

RECRUITMENT PROCEDURE FOR SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF



आपत्काले रक्षिष्यामि

General Insurance Corporation of India

(Amended upto 31st March, 2005)

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**RECRUITMENT PROCEDURE FOR SUPERVISORY, CLERICAL AND SUBORDINATE
STAFF FORMULATED BY PERSONNEL COMMITTEE DATED 24.12.1975 & DATED
15.4.1976 AND CONFIRMED BY GIC BOARD ON 6.2.1976 & 25.6.1976**

UPDATED WITH SUBSEQUENT BOARD AMENDMENTS

I - GENERAL

Determination of Vacancies :

1. The posts in various categories of clerical and subordinate staff at the various offices of each Company shall be sanctioned from time to time, by the Chairman-cum-Managing Director of the Corporation. Each Regional Office shall compare the number of posts sanctioned for the various offices in its jurisdiction with the number of posts actually existing, and shall determine the number of vacancies as on a particular date, in various categories at the offices in its jurisdiction. For the departments of Head Office of the Company, this exercise shall be carried out at the Head Office.

2. The posts in various categories at the Office/s of the Corporation shall be sanctioned by the Chairman-cum-Managing Director of the Corporation. The number of vacancies to be filled by recruitment shall be determined and the necessary recruitment shall be effected by the Office of the Corporation.

3. The vacancies determined as above shall be announced in advance, and the recruitment shall be effected strictly within the vacancies sanctioned.

4. Appointing Authorities :

The Appointing Authorities shall be as indicated below :-

(a) For appointments to be made at GIC/Head Offices of Subsidiary Companies

<u>Cadre to which the appointments are to be made</u>	<u>Appointing Authority</u>
i) Senior Assistant and Stenographer	Manager nominated by *Chairman-cum-Managing Director.
ii) Other Staff	Deputy Manager nominated by Chairman-cum-Managing Director.

(b) For appointments to be made at Regional/Area Offices and at other offices under the control of Regional/Area Offices

<u>Cadre to which the appointments are to be made</u>	<u>Appointing Authority</u>
i) Senior Assistant and Stenographer	Regional/Area Manager concerned.
ii) Other Staff	Deputy Manager nominated by Regional/ Area Manager concerned.

* **Board Meeting dt. 31.3.2005**

5. The Appointing Authority shall be the authority to appoint persons in the relevant cadres. He will generally be guided by the report of the Selection Committee referred to in paragraph 22 below. Ordinarily, the Appointing Authority shall accept the report of the Selection Committee, but if in particular case/s, the Appointing Authority decides to differ from the recommendations of the Selection Committee, he shall record in writing the reason/s for his differing with the recommendations of the Committee.

6. Recruitment shall ordinarily be made only in Entry Grades, which are the grades of Subordinate Staff, Driver and Assistant. However, in exceptional circumstances and as provided in paragraphs 12, 27 and 28 of this procedure, the Chairman-cum-Managing Director may authorise recruitment in grades other than Entry Grades.

7. Mode of Recruitment :

Recruitment shall be effected at the centre of vacancies. In other words, the recruitment for vacancies at the various offices under a Divisional Office shall be effected at the Divisional Office, those at the Regional/Area Office shall be effected at Regional/Area Office and those at the Head Office shall be effected at the Head Office.

8. Recruitment of employees in the grade of Assistant shall be made by advertising the vacancies in local newspapers, both in English and in Regional Languages. Besides, the Regional Employment Exchange shall also be approached and requested to recommend the names of eligible candidates from amongst those registered with them. * Where the number of vacancies at a recruitment centre is less than five, the Company may at its discretion not advertise the vacancy/ies in the local newspapers and the entire recruitment may be made from amongst the candidates sponsored by the Employment Exchange/SC/ST Welfare Association or such other Welfare Organisation for Physically Handicapped personnel etc.

* **Board Meeting dt. 6.11.1985**

9. For recruitment in the grades of Subordinate Staff including that of Drivers, no advertisement shall be inserted, but the entire recruitment shall be made from amongst the candidates recommended by the Employment Exchanges.

*10. While notifying the vacancies, reservation of posts for SC/ST/OBC# shall be provided at in reservation percentages prescribed in the Brochure for Reservation of SC/ST/OBC# for State/Union Territory, in which the recruitment centre is located. In addition, the reservation for Ex-servicemen and Physically Handicapped persons shall also be provided on the basis of guidelines circulated by the Government# from time to time.

** The Competent Authority for de-reserving the vacancies shall be the C.M.D. of the Corporation.

* **Board Meeting dt.11.6.1984**

Board Meeting dt.27.10.1995

** **Board Meeting dt.30.3.2005**

11. All candidates recruited (other than those selected for the post of Subordinate Staff) shall be appointed initially on probation for a period of 6 months. Normal training will be imparted to these employees but within the probation period of 6 months. The initial probation period of 6 months may be extended by a further period of 6 months in the case of all class of employees so recruited.

The Management reserves the right to ask the candidates recruited to undertake any training programme prescribed by them even after their confirmation.

Subordinate Staff shall be appointed initially on probation for 6 months.

12. Recruitment for specialised cadres like Stenographer, Buildings and Estate Supervisors, Audit Assistants etc., can be made in grades other than Entry Grades, if authorised by Chairman-cum-Managing Director.

II - CONDITIONS OF ELIGIBILITY

13. The candidates satisfying the following conditions shall be eligible for recruitment :-

- a) Age limit as specified in paragraphs 14 and 15 below;
- b) Qualifications as laid down in paragraph 16 below;
- c) Satisfactory performance in the pre-recruitment test referred to in paragraph numbers 17 to 21 below;
- d) Satisfactory performance at the interview referred to in paragraph numbers 22 to 25 below;
- e) Satisfactory medical report referred to in paragraph 26 below.

14. Age :

Only those candidates who have completed 18 years of age but have not completed #30 years of age on the 30th day of June of the calendar year during which the recruitment is being made, shall be eligible for recruitment.

Existing employees who are otherwise eligible for recruitment as Assistants may be given relaxation in age to the extent of 5 years.

@ Candidates who submit satisfactory proof of residence that they were ordinarily resident in Assam during the period from 1.1.1980 to 15.8.1985 may be allowed relaxation in upper age limit to the extent of 6 years.

@ **Board Meeting dt. 20.1.1987**

Board Meeting dt. 28.5.1998

15. For candidates belonging to SC and ST and for displaced persons from East Pakistan who have migrated to India on or after 1.1.1964, the maximum age shall be *35 years. \$ In case of Physically Handicapped persons, the maximum age shall be *40 years. For Ex-servicemen, the maximum age may be enhanced by the number of years of service put in by the candidates in the Armed Forces plus 3 years, provided that the maximum age in these cases does not exceed 45 years. The case of those Ex-servicemen whose age exceeds 45 years may be referred to the GIC with full details, for deciding whether the maximum age requirement may be relaxed even beyond the age of 45 years.

@The maximum age limit prescribed for direct recruitment shall be relaxed by three years in respect of OBC candidates.

\$ **Board Meeting dt. 17.3.1979**

(**Personnel Committee dt. 16.2.1979**)

@ **Board Meeting dt. 27.10.1995.**

* **Board Meeting dt. 28.5.1998**

16. Qualification : The minimum qualifications shall be as specified below :-

(a) For Recruitment in the scale of Assistants :

(1) Other than Typists

- (i) Graduate of a Recognised University OR Pass in HSC with 60% marks. (50% for Ex-servicemen, SC/ST, and Physically Handicapped candidates); and
- (ii) Knowledge of regional language i.e. Language of the State of Recruitment is essential.

(2) Typists

- (i) Graduate of a Recognised University OR pass in HSC with 55% marks. (45% for SC/ST, Ex-servicemen and Physically Handicapped candidates);
- (ii) Knowledge of regional language i.e. Language of the State of Recruitment is essential; and
- (iii) The candidate must in addition have a speed of at least 40 words per minute in typing.

If the post is that of a Comptist, the candidate must have at least 3 years' experience as Comptist, besides satisfying the minimum qualifications prescribed for recruitment as Assistant.

(b) Adrema Machine Operators and Punch Card Operators

- (i) Graduate of a Recognised University or passing HSC with 60% passing marks; and
- (ii) Knowledge of regional language i.e. Language of the State of Recruitment is essential.

Besides, Adrema Machine Operators shall have a minimum speed of 4 plates in half an hour, mistakes not to exceed 2% and Punch Card Operators shall have a minimum speed of 16 cards, with 50 depressions per card in 10 minutes, mistakes not to exceed 2%.

Board Meeting dt. 6.11.85 and 15.3.1991

(c) Stenographers

- (i) Graduate of a Recognised University OR Pass in HSC with 55% marks (45% for SC/ST, Ex-servicemen and Physically Handicapped candidates);
- (ii) A speed of at least 100 words per minute in shorthand and at least 40 words per minute in typing; and
- (iii) Knowledge of regional language i.e. Language of the State of Recruitment is essential.

(d) Peons

- (i) Should have passed VIII Standard and should be able to understand simple English.

Candidates who have passed SSC/Matriculation examination may also be considered provided they have not secured 55% marks or more at SSC or 45% marks or more at HSC nor satisfy eligibility conditions for recruitment to the post in the scale of Assistant or above. Recruitment of candidates with pass in SSC/Matriculation shall not exceed 25% of the posts filled in by recruitment to the post of Peon; and

- (ii) Knowledge of regional language i.e. Language of the State of Recruitment is essential.

*(iii) Conversion of (Full time) Sweepers, Farashes, Chowkidars etc. to the post of Sub-Staff (Peon):

Twenty Five percent of the vacancies arising in the cadre of Sub-staff (Peons) will be reserved for being filled in by conversion of full time Sweepers, Farashes, Chowkidars etc. as have put in a minimum of five years service even though they may not be possessing minimum educational qualifications prescribed for direct recruitment to the post of Sub-staff (Peon). They should, however, possess elementary literacy to read either English or Hindi or regional language.”

(e) Drivers

Besides qualifications prescribed above for Peons, the Drivers should possess a valid driving licence and should not have been convicted of any offence relating to the driving of cars in a rash and negligent manner.

(f) Other Subordinate Staff

Ability to perform their duties efficiently.

** Working Knowledge of Hindi :

Note :To encourage the use of Hindi in our offices and comply with the guidelines that may be issued from time to time, Chairman-cum-Managing Director,GIC may issue administrative instructions, stipulating working knowledge of Hindi to be an essential condition for recruitment in `B' and `C' regions, other things being equal, candidates having working knowledge of Hindi could be given preference.

Working knowledge of Hindi is defined in the official language Rules, 1976, which reads as under :-

An employee shall be deemed to have acquired a working knowledge of Hindi -

(a) If he has passed -

- (i) The matriculation or an equivalent or higher examination with Hindi as one of the subjects; or
- (ii) The Pragma Examination conducted under the Hindi Teaching Scheme of the Central Government or when so specified by the Government in respect of any particular category of posts, any lower examination under that Scheme; or
- (iii) Any other examination specified in that behalf by the Central Government; or
- (iv) If declares himself to have acquired such knowledge in the form annexed to these rules.

* **Board Meeting dt. 21.11.1997**

** **Board Meeting dt. 18.9.1987**

* **16A.** Relaxation in respect of minimum educational qualification to be granted to Ex-servicemen for recruitment to the following posts :

<u>P O S T</u>	<u>Minimum educational qualifications</u>
1.a) Assistant/Comptist b) Typist/Stenographer	Graduate or HSC with 50% Graduate or HSC with 45%
2. Adrema Machine Operator/ Punch Card Operator	Graduate or Intermediate with 40% marks or Matriculation with 50% marks.
3. Peon	Middle School or Ex-servicemen with 3 years' service in the armed forces.
4. Driver	Middle School or Ex-servicemen with 3 years' service in the armed forces.
5. Other Subordinate Staff	All Ex-servicemen should be preferred.

\$ **NOTE** : For recruitment to any cadres in the scale of Assistant or Stenographer in paragraph 16 and 16A above, the candidate should have passed in English as one of the subjects at SSC/Intermediate/Graduation level.

* (*Board Meeting dt. 17.2.1978*)
(*Personnel Committee dt. 24.12.1977*)

\$ *Board Meeting dt. 17.3.1979*
(*Personnel Committee dt. 16.2.1979*)

@@ MATTERS RELATING TO EX-SERVICEMEN

The Board noted the administrative instructions dated 31st March, 1989 issued by Chairman-cum-Managing Director on the basis of decision conveyed by the Ministry of Finance regarding fixation of pay of Ex-servicemen on their re-employment in General Insurance Industry.

16B. "A matriculate Ex-Serviceman (which term includes an Ex-Serviceman, who has obtained the Indian Army Special Certificate of Education or the corresponding certificate in the Navy or the Air Force), who has put in not less than 15 years of service in the Armed Forces of the Union may be considered eligible for recruitment to the posts in the scale of Assistants/ Stenographers."

The Board also authorised the Chairman-cum-Managing Director to issue detailed administrative instructions and make necessary changes in the Recruitment and Promotion Rules and various Loan Schemes to give effect to further decisions conveyed by the Ministry of Finance on matters relating to recognition of Army Qualifications, reservation of vacancies and provision of loan facilities to Ex-Servicemen as mentioned in the Note.

@@ Board Meeting dt. 23.6.1989 & 19.11.1990 (to be effective from 26.7.1989)

III - PRE-RECRUITMENT TEST

17. The candidates for recruitment to all posts other than those of Subordinate Staff shall have to appear for a pre-recruitment test to be conducted by the Corporation/Company at selected centres and shall not be considered for appointment if they fail to reach the requisite standard. \$ The guidelines for the Recruitment Tests for the post of Assistants and Typists are as under :-

(a) Test paper for the post of Assistants :

For recruitment of Assistants, two test papers shall be conducted - one test paper judging the candidate's knowledge of English and his General Knowledge and second test paper in Arithmetic, for judging his numerical aptitude.

I. Test paper on English and General Knowledge

This paper shall carry 100 marks for a duration of two hours laying emphasis on the knowledge of English and General Knowledge. The English part of the paper shall carry maximum of 75 marks and General Knowledge part shall carry minimum of 25 marks. The English part of the test paper shall have equal emphasis on English composition (consisting of Essay, Precise/Letter writing) and English Grammar. The second part of the test paper on General Knowledge shall be aimed at testing the candidate's General Intelligence and his knowledge of important current events.

II. Test paper on Arithmetic

The second test paper consisting of questions on Arithmetic only shall be for the duration of one hour and shall carry maximum of 50 marks. It shall consist of problems to test his numerical aptitude.

(b) Test paper for the post of Typists :

There shall be only one test paper for the post of Typist of the duration of 1-1/2 hour. The maximum number of marks shall be 100. This test paper may be divided into two parts - (i) General English and (ii) General Knowledge. In the section on English language which shall carry 70 marks, more emphasis shall be laid on English Grammar (like Synonyms, Antonyms, correction of sentences, difference in pairs of words, filling the blanks, correct spellings, direct/indirect speech, use of idioms and phrases etc.) and less emphasis on composition. The section on General Knowledge aimed at testing the candidate's General Intelligence and/or his knowledge of important current events shall carry 30 marks.

\$ Board Meeting dt. 17.3.1979
(Personnel Committee dt. 16.2.1979)
Board Meeting dt. 23.5.1980

As the recruitment procedure does not contain details in regard to allocation of marks in the different parts of objective test, etc., it has been decided that in the interest of uniformity the following pattern may be observed :-

i) Stenographers :-

Objective Test	..	marks	60
Test of Reasoning	-	15 marks	
Test of General Knowledge	-	15 marks	
Test of Clerical Aptitude	-	15 marks	
Test of Numerical Aptitude	-	15 marks	
Descriptive Test	..	marks	40
		Total marks	100

ii) Assistants (Clerical) :-

Objective Test	..	marks	60
Test of Reasoning	-	15 marks	
Test of General Knowledge	-	15 marks	
Test of Clerical Aptitude	-	15 marks	
Test of Numerical Aptitude	-	15 marks	
Descriptive Test	..	marks	40
		Total marks	100

iii) Assistants (Non-Clerical) :-

Objective Test	..	marks	70
Test of Reasoning	-	25 marks	
Test of General Knowledge	-	25 marks	
Test of Numerical Aptitude	-	20 marks	
Descriptive Test	..	marks	30
		Total marks	100

***18.** The qualifying marks at the (written) test shall be 50% in the aggregate. In the case of candidates belonging to Scheduled Castes/Scheduled Tribes/Other Backward Class* and in case of Physically Handicapped candidates the percentage shall be 40 and in case of person from East Pakistan/Bangladesh* who have migrated to India on or after 1.1.1964 and for ex-servicemen, the percentage shall be 45.

** Board Meeting dt. 27.10.1995.*

***18A.** SC/ST/OBC candidates who qualify on their own merit and have not availed of the age concession and/or relaxed standard, but have come in the general merit list, shall not be adjusted against vacancies reserved for the respective category of candidates belonging to SC/ST/OBC."

** Board Meeting dt. 27.10.1995 (New paragraph).*

19. In addition to the above, candidates for the post of Stenographers, Typists, Adrema Machine Operators and Punch Card Operators shall have to satisfy the test of minimum speed referred to above.

20. Separate lists of candidates belonging to the categories of -

- (a) Scheduled Castes
- (b) Scheduled Tribes
- (c) (i) Ex-servicemen
(ii) Dependants of Ex-servicemen killed in action
- (d) Physically handicapped persons
- * (e) Other Backward Classes
- (f) Other candidates

who have been successful at the pre-recruitment test shall be prepared in descending order of marks secured at the test. Out of these, the top most candidates equal in number to 3 times the number of relevant vacancies to be filled in, in each region and in each category, shall be called for oral interview.

* **Board Meeting dt. 27.10.1995.**

21. Provision regarding constitution of panel of senior officers to interview candidates deleted vide Board Meeting dated 17th March, 1979 (Personnel Committee dated 16.2.1979)

IV. INTERVIEWS

22. The Appointing Authority shall constitute Committees to interview the eligible candidates for their final selection. The constitution of the Committees shall be as indicated below :-

<u>Cadre to which the appointments are to be made</u>	<u>Constitution of the Committee</u>
(a) Sr.Asstt./Stenographer	D.Ms. and two other Officers not below the rank of A.O.
(b) Other Staff in Clerical	A.M. and two other Officers not below the rank of A.O.
(c) Subordinate Staff	A.O. and two other Officers not below the rank of A.A.O.

NOTE 1. At least one of the Committee members on each Committee shall be from the concerned department where the vacancy arises.

@@ NOTE 2. Where considered necessary, Appointing Authority may nominate members who are not Officers of the Company/ Corporation to be associated with the Interview Committee.

@@ **Board Meeting dt. 22.12.1980**

23. In selecting the candidates for recruitment, the Committee concerned shall take into account the qualifications of the candidate, his performance at the pre-recruitment test and at the interview, and shall allot marks out of a maximum of 50. A maximum of 25 marks shall be allotted for the candidate's performance at the pre-recruitment test, and a maximum of 25 marks shall be allotted for his/her performance at the interview. Each candidate shall be asked to state in writing at the time of interview, two places of posting in order of preference. Separate lists for the various categories of candidates specified in para 20 above, shall be prepared centrewise according to the preference of the candidate, and in order of merit. All the candidates selected as fit for recruitment will be included in the lists. The vacancies at each centre shall be filled up strictly in order of merit - the reserved vacancies for a particular

category being filled up from the list of candidates belonging to that category and the other vacancies being filled up from the list of other candidates. From the remaining candidates separate 'Reserve' lists according to the various categories of candidates specified in paragraph 20 above shall be prepared centrewise. The 'Reserve' Lists shall consist of about 50% of the number of announced vacancies. The 'Reserve' List shall be utilised for recruiting if necessary, candidates during the period upto the following pre-recruitment test.

\$ If the vacancies reserved for Scheduled Castes/Scheduled Tribes, Ex-servicemen, and Dependants of those killed in action cannot be filled up for three consecutive years (in case of physically handicapped persons, two recruitment years) Board of the Corporation/Company may consider final de-reservation of the concerned vacancies.

***\$ Board Meeting dt. 17.3.1979
(Personnel Committee dt. 16.2.1979)***

The Board noted that the Central Board of Secondary Education has introduced insurance as an elective subject in the Plus 2 stage. The Board welcomed this and decided that in the Recruitment Procedure for Class III employees in the General Insurance Industry preference may be given to graduates who had taken insurance as an elective subject in the Plus 2 stage.

Board Meeting dt. 27.1.1982.

24. For recruitment to the post of Subordinate Staff, selection shall, as far as possible, be from amongst the local people only.

