

at a time stretching up to one year.

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/her services in the Company. 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.

The Company reserves the right to terminate the services of the candidate if found unsuitable at any time during the probation period or the extended probation period without any notice or assigning any reason thereof.

### 3. Guarantee Bond

Before joining as probationer, the selected candidates will be required to give an undertaking to serve the Company for a **minimum period of four years** including probation period. In the event of their resigning from the Company before the expiry of the bond period, they will be liable to pay liquidated damages equivalent to **one year's gross salary** paid to them 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 Bond duly executed by two sureties (not blood relatives) of sound financial standing for an amount equivalent to one year's gross salary.

Candidates resigning from the Company during the probation period and candidates whose services are terminated by the Company during the probation period shall be liable to pay the salary received by them during their entire service in the Company in addition to an amount of **Rs.25,000/-** towards partial cost of training.

No lien/bond executed to retain a substantive post with present employer will be binding upon the Company and no Leave Salary or Pension Contribution will be made.

### 4. Emoluments & Benefits

Basic pay of Rs. 32,795/- in the scale of Rs. 32795-1610(14)-55335-1745(4)-62315 and other admissible allowance as applicable. Total emoluments will be approximately Rs.51,000/- p.m. in Metropolitan Centers. Other benefits such as coverage under National Pension System governed by PFRDA, Gratuity, LTS, Medical Benefits, Group Personal Accident Insurance etc. shall be as per rules. The Officers are also entitled for Company's / leased accommodation as per norms. The salary scales are due for revision w.e.f Aug 2017.

### 5. Educational Qualification (as on 01.12.2018)

**Generalists:** A candidate must possess the minimum qualification of a graduate/post graduate in any discipline from a recognised University or any equivalent qualification recognised as such by Central Government with at least 60% marks in either of the degree examination for General candidates and at least 55% marks for SC/ST/PwBD candidates.

**Specialists:** A candidate must possess the minimum qualification as follows. The qualification should be from a recognised University or any equivalent qualification recognised as such by Central Government

DISCIPLINE	MINIMUM QUALIFICATION
Company Secretary	ACS/FCS from ICSI <u>and</u> Graduation/Post-graduation in any discipline with min 60%
Legal	Graduate/Post-graduate in Law with min 60% (55% for SC/ST/PwBD)
Finance & Accounts	Chartered Accountant (ICAI) <u>and</u> Graduation/Post-graduation in any discipline with min 60% (55% for SC/ST/PwBD) <u>Or</u> Cost and Management Accountant (The Institute of Cost Accountants of India, earlier known as ICWAI) <u>and</u> Graduation/Post-graduation in any discipline with min 60% (55% for SC/ST/PwBD) <u>Or</u> MBA Finance/PGDM FINANCE* with min 60% (55% for SC/ST/PwBD) <u>Or</u> M.COM with min 60% (55% for SC/ST/PwBD)

Candidate should possess certificate in proof of passing the qualifying examination as on 01.12.2018.

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

### Note

- Educational qualifications should be from a University/ Institution/ Board recognised by Govt. Of India/ approved by Govt. Regulatory Bodies and the result should have been declared on or before 01.12.2018.
- Proper document from Board / University for having declared the result on or before 01.12.2018 has to be submitted at the time of interview.
- The candidate must possess valid Mark-sheet / Degree Certificate of the necessary qualification as on 01.12.2018.
- The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all semester(s)/year(s) by aggregate maximum marks in all the subjects irrespective of honours / optional / additional optional subject, if any. This will be applicable for those Universities also where Class / Grade is decided on basis of Honours marks only. The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60%.
- 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

### 6. Age (as on 01.12.2018)

**Minimum Age:** 21 years **Maximum Age:** 30 years, as on **01.12.2018**

i.e. a candidate must have been born not earlier than 2nd Dec-1988 and not later than 1st Dec-1997 (both dates inclusive).

Relaxation in upper age limit shall be as follows: