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Ref. No. AIC/Rect/MT(40) -2022-23

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RECRUITMENT OF 40 MANAGEMENT TRAINEES

Agriculture Insurance Company of India Limited (AIC) has been formed under the aegis of the Government of India and promoted by 6 Public Sector Companies as a specialty Crop Insurance provider to the Indian farming community. AIC was incorporated on 20th December 2002 with an Authorized Share Capital of INR 1500 crore and a Paid-up Capital of INR 200 crore. AIC commenced business operations from 1st April 2003, by taking over Crop Insurance operations from its major Promoter, General Insurance Corporation of India Ltd.

AIC is a specialty and one of the largest Crop Insurance Company in the Indian non-life Insurance Sector, having market share of about 50% in Crop Insurance and aiming to cover the huge protection gap lying uninsured with respect to other risks related to agriculture and allied activities of the farmers.

AIC invites applications from Indian Citizens for recruitment of **40* (Forty) MANAGEMENT TRAINEES** in the discipline of (1) Rural Management (2) Legal.

Please Note the Important Dates:

Online Registration & payment of fees	22.03.2023 to 06.04.2023 (both dates inclusive, from 08.00 hrs of 22.03.2023 to 20.00 hrs on 06.04.2023)
Date of Online Examination	April/May 2023
Downloading of call letters for examination commences from	Around 10 days prior to the date of examination
Online Pre-recruitment training for SC/ST/OBC/PWD candidates	Around 10 days prior to the date of examination

Candidates are advised to regularly keep in touch with the authorized AIC website www.aicofindia.com for details and updates. "AIC reserves the right to modify the schedule of events in case of any exigencies".

Vacancies & Reservations(Tentative):

Post	Total No. of Vacancies	SC	ST	OBC	EWS	Un-reserved
Management Trainee	40	6	3	10	4	17

PwBD- post reserved horizontally.

Abbreviations stand for: SC: Scheduled Caste; ST: Scheduled tribe; OBC: Other Backward Classes; EWS: Economically Weaker Section; UR: Un-reserved; PwBD: Persons with Benchmark Disabilities

Note:

- The total number of vacancies and the reserved vacancies are provisional and may vary according to the actual requirements of the Company. The reservation under various categories will be as per prevalent Government Guidelines.



- **Candidate can apply for one discipline only.**
- **Not more than one application should be submitted by any candidate. In case of multiple Applications, only the latest valid (completed) application will be retained and the application fee/intimation charges paid for the other registration(s) will stand forfeited.**
- Candidates belonging to OBC category but coming in the "CREAMY LAYER", are not entitled to OBC reservation and age relaxation. They should indicate their category as GENERAL.
- Reservations under various categories will be as per the prevailing government guidelines at the time of finalization of the results.
- The reservation of Economically Weaker Section (EWS) in recruitment is governed by Office Memorandum No. 36039/1/2019-Estt. (Res.) dt. 31.01.2019 of Department of Personnel & Training, Ministry of Personnel, Public Grievance and Pensions, Govt. of India.
Disclaimer: EWS vacancies are tentative and subject to further directives of Government of India and outcome of any litigation. The appointment shall be provisional and subject to the Income & Asset certificate being verified through the proper channels."

TERMS AND CONDITIONS:

1. **Training & Probation:** The training period will be for a period of **1 (ONE)** year. The trainee shall be eligible for the post of Administrative Officer (Scale I) on completion of the training period and subject to satisfactory work performance and/or any other criteria as may be decided by the Company. The services of the selected candidate can be terminated immediately during the training period if the work performance is found to be unsatisfactory, without any notice thereof.

The Management Trainee absorbed as Scale I Officer after completion of training period will be treated at par with a Direct Recruit Officer in Scale I and will be on probation for a period of one year from the date of absorption. The probation period may be extended by a further period of six months.

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

2. **Service Conditions:**

The service conditions will be applicable as per the prevalent rules of the company from time to time. Selected candidates may be posted to any place in India as may be decided by the Company as per the requirement. Please note that the field work in the districts being an essential part of the duty, the selected candidate, either during training/probation or thereafter, has to undertake travel in the remote rural areas as and when required by the Company.

3. **Guarantee Bond:**

The Management Trainees who are selected for absorption in Scale I, before joining as probationer will be required to give an undertaking -cum-Guarantee Bond to serve the Company for a minimum period of three (3) years including the probation period. In the event of their resigning from the Company or making it obligatory on the part of the Company to terminate the employment before the expiry of the bond period, they will be liable to pay liquidated damages equivalent to Consolidated pay received during the training period of one year, which will be proportionately reduced depending on the length of service rendered. To this effect, he/she will



have to submit a stamped Bond duly executed by two sureties (not blood relatives), of sound financial standing in the format prescribed by the Company at the time of absorption.

