



## **GENERAL INSURANCE CORPORATION OF INDIA**

**(A wholly owned Government of India Company)**

### **RECRUITMENT OF SPECIALIST OFFICERS**

#### **GENERAL INSTRUCTIONS : FOR ONLINE APPLICATION :**

**How to apply:** Candidates satisfying the eligibility conditions *have to apply through online registration system of GIC i.e. [www.epostonline.in/GIC](http://www.epostonline.in/GIC)*

*Online submission of the applications will be allowed on the website between **15<sup>TH</sup> OCTOBER'2011 to 5TH NOVEMBER 2011**. No other means/mode of application shall be accepted.*

*While applying on-line, candidate should have the following readily available.*

- ❖ *E-mail ID (which must be valid for at least one year from the date of application)*
- ❖ *Mobile No (which must be valid for at least one year from the date of application)*
- ❖ *Non refundable Crossed demand draft of **Rs. 500/-** as Processing and Examination fees. (Rupees Five Hundred Only) by means of an **A/c Payee Demand Draft** in favour of "**GENERAL INSURANCE CORPORATION OF INDIA**", payable at **Mumbai**, which is not refundable. (Candidates belonging to SC/ST category and PH candidates and the employees of GIC and GIPSA Member Companies are exempted from the fees).Please mention your Full Name and Registration Number on the reverse of the Demand Draft. Money Order / Postal Order or any other mode of payment is not acceptable.*
- ❖ *The DD details (if applicable) and valid e-mail ID are mandatory fields without which applications will not be registered. **GEN/OBC Applicants belonging to GIC/GIPSA Member companies, will however need to fill up Rs.500/- as dummy amount in the fees column and write "9999" in draft details for reasons of software validation.***
- ❖ *A recent (not more than 1 month old) colour passport size photograph of the full face (front view) MUST be pasted neatly in the space provided in the Online Registration Slip.*

#### **STEPS FOR APPLYING**

**STEP 1:** Visit our website [www.epostonline.in/GIC](http://www.epostonline.in/GIC)

**STEP 2:** Click on "**Advertisement** " to view the full **details before applying** .

**STEP 3:** There are two links "**Apply Online**" and "**Reprint Registration Slip**".

**STEP 4:** Click on "**Apply Online** " to fill up the application form .Note that you must keep your Demand Draft ready with you before applying ,as applicable.Please choose your nearest Written

Test Centre. Allocation of centre/venue shall be at the sole discretion of GIC ,depending upon availability of sufficient number of candidates.

**STEP 5:** After you fill the Application form, click on “**SAVE BUTTON**” to proceed to next step.

**STEP 6 :** Now take a **Print** of the registration slip. Please note your unique registration number for future correspondence.

**STEP 7:** Paste a recent passport size photograph on the registration slip, put your signature ,attach the DD (Candidates should take special care not to staple the Demand Draft. They should use pins for fastening all documents / demand drafts) and Self-attested copies of the supportive documents, testimonials, qualification and age proof certificates and send the same by ordinary post/ speed post at the address given below. Only original registration slip (no photocopy) shall be accepted.

Please send your Registration Slips with DD and other supportive documents by **ORDINARY POST / SPEED POST** so as to reach latest by **14<sup>th</sup> NOVEMBER’2011 to The Advertiser-GIC Re, Post Bag No 99, G P O KOLKATA ,KOLKATA-700001, superscribing the Envelope as “APPLICATION FOR THE POST OF ASSISTANT MANAGER ( SPECIALIST ) IN GIC “.**(Please indicate the Stream / Discipline for which you have applied also )

**STEP 8:** If your candidature is found eligible you will be intimated by **e-mail/sms** regarding the written test. On receipt of the **e-mail / sms** you will have to once again login to **www.epostonline.in/GIC** and click on "**DOWNLOAD ADMIT CARD**" **OPTION.**

**STEP 9:** Print the admit card and paste a recent passport size photograph, self attest the same by signing across your photograph carry the ADMIT CARD to the examination centre on the date and time indicated therein. Photograph affixed on the registration slip and admit card, should be the same.

#### GENERAL GUIDELINES

- Submission of registration slip after the closing date will not be accepted. GIC is not responsible for any postal delay / wrong delivery / loss in transit. No registration slip will be received after the closing date of application.
- Registration slip received with more than one Demand Draft and photocopies of Registration slip/Demand Draft will be rejected.
- The candidature of such candidate whose registration slip along with documents is received after 14<sup>TH</sup> November’2011 shall be rejected as Time Barred.
- GIC will not be responsible for any loss of email/admit card sent, due to invalid/wrong email id etc.
- **Admit Card will not be sent by post. It should be downloaded by the candidates from the website.Candidates will be allowed to appear for the Written Test only with Admit Card and not with the Registration Slip.**

- *Candidates should retain a photocopy of their Demand Draft and Registration Slip for future reference.*

**ENCLOSURES REQUIRED**

Enclose attested copies of the (i) HSC Certificate showing Date of Birth, (ii) Degree/PG Certificates and Mark Sheets, (iii) Certificate regarding prescribed professional training, (iv) Caste Certificate (v) Disability Certificate wherever applicable (vi) Ex-Servicemen Release Order wherever applicable (vii) Evidence of Domicile for the period from 1.1.1980 to 15.8.1985 in the case of Assam State Residents (for age relaxation purpose).