25. The candidates called for interview shall have to appear for interview at their own cost and no expenses whatever shall be paid to them.

V. SATISFACTORY MEDICAL REPORT

26. The candidates selected by the selection committee for recruitment shall be advised to appear before a specified Medical Examiner for a general check-up of his health and the appointment shall be offered to the candidates only after getting a satisfactory medical report from the examiner. The cost of such medical examination shall be borne by the Company concerned or the Corporation, as the case may be.

VI. RECRUITMENT OF WIDOWS/WIDOWERS/SONS/UNMARRIED DAUGHTERS OF EMPLOYEES WHO DIE WHILST IN SERVICE

27. There is no obligation on the part of the Corporation or any of the Subsidiary Companies to offer employment to the dependants of employees who die while in service. In view of this there would be no question of effecting any special recruitment to offer employment to the above category of persons. However, when any recruitment against sanctioned vacancies is being effected, the following concessions may be granted to the above category of persons.

(a) Widows/Widowers of employees who die whilst in service

If she/he is not earning and has completed 18 years of age and is not above 45 years of age, she/he may be appointed to the post mentioned below, if she/he fulfills the minimum qualifications stipulated against it :-

<u>Recruitment for post of</u>	<u>Minimum Qualifications</u>
1. Assistant	S.S.C. with 45% and knowledge of English essential.
2. Record Clerk	S.S.C. & knowledge of English essential.
3. Peon	VII Standard.
4. Other Subordinate Staff	Same as applicable to outside candidate i.e. ability to perform their duties, efficiently.

* (b) Sons/unmarried daughters/dependant brother(s) or sister(s) of unmarried deceased employees :

If the widow/widower of the deceased employee is either ineligible or unwilling to take up employment, the concessions that would have been given to the widow/widower if she/he would have been eligible and willing for recruitment may be given to one dependant son or one unmarried dependant daughter of the deceased employee. In case of an unmarried deceased employee, who was the only bread winner of the family, his/her dependant brother or sister may be given the concession as in sub-para (a) above.

Provided that the said son/daughter/brother/sister has completed 18 years of age but has not completed 30 years of age on the date of recruitment.

Provided further that where the deceased employee's dependant possesses professional qualification justifying appointment in a cadre higher than the Clerical cadre, Chairman-cum-Managing Director, GIC under the powers vested in him by GIC Board, may consider such appointments on merits of each case in a higher cadre without having to undergo the regular recruitment procedure. Therefore, all such cases under this proviso will have to be referred to Central Personnel Department, GIC, for consideration.

Professional qualification stated above will include only those professional qualifications which are relevant to the functions of the General Insurance Industry as may be decided by CMD, GIC.

* **Board Meeting dt. 18.9.1987**

C.M.D., GIC/CMDs of Companies*, has been authorised to waive the limit on upper age, wherever necessary, to mitigate the hardship in deserving cases, in respect of compassionate appointment for widows, sons and unmarried daughters only, the other conditions regarding appointment on compassionate grounds, remaining unaltered.

* **Admn. Instructions ref. Personnel:GVP:330:10:98 dt.15.7.98 - Delegation of Authority**

28. The concessions outlined under sub-paragraphs (a) and (b) of paragraph 27 above, shall also apply to the wives, sons or unmarried daughters of the employees who are permanently and totally disabled while in service.

VII. RECRUITMENT OF SPORTSMEN

To encourage sports and in particular to recognise individual excellence in sports, the following concessions may be granted for recruitment of sportsmen in Clerical and Subordinate Staff cadre -

(a) Sporting disciplines :

(i) The candidates must have represented the Country/State/University in any of the following sporting disciplines :

- (1) Hockey (2) Football (3) Athletics (4) Wrestling
(5) Kabaddi (6) Badminton (7) Table Tennis (8) Chess
(9) Carrom (10) Cricket (11) Tennis

(ii) The candidate should have atleast 5 years' playing time at the time of recruitment and he will be required to give an undertaking that he will serve the Company/Corporation and play for Company's/Corporation's team if required for atleast 5 years.

(b) Eligibility Criteria :

For recruitment in

Minimum Qualifications

Clerical cadre Pass in HSC Examination

Subordinate Staff Should have completed primary school. Completed primary school shall mean 4 years of schooling excluding nursery school stage.

Clerical cadre shall mean the posts in Class III in the scale of Assistants/ Stenographers.

For recruitment as Stenographers, Typists, Telephone Operators etc. in the Clerical cadre, the applicants should, besides above educational qualifications, also possess skill in Stenography, Typing, Telephone Operating etc., as the case may be, as per the general recruitment procedure applicable to the respective posts.

(c) Age limit :

In respect of active sports involving physical activity, age may be relaxed by 5 years over and above the general age criteria prescribed in Paras 14 and 15 above.

(d) Selection Procedure :

Selection will be made against the annual quota. The CMD may earmark the quota between the Sports and Regions of the Company. Recruitment may be effected through Employment Exchange/Newspaper/Notice Board/Sports Associations/Authorities, Clubs, etc. as may be found suitable from time to time. The appointing authority shall constitute Committees as laid down in Para 22 above to interview the eligible candidates for their final selection, after taking into account the candidate's achievement in sports, his educational background and performance in interview.

The Board has authorised Chairman-cum-Managing Director, GIC to relax the selection criteria and/or permit appointment at a higher point in the entry grade, in deserving cases.