No lien/bond executed with present employer of the applicant will be binding upon the Company nor shall the bond with AIC be transferred under any circumstance to any other Central/State Government organization, autonomous body or any other organization and the decision of AIC in this regard shall be final and binding.

4. Emoluments & benefits:

The selected candidates would be paid a consolidated pay of **Rs. 60,000/- p.m.** for the one year of training.

5. Education Qualification (as on 01.03.2023)

Candidate must possess the minimum qualification as listed in the table below from a recognized University or any equivalent qualification recognized as such by Central Government. Candidates should possess certificate in proof of passing the qualifying examination as on 01.03.2023 and have to ensure the following :

1. Educational qualification should be from a University/Institution/Board recognized by Govt. of India/approved by Govt. Regulatory Bodies and the result should have been declared on or before 01.03.2023
2. The candidate must possess valid mark-sheet/Degree Certificate of the necessary qualification as on 01.03.2023
3. Percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all the 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% and the fraction of percentage so arrived i.e. 54.99% will be treated as less than 55%.
4. 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.

Minimum Educational Qualifications as on 01.03.2023:

The candidate should apply for the following Discipline:

Discipline	Qualification
Rural Management	<ul style="list-style-type: none">• Graduation in Agriculture Marketing/ Agriculture Marketing & Cooperation/ Agriculture Business Management/ Rural Management with a minimum of 60% marks (SC/ST - 55%) in aggregate from University / Institution recognized by the Govt. of India/Govt. Bodies/AICTE <p style="text-align: center;">OR</p> <ul style="list-style-type: none">• Graduation in any discipline with a minimum of 60% marks (SC/ST - 55%) in aggregate from University / Institution recognized by the Govt. of India/Govt. Bodies/AICTE with <p>2 years full time Post Graduate Degree/ Diploma in any of the following (with a minimum of 60% marks (SC/ST - 55%) in</p>



	aggregate from University / Institution recognized by the Govt. of India/Govt. Bodies/AICTE): - <ul style="list-style-type: none">➤ MBA- Rural Management/Agriculture Marketing/ Agri Business Management/ Agri-Business and Rural Development➤ Post Graduate Diploma- Rural Management/ Agri Business Management (PGDM- ABM)/ Agriculture Marketing➤ Post Graduate Degree- Agriculture Marketing/ Agri Business Management/ Rural Management
Legal	Graduation in Law with min. 60% (SC/ST- 55%) marks in aggregate.

Note: The candidate applying must possess proficiency in Computer.

6. Age (as on 01.03.2023) :

Minimum Age: 21 years &

Maximum Age: 30 years

i.e. a candidate must have been born not earlier than 2nd March 1993 and not later than 1st March 2002 (both dates inclusive).

Age relaxation for various categories is as under:

Sl. No.	CATEGORY	RELAXATION
1	Scheduled Caste/Scheduled Tribes	5 years
2	Other Backward Classes (Non-creamy layer)	3 years
3	Persons with Benchmark Disabilities as defined under "The Right of Persons with Disabilities Act, 2016"	10 years
4	Ex-Servicemen, Commissioned Officers including Emergency Commissioned Officers (ECOs)/Short Service Commissioned Officers (SSCOs) who have rendered at least 5 years military service and have been released; (a) on completion of assignment (including those whose assignment is due to be completed within one year from the last date of receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency; or (b) on account of physical disability attributable to Military Service; or (c) on invalidment. The ECOs/SSCOs who have completed an initial period of assignment of five years of Military Service as on 01.01.2023 and whose assignment has been extended beyond five years and in whose case the Ministry of Defense issues a certificate that they can apply for civil employment and that they will be released on three months' notice on selection from the date of receipt of offer of appointment.	5 years
5	Defense service personnel disabled in operation during the hostilities with any foreign country or in a disturbed area and released as consequence thereof.	3 years

Note:



- In case of a candidate who is eligible for relaxation under more than one of the above categories, the age relaxation will be available on a cumulative basis based on Government guidelines and Company Rules subject to the maximum age **not exceeding 45 years**.
- Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) and produce the original certificate(s) for verification at the time of interview and/or any subsequent stage of recruitment process.
- In case of an Ex-servicemen who has once joined in a Government job on the civil side after availing the benefits given to him as an Ex-servicemen for his re-employment, his Ex-servicemen status for the purpose of re-employment in Government ceases. However, he or she will be eligible for age relaxation as applicable to Ex-servicemen.
- An Ex-serviceman who applies for various vacancies before joining any civil employment, can avail the benefit of reservation as Ex-serviceman for any subsequent employment. However, to avail this benefit, an Ex-serviceman, as soon as he/she joins any civil employment should give self-declaration / undertaking to the concerned employer about the date-wise details of application for various vacancies for which he/she had applied for before joining the initial employment. Further, this benefit would be available only in respect of vacancies which are filled on direct recruitment and wherever reservation is available to the Ex-servicemen.
- There is no reservation for Ex-servicemen in Officer's cadre.

