental Record Offices; Navy : BABS, Mumbai; Air Force : Air Force Records, New Delhi.

PROFORMA - C

Undertaking to be given by serving Armed Force personnel who are due to be released within one year

(1) **I understand that if selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/ retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.**

(2) **I also understand that I shall not be eligible to be appointed to a vacancy availing concessions as an Ex-serviceman in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertaking, Autonomous Bodies/Statutory Bodies, Nationalised Banks, etc.).**

Place :

Date : **Signature and Name of Candidate**

PROFORMA - D

Form of Certificate applicable for Serving Armed Force Personnel who have already completed their initial assignment and are on extended assignment

It is certified that No _____ Rank _____ Name _____ whose date of birth is _____ is serving in the Army/Navy/Air Force from _____

2. **He has already completed his initial assignment of five years on _____ and is on extended assignment till _____**

3. **There is no objection to his applying for civil employment and he will be released on three months notice on selection from the date of receipt of offer of appointment.**

Place : Signature, Name and Designation of the Competent Authority **

Date: SEAL

**** Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows :**

(a)In case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy : Directorate of Personnel, Naval Hqrs., New Delhi; Air Force : Directorate of Personnel Officers, Air Hqrs., New Delhi.

(b)In case of JCOs/ORs and equivalent of the Navy and Air Force : Army : By various Regimental Record Offices; Navy : BABS, Mumbai; Air Force : Air Force Records, New Delhi.

ANNEXURE 1

Government of …….

(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____ Date: _____

VALID FOR THE YEAR _____

1. This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose photograph in attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her "family"** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets***:

I. 5 acres of agricultural land and above;

II. Residential flat of 1000 sq. ft. and above;

- Residential plot of 100 sq. yards and above in notified municipalities;
- Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Schedule Caste, Schedule Tribe and Other Backward Classes (Central List).

Signature with seal of Officer _____

Name _____

Designation _____

Recent Passport size attested photograph of the applicant

The income and assets of the families as mentioned would be required to be certified by an officer not below the rank of Tehsildar in the States/UTs.

* Note1: Income covered all sources i.e. salary, agricultural, business, profession, etc.

** Note2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents are siblings below the age of 18 years as also his/her spouse and children below the age of 18 years. ***

Note3: The property held by a “Family” in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.