Board Meeting dt. 18.9.1987

VIII. RECRUITMENT PROCEDURE FOR VOCATIONAL INSURANCE STUDENTS

The Board considered the proposal contained in the note and approved the Recruitment procedure for Assistants successfully emerging from the Vocational Course in General Insurance at Plus Two level and authorised Chairman-cum-Managing Director to make consequential changes in Recruitment and Promotional rules.

Board Meeting dt. 2.3.1988

The following procedure is proposed for considering appointment of candidates from this course as 'Apprentice Assistants' from time to time :-

1. Application : After results of examination, applications will be received from the candidates satisfying prescribed norms (at present 50% marks at Class XII Examination).
2. Interview : Interview Committee comprising of 3 Officers of GIC and Subsidiaries not below the rank of AM and one SC/ST Officer in any cadre shall interview eligible candidates. Honorarium of Rs.200/- per day to members may be allowed only if the interviews are held on Sunday/Saturday/Holiday.
3. Selection : Candidates shall be ranked on the basis of aggregate of marks scored at interview and written examination. For this purpose, interview marks shall be 50 and examination marks will be converted to Base 100.
4. Allotment, Medical Test and Appointment : Candidates will be allotted to Companies on rota basis followed in centralised recruitment of Assistants. Companies shall arrange for medical test and issue of standard appointment letter to candidates found medically fit.
5. Final Authority : Final authority for constituting interview committees, organising interviews and taking all incidental action including sanction of expenses as may be found necessary shall lie with General Manager, Corporate Personnel Dept., GIC.

(The above recruitment rules was approved by Chairman-cum-Managing Director vide Office Order dated 28.7.1990)

CENTRALISED RECRUITMENT SCHEME FOR CLERICAL STAFF

The Board considered the detailed note giving guidelines for common recruitment scheme for the 4 subsidiaries in respect of Class III posts. After discussion, the Board approved the same. The centralised recruitment scheme for clerical staff, as approved is as per annexure.

Board Meeting dt. 14.7.1980.

The provisions of the Centralised Recruitment Scheme for Clerical Staff as under :-

1. Application :

- (a) The Scheme of Centralised Recruitment will be applicable to such area as may be designated by the GIC from time to time and different areas may be covered at different times.
- (b) The Scheme will cover such category or categories of staff as may be specified by the GIC from time to time in respect of any designated area/areas.
- (c) The provisions of the existing Recruitment Procedure for Clerical and Subordinate Staff in force in GIC and the Subsidiaries will be deemed to have been modified to the extent indicated below and in all other respect it will continue to be applicable.

2. Flag Company :

The recruitment of the staff covered by the Scheme in respect of all the Subsidiary Companies and GIC having offices in the designated area will be centralised and will be handled by the 'Flag Company' designated for the purpose. The Area/Regional Offices or Divisional Offices of the Company will be referred to as the Flag Units.

3. Determination of vacancies :

The number of vacancies to be filled in respect of different grades will be determined by the concerned company in consultation with its subordinate offices located in the designated area and will be conveyed to the Flag Company, who will announce the vacancies in advance.

4. Mode of Recruitment :

Every Regional/Area Office or a Divisional Office of the Flag Company will act as a Flag Unit and will be directly responsible to the Flag Company in the matter of recruitment. The actual recruitment will be the responsibility of the Flag Units under the control and direction of the Flag Company.

The form and content of advertisement, the newspapers, both English or vernacular to be selected for inserting advertisement, reference to the Employment Exchange, receiving and processing of applications, determining the lists of candidates to be called for test and interview, setting up of question papers, conducting of tests and assessment of answer papers will be the responsibility of the Flag Company.

Recruitment shall ordinarily be resorted to once in a year but the Flag Company, taking into account the needs of the Companies, shall decide upon a subsequent recruitment.

5. Pre-recruitment Test :

The standards to be set for the test as also for assessment will be such as may be approved by the Flag Company and which should as far as possible be uniform for the whole area covered by the Flag Company.

The procedure for pre-recruitment Test will be as in the Annexure.

6. Recruitment Committee :

Each Committee set up in a Flag Company or a Flag Unit will be presided over by an Officer of the Flag Company/Flag Unit as the case may be and he will be assisted by Officers representing the other Companies in the area. All such Officers including the Presiding Officer will be of the status as indicated in the existing Recruitment Procedure.

It is not necessary to give representation on the Recruitment Committee to the concerned department of any Company in which the vacancy has arisen.

7. Interview :

Each candidate will be asked to indicate in writing at the time of interview to indicate a place where he would prefer to be posted in the area covered by the Flag Unit and also a second preference, which should also be located in the area covered by the same unit.

8. Selection Lists :

Each Flag Company/Flag Unit undertaking the recruitment in respect of the area assigned to it will prepare in the order of marks obtained separate Ranking Lists as well as Reserve Lists in accordance with preference given by the qualified candidates. The provision of reservations for Scheduled Castes and Scheduled Tribes and others as given in the existing Recruitment Procedure will continue to apply to the centralised recruitment.