Definitions

- A. **EX-SERVICEMEN (EXSM):** Only those candidates shall be treated as Ex-servicemen who fulfill the revised definition as laid down in Government of India, Ministry of Home Affairs and Department of Personnel & Administrative Reforms Notification No. 36034/5/85 Estt. (SCT) dated 27.01.1986 as amended from time to time.
- B. **DISABLED EX-SERVICEMEN (DISXS)** Ex-servicemen who while serving in Armed Forces of the union were disabled in operation against the enemy or in disturbed areas shall be treated as DISXS.
- C. **PERSONS WITH BENCHMARK DISABILITIES (PwBDs):** Under Section 34 of the "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. Autism, Intellectual disability, specific learning disability and mental illness;
 - 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.

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



(i) Guidelines for Persons with Benchmark Disabilities using a Scribe

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination, subject to limits as in (ii) and (iii) below. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his/her own scribe at his/her own cost.
- The scribe arranged by the candidate should not be a candidate for the same examination. In case it is found at any stage, that the scribe has also appeared for the same exam in a different session, the candidature of both the scribe and the candidate will be cancelled.
- The scribe should not be a current employee of the Agriculture Insurance Company of India Ltd.
- A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- **The scribe may be from any academic stream. However, the scribe should be from an academic stream different from that prescribed for the post.**
- Both the candidate as well as scribe will have to give a suitable undertaking at the venue of exam centre, 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 by the company.
- 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.
- **During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.**
- Any candidate who is not eligible to use scribe as per the guidelines, as referred above, uses scribe in the online examination shall be disqualified to participate further in the process of recruitment.
- There will be an additional call letter for scribe for the online examination.
- 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 20 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 by the Company.
- The facility of viewing the contents of the test in magnifying font will be available to Visually Impaired candidates.

NOTE : These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time. The Declaration to be submitted at the time of Online Examination using Scribe is as per **Annexure I.**

Nationality: A candidate applying 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. A candidate in whose case a certificate of eligibility of necessary may be admitted to the interview but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him/her by Govt. of India or any such certificate amended by Govt. of India at the prevalent time of offering appointment.

7 Selection Procedure:

The selection shall be on the basis of the shortlisting of the candidates based on online examination and interview for which the total marks will be 200.

A. **ONLINE EXAMINATION** : The candidates have to appear for **Online Examination (Objective & Descriptive)** of total **150 marks** of 2 hours 15 mins (135 minutes) duration. The Minimum qualifying marks in the online examination is **60%** for General, OBC & EWS and **55%** for SC/ST. The online examination is likely to be held in the month of April/May 2023. The date of examination date will be notified separately on the website of the Company. The details of online test is as follows:

Sl. No.	Name of Test	Type of test	Maximum Marks	No. of Questions	Medium of Exam	Duration
1.	Test of Reasoning	Objective	10	10	Eng/Hindi	50 Minutes
2.	Test of English Language	Objective	10	10	English	
3.	Test of General Awareness	Objective	10	10	Eng/Hindi	
4.	Test of Quantitative aptitude	Objective	10	10	Eng/Hindi	
5.	Professional Knowledge Test	Objective	100	50	Eng/Hindi	70 Minutes



6.	Descriptive English Test- Essay	Descriptive	10	1	English only	15 Minutes
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Note :

- **Negative Marks for Wrong Answers:** There will be negative marks for wrong answer, 1/4th of the allotted marks (in objective tests) will be deducted for each wrong answer. If a question is left blank i.e. no answer is marked by the candidate, there will be no penalty for that question.
- Candidates will have to appear for the online examination at their own expenses.
- The Company reserves the right to relax/enhance the requirement of minimum qualifying marks in Online examination, in order to enhance / restrict the number of candidates to be called for interview, based on performance in the Online examination and to commensurate with the number of vacancies.
- The Company also reserves the right to modify the structure of the examination which will be intimated through its website. The applicants are advised to visit the Company's website www.aicofindia.com regularly for any update on the recruitment process. No separate individual intimation shall be given.

Pre-exam training (ONLINE) for SC/ST/OBC- Non-creamy/PwBD candidates :

SC/ST/OBC- Non-creamy /PwBD candidates who wish to avail the benefit of pre-examination Online training may indicate the same while applying online. Candidates are required to refer to Career Section of AIC website regularly for details. Candidates who have opted for training will also be informed through registered email / mobile. Please note that merely attending the pre-examination training, no candidate acquires any right in employment with the Company.