1. Caste Certificate in respect of SC/ST/OBC candidates is to be obtained from the following authorities :-

(a) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner / Additional Deputy Commissioner/Deputy Collector/ First Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner (Not below the rank of First Class Stipendiary Magistrate).

(b) Chief Presidency Magistrate/Additional Chief Presidency Magistrate / Presidency Magistrate.

(c) Revenue Officer not below the rank of Tehsildar.

(d) Sub-Divisional Officer of the area where the candidate and/ or his family normally resides.

(e) In so far as the Scheduled Tribes community of Tamil Nadu is concerned, the Certificate issued by the Revenue Divisional Officer only is acceptable and not by the Tehsildar.

2. For claiming reservation under OBC category, candidate should belong to such Caste or Community which are common to both the lists in respect of Mandal Commission and the State Governments list from the State of his origin (as per the list published by the Central Government). The benefit of reservation shall not apply to persons/section belonging to 'Creamy Layer' as specified vide Column 3 of the Schedule of the Department of the Personnel and Training OM No. 36012/22/93-Estt. (SCT) dated 8.9.93 and produce Certificate as per Proforma prescribed by Ministry of Personnel, Public Grievances and Pensions, Government of India which should include that they do not belong to Creamy Layer.

3. Candidates serving in Govt./Quasi Govt. / Public Sector Undertakings will have to forward an ADVANCE COPY in case their original applications are required to be routed through proper channel. Original application with No Objection Certificate should reach **The Advertiser-GIC Re, Post Bag No 99, G P O KOLKATA ,KOLKATA-700001, superscribing the Envelope as "APPLICATION FOR THE POST OF ASSISTANT MANAGER ( SPECIALIST ) IN GIC -ADVANCE COPY**

4. In addition to minimum prescribed marks in written examination, Group Discussion and Interview, the Corporation reserves the right to relax / extend the minimum eligibility standards in order to enhance / restrict the number of candidates to be called for interview/Group Discussion, based on performance in the written examination and commensurate with the

number of vacancies.

5. In case of any doubt, decision of Chairman-cum-Managing Director of the Corporation will be final and binding. Corporation takes no responsibility for any delay in receiving the application or for loss of application in transit, as also delay in receiving call letters for written test / interview by the candidates due to postal delay. No communication will be entertained in this regard.

6. Withdrawal of candidature on account of non-furnishing of any information will not confer any right to carry forward or retain the candidature for future recruitment.

7. Application once submitted will not be allowed to be withdrawn and the fee once paid will not be refunded nor would this fee be held in reserve for future examination / selection. Applications with defective demand drafts shall be liable for rejection.

**8. Application not accompanied by relevant certificate/s, wherever necessary or requisite fee or not in the prescribed format, or not signed by the candidate or incomplete in any respect, will not be entertained.**

- *GIC reserves the right to cancel / restrict / enlarge / modify / alter the recruitment process, if need so arises, without issuing any further notice or assigning any reason thereafter.*
- *In case any ambiguity / dispute arises on account of interpretation in versions other than English, the English version will prevail.*
- *Court of jurisdiction for any dispute will be at Mumbai.*
- *While applying for the above post, the applicant must ensure that he/she fulfills the eligibility and other norms mentioned above, as on the specified dates and the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment / selection 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 fact(s), his/her candidature will automatically stand cancelled. If any of the above shortcoming(s) is / are detected even after appointment, his/her services are liable to be terminated without any notice.*
- *Candidates must remain in constant touch with company's Notice Board on the website **www.epostonline.in/GIC** for information regarding dates of written test, interview etc.*

<b>IMPORTANT DATES ( Tentative )</b>	
<i>Commencement of online registration of applications by candidates</i>	<b>15th October'2011</b>
<i>Last date for Online Registration</i>	<b>5th November'2011</b>
<i>Last date for accepting registration slips with required documents by post</i>	<b>14th November'2011</b>
<i>Intimation to candidates regarding Downloading of admit cards by sms/email latest by</i>	<b>25th November'2011</b>
<i>Tentative Date of Written Test</i>	<b>4th December'2011</b>

**List of following Documents (copy) to be attached with the Application:**

<i>i)</i>	<i>Application Fee, wherever applicable</i>	
<i>ii)</i>	HSC Certificate showing Date of Birth,	
<i>iii)</i>	Degree/PG Certificates and Mark Sheets	
<i>iv)</i>	Certificate regarding prescribed professional training/Qualification	
<i>v)</i>	<i>Caste Certificate in case of SC / ST / OBC candidates</i>	
<i>vi)</i>	Disability Certificate wherever applicable	
<i>vii)</i>	Ex-Servicemen Release Order wherever applicable	
<i>viii)</i>	Evidence of Domicile for the period from 1.1.1980 to 15.8.1985 in the case of Assam State Residents (for age relaxation purpose).	

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