9. Allocation of candidates :

- (1) The Flag Company or the Flag Unit, as the case may be, shall arrange the names of the requisitioning companies in alphabetical order and assuming that there are five indenting companies including GIC, the first five in order of merit will be allotted to the first five companies and this operation will be repeated till the requirement of each requisitioning company is satisfied in respect of the general candidates. This process will be repeated in the case of vacancies reserved for candidates belonging to Scheduled Castes and Scheduled Tribes as also for other categories for whom reservation of vacancies has been made.
- (2) In order that Companies, whose name comes first in the alphabetical order should not be enabled always to have the best candidates, its name should appear last in the list when the second or subsequent recruitment is made. This process is continued till the cycle is complete. The original order will then come into play.
- (3) Even if in any recruitment under this Scheme one or more Companies have no requirement of staff the allocation of candidates shall be according to the method as given in this Scheme and all other requirements will be followed in relation to the requisitioning Companies.

- (4) If the requirement of a Company or Companies is for specific category of staff possessing specialised qualifications like Accounting Assistants with B.Com. qualifications or special skills like Punch Card Operators, the Flag Company as a first step shall ascertain from other Companies on an urgent basis if they have any similar or identical staff requirements.
- (5) After ascertaining the requirements of the companies both as regards general category as well as special category of staff, the Flag Company will proceed with the recruitment procedure as in the Scheme. In such a case, separate Ranking Lists shall be drawn up, that is, one for the general vacancies and the other for specialised requirements according to the qualifications specified. The names of the candidates who are qualified for appointment against specialised category of posts will appear in both the lists, according to the marks obtained by them. If more than one Company has requisitioned for the special category candidates, the Flag Company will allocate the candidate in accordance with the procedure indicated in the Scheme, while, if only one Company has done so, all the names and other particulars shall be furnished to the requisitioning company for further action. The Flag Company shall also request the Companies concerned to intimate to it whether the offers have been accepted.
- (6) As regards the general list, which will include names of the candidates from the special category also, the Flag Company shall after ascertaining the actual availability of successful candidates, allocate them to the indenting companies in accordance with the procedure laid down in the Scheme. While sending the list of selected candidates to the concerned company, the Flag Company will suitably indicate the names, which also figure in the special category of candidates and inform that their actual appointment will be subject to their not accepting the special category offer made to them by the Company.
- (7) If after meeting the requirements of the requisitioning Company or Companies, there are some unanticipated requirements of one or more Companies whether under a general grade or a specialised grade and if the Flag Company has successful surplus candidates available and where it is considered uneconomical to have an independent recruitment in view of the limited requirements, then it will be in order for the Flag Company to utilise such surplus available with it to meet the requirements of the concerned company or companies provided the concerned candidates possess the minimum educational qualifications and experience required for the concerned general or specialised grades and also other conditions as to age etc. as prescribed in the Recruitment Procedure.

10. Posting of candidates :

- (1) It will be made clear in the advertisement as also in the requisition to the Employment exchange that a candidate, if selected, will not be eligible to be posted outside the area covered by the Flag Unit concerned. Depending upon the availability of vacancies, the Flag Company will assign the successful candidates available to any area covered by another Flag Unit and in the event of refusal of acceptance of such offer, such a candidate will forfeit the chance of appointment to the concerned grade.
- (2) Any vacancy in a remote area, which cannot be filled by the concerned Flag Unit in the ordinary course, will be offered in the order of ranking to the other successful candidates and the candidate who is highest in the Waiting List and is willing, will be posted to fill up the vacancy. In the event of no candidate being available in the area, the matter shall be referred to the Flag Company, who shall circulate the vacancy to the offices of the other Companies located in the region covered by the Flag Company and post a suitable candidate out of the volunteers, recommended by these

Companies. In such a case no claim as to seniority etc. will be entertained from the successful candidates to whom the vacancy was offered and who refused to be appointed.

- (3) Subject to the above, it will be solely the responsibility of the Company concerned to regulate the postings of the candidates allocated to it according to the occurrence of the vacancies in the area covered by the Scheme.

11. Accounts :

- (1) The Flag Company will maintain separate accounts of the receipts and expenses in connection with the recruitment which will be audited by the Company's Auditors.
- (2) The income on account of the examination fee will be shared equally by the four companies and the GIC, but the expenses will be shared in proportion to the candidates actually allocated to the companies including GIC, on the basis of the Centralised Recruitment.
- (3) When the requisitioning companies are less than five, the receipts on accounts of examination fees and expenses incurred on conducting the examination shall be shared on the same principle as given in the Scheme. If, however, there is only one requisitioning company, the receipts will be shared equally by the Flag Company and the requisitioning company, but the expenses will be fully borne by the requisitioning company.

12. Savings :

In case of any difficulty experienced by the Flag Company, the matter may be referred to GIC for guidance. The GIC on its own may also advise the Flag Company whenever it considers it necessary to do so in the interest of such implementation of the Scheme.

The Board noted the arrangements made for the Centralised Recruitment of Class III employees as per the Administrative Procedure .

In partial modification of the Recruitment Procedure circulated under Circular Letter dated 15.6.1978 as amended from time to time, the following administrative procedure is laid down to regulate Centralised Recruitment in the scales of Stenographers and Assistants as approved by the Board of GIC at its meeting held on December 12, 1986 :-

1. Vacancies :

Companies shall furnish to GIC their requirements/vacancies in each post for the ensuing year latest by a common date as may be prescribed by GIC from time to time. GIC will then determine the vacancies in each zone of recruitment demarcated on the basis of Regions of Companies or on State basis or a combination of the two and initiate the recruitment process for eventually preparing zone wise panels.