B. INTERVIEW:

Candidates who have been qualified in the Online examination will be ranked in the order of the merit and will be called for an interview to be conducted by the Company. Company reserves the right to fix the eligibility standards in order to restrict/enhance the candidates to be called for interview commensurate to the number of vacancies. The number of candidates to be called for interview will be about three times the number of vacancies to be filled in subject to availability of successful candidates in the Online examination and will be as per their ranking. All the candidates having same cut-off score as the last shortlisted candidate shall be called for Interview. Maximum Interview marks are 50. Company reserves the right to fix the minimum marks to qualify in the interview.

The center, address of the venue, time & date of interview will be informed to the shortlisted candidates in the interview call letter. Please note that any request regarding change in date, Centre etc. of interview will not be entertained.

However, the Company 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.

Candidates called for interview are entitled to AC III Tier to & fro railway fare / bus fare by shortest routes, from their place of residence, on production of evidence of travel (rail/bus ticket/ receipt etc.).

The candidates are advised to ensure that they fulfill the requirements of age and qualification (as on respective crucial dates mentioned earlier) before they apply. If a candidate is found ineligible, his/her candidature will be cancelled at any stage of recruitment. Appearing in the ONLINE EXAMINATION & INTERVIEW will not automatically confer any right of being selected for the said posts.



C. SELECTION :

Selection would be based on the performance in the Online Examination 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. In case of same marks of two or more candidates, the merit order of such group of candidates shall be as per the marks obtained in professional knowledge section (i.e. candidate obtaining more marks shall be placed higher in the order of merit). In case the marks obtained in the professional knowledge section are same, then the merit order will be decided on the basis of age, (i.e. senior in age will be placed higher in merit order).

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 or in case of the filled vacancy falls vacant for any reason. The waiting list so prepared will be valid for a period of one year from the date of publication of final results of the selected candidates and may be utilized for any other/additional requirement in future. However, the decision of offering appointment to the candidates from the waiting list is the discretion of the Management.

D. Pre-recruitment Medical Examination :

Final Selection of candidates will be subject to Medical Examination.

- Medical Report in the prescribed format duly stamped and signed by the Doctor from the Government Hospital / LIC panel will be accepted.
- Cost incurred for Medical Examination will be borne by the candidate.

EXAMINATION CENTERS:

1. The examination will be conducted online in venues given in the respective call letters.
2. Choice of center once exercised by the candidate will be final and no request for change of center/venue/date/session for Examination shall be entertained.
3. Company, however, reserves the right to cancel any of the Examination Centers and/ or add some other Centers, at its discretion, depending upon the response, administrative feasibility, etc.
4. Company also reserves the right to allot the candidate to any center other than the one he/she has opted for.
5. Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and Company will not be responsible for any injury or losses etc. of any nature.
6. If sufficient number of candidates does not opt for a particular center for "Online" examination, Company reserves the right to allot any other adjacent center to those candidates OR if the number of candidates is more than the capacity available for online exam for a center, Company reserves the right to allot any other center to the candidate.

Centre and dates of examination are liable to be changed at the Company's discretion. In the event of cancellation of examination at any centre, the Company may at its discretion allot any alternative centre to the candidate concerned.

Centres for Online Examination : Tentative list of centres for Online examination are given below-

S. No.	State/ UT/ NCR	Centres
1	Andhra Pradesh	Vijayawada, Vishakhapatnam
2	Arunachal Pradesh	Itanagar /Naharlagon
3	Assam	Guwahati
4	Bihar	Patna
5	Chandigarh	Chandigarh/Mohali
6	Chhattisgarh	Raipur



7	Goa	Panaji
8	Gujarat	Ahmedabad/Gandhinagar, Vadodara
9	Haryana	Faridabad
10	Himachal Pradesh	Bilaspur
11	Jammu & Kashmir	Jammu, Samba
12	Jharkhand	Jamshedpur, Ranchi
13	Karnataka	Bengaluru, Gulbarga, Dharwad, Hubli, Mangalore
14	Kerala	Ernakulam/Kochi, Thiruvananthapuram
15	Madhya Pradesh	Bhopal, Indore
16	Maharashtra	Pune, Mumbai/Navi Mumbai/ Thane/ Greater Mumbai, Nagpur
17	Meghalaya	Shillong
18	Mizoram	Aizwal
19	Nagaland	Kohima
20	New Delhi	Delhi/Delhi - NCR
21	Odisha	Bhubaneswar, Berhampur
22	Puducherry	Puducherry
23	Punjab	Amritsar, Patiala
24	Rajasthan	Jaipur, Udaipur, Jodhpur
25	Tamil Nadu	Chennai, Coimbatore, Tiruchirappalli
26	Telangana	Hyderabad /Khammam
27	Tripura	Agartala
28	Uttar Pradesh	Prayagraj, Lucknow, Noida- Greater Noida, Gorakhpur
29	Uttarakhand	Dehradun, Roorkee
30	West Bengal	Asansol, Kolkata/ Greater Kolkata, Siliguri

DOWNLOAD OF CALL LETTER

Call letters will be issued for Online Examination and should be downloaded by the candidates from the link provided in the Company's website i.e. www.aicofindia.com at appropriate time. Candidates will not be admitted to the examinations without the Call Letter. Intimation for downloading call letter may also be sent through email/SMS on registered email-ID/mobile No. given in the application. However, Company does not assume any responsibility for the candidates not being able to receive the intimation(s) on the registered e-mail ID and mobile No. The applicants are advised to visit the Company's website www.aicofindia.com regularly for any updation.

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, the same as provided during registration and appear at the examination center with

- (i) Valid call Letter for the respective venue, date and session of examination**
- (ii) Photo Identity Proof as stipulated below in original bearing the same name and other information as it appears on the call letter/ application form and**
- (iii) Photocopy of the above Photo Identity Proof as brought in original.**

IDENTITY VERIFICATION

In the examination hall as well as at the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter/application form) such as Aadhar Card/ PAN Card/ Passport/ Permanent Driving License (Learner's driving license will not be valid) / Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator and the original should 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 proof 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 appear for the examination/ interview. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination/interview. 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 15 mins, candidates may be required to be at the venue for a longer duration for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions etc.

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 for the Online examination.
- iii) Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authorities or SSLC/ Std. X Passing Certificate with DOB)
- iv) Photo identity Proof as indicated in IDENTITY VERIFICATION section of the advertisement
- v) Mark-sheets & certificates for Std X, XII, Graduation and Post Graduation, if any or equivalent qualification(s) etc.
- 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 alongwith caste validity certificate (wherever applicable), issued by the Competent Authority in the prescribed format as stipulated by the Government of India in the case of SC/ST/OBC Category candidates**
 - a) Caste Certificate in respect of **SC/ST/OBC candidates** is to be obtained from the following Competent Authorities (as notified by GOI from time to time) :
 1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Deputy Collector/First Class Stipendiary Magistrate/City Magistrate/ Sub-Divisional Magistrate (Not



- below the rank of First Class Stipendiary Magistrate)/ Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner.
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate
 3. Revenue Officer not below the rank of Tehsildar
 4. Sub-Divisional Officer of the area where the candidate and/or his family normally resides
 5. In so far as the Scheduled Tribes communities of Tamil Nadu is concerned, the Certificate given by the Revenue Divisional Officer instead of Tehsildar would only be accepted.

Note: Caste validity certificate (wherever applicable) 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 ÖBC 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 the column 3 of the schedule to the DOPT OM No. 36012/22/93-Estt. (SCT) dated 15/11/1993 (as amended from time to time). The Certificate should be based on the income for the preceding three financial years i.e. FY 2019-20, 2020-21 and 2021-22 (and should have been issued after 31.03.2022). 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 recognized 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 08/09/1993, 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 candidates seeking reservation under Economically Weaker Section (EWS) :**

1. Persons who are not covered under the existing scheme of reservations to the Scheduled Castes, the Schedule Tribes and the Other Backward Classes and whose family has gross annual income below Rs. 8.00 lakh (Rupees eight lakh only) are to be identified as EWSs for benefit of reservation. The income shall include income from all sources i.e. salary, agriculture, business, profession etc. and it will be income for the financial year 2021-22. Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:



- i.) 5 acres of Agricultural Land and above;
 - ii.) Residential flat of 1000 sq. ft. and above;
 - iii.) Residential plot of 100 sq. yards and above in notified municipalities;
 - iv.) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
2. The property held by a "Family" in different locations or different places / cities would be clubbed while applying the land or property holding test to determine EWS status.
 3. 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 Authorities as notified by the Government of India in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS. The candidates shortlisted for interview shall be required to bring the requisite certificate as specified by the Government of India at the time of appearing for the process of interview.
 4. The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.
 5. The instructions issued by the Government of India in this regard from time to time shall be adhered to.

Disclaimer: EWS Vacancies are tentative and subject to further directives of Government of India and outcome of any litigation.

The Income and Asset Certificate issued 'by any one of the following authorities in the prescribed format as given in **Annexure-II** shall only be accepted as proof of candidate's claim as belonging to EWS:-

- a) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ 1st class Stipendary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner
 - b) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate
 - c) Revenue Officer not below the rank of Tehsildar and
 - d) Sub-Divisional Officer of the area where the candidate and/or his family normally resides
- ix) For **Persons with Benchmark Disabilities**: Authorized certifying authority will be the Medical Board at the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopedic/Ophthalmic/ENT Surgeon or any person designated as Certifying Authority by appropriate Government.
 - x) An **Ex-serviceman candidate** has to produce a copy of the Service or Discharge book alongwith 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 31.03.2023.
 - xi) Candidates serving in Government / quasi Government 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.
 - xii) Experience certificates, if any
 - xiii) Any other relevant documents in support of eligibility



- xiv) Please refer to Annexures for the prescribed formats of (SC, ST, OBC, EWS, PwBD, 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.
- xv) Company reserves the right to call for any other document, as may be deemed necessary.

THE DECISION OF MANAGEMENT/ SELECTION COMMITTEE IN RESPECT OF SELECTION OF CANDIDATES WILL BE FINAL AND BINDING UPON THE CANDIDATES.

General Information

- a) The possibility of occurrence of any problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in examination. Conduct of a re-exam is at the absolute discretion of the Company. Candidates will not have any claim for a re-examination. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall lose their candidature for the exam.
- b) Decision of the Company in all matters relating to recruitment viz. eligibility, conduct of online examination, other tests, interview and selection would be final and binding on all candidates. No representation or correspondence or personal enquiries will be entertained by the company in this regard.
- c) If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session is required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.
- d) The responses (answers) of individual candidates will be analyzed and 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 Company reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
- e) Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any Agriculture Insurance Co. of India Ltd., recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.
- f) While applying on-line for the post, the applicant should ensure that he/she fulfils the eligibility and other norms mentioned above as on the specified dates and that the particulars furnished by him/her are correct in all respects. **In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material facts, his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.**
- g) **Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability/failure to log on to the website on account of heavy load on internet or website jam.**
- h) Company does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of any reason whatsoever.



- i) Applicants are advised to register online themselves and to keep their e-mail id active during the entire recruitment process. The candidates should give their mobile number in the application form for SMS service from the company.
- j) The selection of the candidates will be on the basis of Online Examination & Interview. The Company reserves the right to hold any other test wherever deemed necessary as well as the right to add, delete or allot any center at its discretion.
- k) **Admission to Online Examination will be purely provisional without verification of age/qualification/category (SC/ST/OBC/PwBD/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 (wherever applicable) must be submitted by candidates seeking reservation as SC/ST/OBC in the prescribed proforma from the competent authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognized as SC/ST/OBC and the village/town the candidate is originally a resident of.
- m) At any stage if falsification of caste certificate is noticed, the candidature of the concerned candidate will stand cancelled automatically.
- n) Candidates already in service in, if selected, will be required to submit discharge letter/relieving letter from their employer at the time of joining the company, without which they will not be allowed to join. However, no service bond of the previous employer shall be accepted by AIC in lieu of the fresh bond to be submitted after the training period.
- o) A recent, recognizable photograph (4.5cm × 3.5cm) should be uploaded by the candidate in the online application form and the candidate should ensure that copies of the same are retained for use at various stages of the process. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process or doubt about identity at any stage could lead to disqualification.
- p) A candidate should ensure that the signatures appended by him/her in all the places viz. in his / her call letter, attendance sheet etc. and in all correspondence with the Company in future should be identical and there should be no variation of any kind. If at a later stage of selection process or appointment, the handwriting or handwritten declaration of the candidate is found to be dis-similar / different, as per expert analysis, the candidature of the candidate will be cancelled.
- q) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application, and/or the selection process in responses thereto can be instituted only in Delhi. Courts/ Tribunals / Forums at Delhi only shall have sole and exclusive jurisdiction to try any cause / dispute.
- r) Selected candidates will be governed by the terms and conditions of the service regulations of the Company in force.
- s) 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.
- t) Candidate's admission to the examination/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 Company.
- u) The Company reserves the right to cancel the above Recruitment Exercise partially or wholly at any stage of the process without assigning any reason thereof.
- v) Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations and police complaints. Candidates are advised in their own interest not to bring any of the banned items to the venue of the examination, as arrangement for their safekeeping cannot be assured. Any agency engaged with conduct of the online examination shall not take any responsibility for loss of any of the items. Responsibility of safekeeping of the same shall rest with the candidates at cost or no cost.

HOW TO APPLY

Candidates can apply online only from 22.03.2023 to 06.04.2023 and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

- i. Scan their photograph, signature, left hand thumb impression, hand written declaration ensuring that all adhere to the required specifications as given under Guideline for photograph & signature scan and upload.
- ii. Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number throughout the recruitment process. All official communication will be sent to the registered e-mail ID and mobile No. under no circumstances a candidate should share with or mentioned email ID to / of any other person. However, Company does not assume any responsibility for the candidates not being able to receive the intimation(s) on the registered e-mail ID and mobile No. The applicants are advised to visit the Company's website www.aicofindia.com regularly for any updation.

iii. **APPLICATION FEES/ INTIMATION CHARGES (NON-REFUNDABLE)**

PAYMENT OF FEE (ONLINE): 22.03.2023 to 06.04.2023. The amount of fee to be paid is as follows:

Category of Applicant	Amount of Fees (Including GST)
SC/ST/PwBD	Rs. 200/- (Intimation charges only)
All other categories	Rs. 1000/- (application fee including intimation charges)

Note: The transaction charge, if applicable, is to be borne by the candidate. Fee once paid will NOT be refunded on any account nor can it be held in reserve for any other examination or selection.

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

Keep the necessary details / documents ready to make online payment of requisite application fee / Intimation charges.



A. Application Registration

1. Candidates to go to the **CAREER** section of Company's website www.aicofindia.com 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. 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 may also be sent.
3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "**SAVE AND NEXT**" tab. Prior to submission of the online application candidates are advised to use the "**SAVE AND NEXT**" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the **COMPLETE REGISTRATION BUTTON**.
5. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the '**Validate your details**' and '**Save & Next**' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the **Preview Tab** to preview and verify the entire application form before **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 Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets/ UPI.
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 containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful.**



7. **For Credit Card users:** All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. **There is provision to print application form containing fee details after payment of fees.**

C. Guidelines for scanning and Upload of Photograph, Signature, left thumb impression & Hand-written declaration

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

Photograph Image:

- Photograph must be a recent passport style colour picture of 4.5cm × 3.5cm in size.
- 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)
- File type should be jpg / jpeg
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.
- If the photo is not uploaded at the place of Photo, Admission for examination will be rejected/denied. Candidate him/herself will be responsible for the same.
- Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

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. (If a candidate is not having left thumb, he/she may use his/ her right thumb. If both thumbs are missing, the impression of one of the fingers of the left hand starting from the forefinger should be taken. If there are no fingers on the left hand, the impression of one of the fingers of the right hand starting from the forefinger should be taken. If no fingers are available, the impression of left toe may be taken. In all such cases where left thumb impression is not uploaded, the candidate should specify in the uploaded document the name of finger and the specification of left/right hand or toe).
- The applicant has to write the declaration in English clearly on a white paper with black or blue ink (text given below). (The hand written declaration has to be in the candidate's hand writing and in English only. If it is written by anybody else and uploaded or in any other language, the



application will be considered as invalid. (In the case of candidates who cannot write, may get the text of declaration typed and put their left hand thumb impression (if not able to sign also) below the typed declaration and upload the document as per specifications.)

- 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.”
- **The signature, left thumb impression and the hand-written declaration should be of the applicant and not by any other person.**
- Signature / hand-written declaration in CAPITAL LETTERS shall NOT be accepted.
- The left thumb impression duly scanned and not smudged.
- The signature will be used to put on the Call letter and wherever necessary.
- The applicant's signature on the attendance sheet or Call letter, signed at the time of the examination should match the uploaded signature. In case of mismatch, the applicant may be disqualified.
- File type should be jpg / jpeg

Documents	Size	Dimensions	File size
Signature	3 cm x 3 cm (width into height)	140 x 60 pixels	10 kb to 20 kb
Left hand thumb impression		240 x 240 pixels in 200 dpi	20 kb to 50 kb
Hand-written declaration	10 cm x 5 cm (width into height)	800 x 400 pixels in 200 dpi	50 kb to 100 kb

Scanning the Documents :

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above
- Crop the image in the scanner to the edge of the documents, 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: image 01.jpg or image 01.jpeg
- Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain documents in .jpeg by using MS Paint or MsOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu and size can be adjusted by using crop and then resize option.
- **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 :

- While filing in the Online Application Form the candidate will be provided with separate links for uploading photograph, signature, left thumb impression and handwritten 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 handwritten declaration as specified.
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity / quality.

Note:

- (1) **Candidate should also ensure that photo is uploaded at the place of Photo, signature at the place of signature, left hand impression is uploaded at the place of left hand impression and hand written declaration at the place of hand written declaration. If any of the document is not uploaded properly at the respective place, candidate will not be allowed to appear for the exam.**
- (2) **In case the face in the photograph or signature or left thumb impression or the handwritten declaration is unclear/ smudged, the candidate's application may be rejected.**
- (3) **After uploading the photograph/ signature/ left thumb impression / handwritten 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 handwritten declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or handwritten declaration, prior to submitting the form.**
- (4) **After registering online candidates are advised to take a printout of their system generated online application forms.**

NOTE: Please note that all the particulars mentioned in the online application 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/or 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 passport size photograph, signature, left thumb impression and the hand written declaration uploaded in the online application form/ unsuccessful fee /intimation charges 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 would be accepted. Incomplete 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.

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

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

- (i) using unfair means or
- (ii) impersonating or procuring impersonation by any person or
- (iii) misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- (iv) resorting to any irregular or improper means in connection with his/ her candidature or
- (v) obtaining support for his/ her candidature by unfair means, or
- (vi) carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:
 - (a) to be disqualified from the examination for which he/ she is a candidate
 - (b) to be debarred either permanently or for a specified period from any examination conducted by the company.
 - (c) for termination of service, if he/ she has already joined the company.

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

CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.

Deputy General Manager
New Delhi

Human Resource Department
Date: 22.03.2023



ANNEXURE I

SCRIBE DECLARATION FORM

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 fulfil 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.

Signature of the Scribe
Postal address of the Scribe

Signature of the Candidate
Roll No.
Registration No.
Postal address of the candidate

Mobile No. of the scribe
Landline No. of the scribe

Mobile No. of the candidate
Landline no. of the candidate'

Signature of the Invigilator

Photograph of the
scribe



Government of

(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

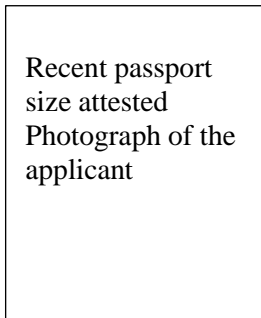
Certificate No. _____ Date: _____

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;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. 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 the Officer _____

Name _____

Designation _____

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.

NOTE: - The Income and Asset Certificate issued by anyone of the following authorities in the prescribed format as given above 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 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 area where the candidate and/or his family normally resides.

Classification: **Restricted**



**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 State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act, 1987.]:

- * 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;
- * The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act 2002;
- * The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002;
- * The Constitution (Scheduled Caste and Scheduled Tribes) Orders (Amendment) Act, 2002;
- * The Constitution (Scheduled Castes) Order (Second Amendment) Act, 2002;

#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 of Shri / 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/torn* _____ of _____ District /Division* of the State / Union Territory of _____.

Signature _____

Designation _____
(with seal of Office)

State/Union Territory

Place :

Date :

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

*Please delete the words

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.

Note : The Certificate is subject to amendment/ modification of Scheduled Castes and Scheduled Tribes lists from time to time.



**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 ofof 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

*- 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.

**The Prescribed proforma shall be subject to amendment from time to time as per Government of India
Guidelines.**



Form-V
Certificate of Disability

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

(Prescribed proforma subject to amendment from time to time)
(Name and Address of the Medical Authority issuing the Certificate)

Recent passport
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
- dwarfism
- blindness

(Please tick as applicable)

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

(A) he/she has _____ % (in figure) _____ percent (in words) permanent locomotor disability/dwarfism/blindness in relation to his/her _____ (part of body) as per guidelines (.....number and date of issue of the guidelines to be specified).

2. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

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

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



Form - VI
Certificate of Disability
(In cases of multiple disabilities)
 (Prescribed proforma subject to amendment from time to time)
(Name and Address of the Medical Authority issuing the Certificate)

Recent passport
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 am 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 (.....number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

S. No	Disability	Affected Part of body	Diagnosis	Permanent physical impairment / mental disability (in %)
1	Locomotor disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Dwarfism			
5	Cerebral Palsy			
6	Acid attack Victim			
7	Low vision	#		
8	Blindness	#		
9	Deaf	£		
10	Hard of Hearing	£		
11	Speech and Language disability			
12	Intellectual Disability			
13	Specific Learning Disability			
14	Autism Spectrum Disorder			
15	Mental illness			
16	Chronic Neurological Conditions			
17	Multiple sclerosis			
18	Parkinson's disease			
19	Haemophilia			
20	Thalassemia			
21	Sickle Cell disease			



(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (.....number and date of issue of the 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

£ e.g. Left/Right/both ears

4. The applicant has submitted the following document 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 Seal of the Chairperson

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



Form – VII
Certificate of Disability
(In cases other than those mentioned in Forms V and VI)
 (Prescribed proforma subject to amendment from time to time)
(Name and Address of the Medical Authority issuing the Certificate)

Recent passport 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 he/she is a case of _____ disability. His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (.....number and date of issue of the guidelines to be specified) and is shown against the relevant disability in the table below:-

S.No	Disability	Affected Part of body	Diagnosis	Permanent physical impairment / mental disability (in %)
1	Locomotor disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Cerebral Palsy			
5	Acid attack Victim			
6	Low vision	#		
7	Deaf	€		
8	Hard of Hearing	€		
9	Speech and Language disability			
10	Intellectual Disability			
11	Specific Learning Disability			
12	Autism Spectrum Disorder			
13	Mental illness			
14	Chronic Neurological Conditions			
15	Multiple sclerosis			
16	Parkinson's disease			
17	Haemophilia			
18	Thalassemia			
19	Sickle Cell disease			

(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) _____

@ - eg. Left/Right/both arms/legs

- eg. Single eye/both eyes

€ - eg. Left/Right/both ears

4. The applicant has submitted the following document 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 Chief Medical
Officer/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 certificate of disability 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



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.

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 _____.

He is due for release/ retirement on completion of his specific period of assignment on or before 31.03.2022.

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 _____ serving in the Army/Navy/Air Force from _____ .

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

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.