2. Recruitment Zones :

List of recruitment zones for 1989 is attached. This is subject to review by GIC from time to time. (Annexure `A')

3. Advertisement and Notification :

(a) Advertisement will be issued by GIC on behalf of entire Industry in Newspapers - (i) English, (ii) Hindi, (iii) Regional Language having good circulation in the respective recruitment zones and (iv) in Employment News. Special norms may be devised for North Eastern States as may be considered necessary from time to time.

(b) Notification will also be released to the Local Employment Exchanges and to the Associations/Organisations of SC/ST and Ex-serviceman listed in the respective Brochures.

4. External Agencies :

An outside Agency/(ies) selected by GIC may be entrusted with the job of conducting pre-recruitment test, evaluation and shortlisting the candidates for interview. As and when possible GIC may nominate a suitably constituted internal organisation to take up this work.

5. Fees :

Candidates may be charged an Application Fee of Rs.25/- for one post and Rs.10/- for each additional post for which they might apply. Existing employees, SC/ST candidates, Ex-servicemen and Physically Handicapped candidates are exempted from paying the Application Fee.

6. Applications :

Applications should be sent directly to the nominated Recruiting Agency which will scrutinise the applications and send hall tickets to candidates for admission at the pre-recruitment test which will be conducted at all recruitment centres on common date/(s).

7. Pre-recruitment Test :

The details of pre-recruitment test for Stenographer, Clerical (Assistants) and Non-Clerical posts in Assistant's scale are given in Annexure `B'.

8. Interview :

(a) The Agency would finalise the lists of successful candidates for various categories of posts, who have secured the minimum eligibility marks as may be determined in consultation with GIC. The number of candidates to be called for interview shall as far as possible be equal to three times the number of determined vacancies, unless the quality is not upto the marks and adequate candidates of suitable quality are not available.

(b) Call letters indicating the date and venue for interview will be issued by GIC after finalising the list of interviewees conforming to the prescribed number.

(c) Interviews of candidates in each Recruitment Zone will be taken by an Interview Committee constituted as per Para 9 below.

9. Interview Committee :

(a) Interview Committee/(s) shall be constituted by the Chairman-cum-Managing Director of the Corporation for each Recruitment Zone. Each Committee would comprise of four members drawn from existing/retired Officers of the Industry not below the rank of Assistant General Manager and/or existing/retired Officers of Government/Public Sector/Educational Institutions of equivalent Status, one of whom shall be the Chairman-cum-

Managing Director. Each Committee shall include one member belonging to Scheduled Caste/Scheduled Tribe.

(b) Members of the Committee other than Chairman-cum-Managing Director should as far as possible be from the area covered by the same recruitment zone or a neighbouring area so that the expenses on TA/DA are minimised. In any case, atleast one of the members of the Committee should have good knowledge of the Regional Language of the concerned Recruitment Zone to enable the Committee to ensure that candidates satisfy the recruitment criteria of 'Knowledge of the Regional Language'.

(c) For recruitment exercise throughout the country, there may be adequate number of Committees, as may be constituted by GIC from time to time.

10. Honorarium :

The Committee members may be paid an honorarium not exceeding Rs.200/- per interview day in addition to TA/DA as would be admissible to serving Officers of equivalent rank. Serving Officers in the Committee would be treated as on official tour with admissible TA/DA as per rules. They will also be paid DA for interviews, if any, held on Sundays/Holidays.

11. Interview Procedure :

(a) Where the candidate has not passed in the Regional Language at SSC level, the Committee may test his knowledge of Regional Language in speaking and reading from suitable material such as newspapers. Regional Language would mean the State Language of the Recruitment Zone.

(b) Interview sheets containing the list of candidates to be interviewed will be prepared by GIC in six copies, showing the name of candidate, qualifications, date of birth, experience, if any, etc. These details may be extracted from the application format submitted by candidates to the Agency. However, it will not show the marks secured by the candidates at the pre-recruitment test. Specimen format of this list is attached (Annexure 'C').

(c) Five copies of the Interview Sheets will be supplied to the concerned Interview Committee, four of which will be used separately by the four Committee Members for allotting marks for interview individually. These sheets will be required by the concerned members at the end of the day. The fifth sheet should be completed at the end of every day indicating the average of the interview marks given by all the Committee Members and signed by all of them. All marks in individual sheets as also in the fifth sheet shall be in ink. All the five sheets will be put in a sealed cover at the end of the day and kept in the custody of the Chairman-cum-Managing Director of the Corporation.

(d) After the interviews for the zone are over, the sealed covers pertaining to all the interview days will be put in a big envelope and despatched to GIC by Registered Post.

12. Finalisation of Results :

(a) On the basis of the fifth copy of the Interview Sheet, the final result will be completed by GIC on the sixth copy which will also indicate the marks obtained by the candidates at the pre-recruitment test and also the rating obtained at speed/skill test in case of non-clerical posts.

(b) For all posts, marks for pre-recruitment tests shall be 100 and for interview 50. In case of recruitments to non-clerical posts in the Assistant's scale like Typists, Telephone Operators, etc., Speed/Skill test/(s) shall carry 50 marks. Speed/Skill test for Stenographers shall carry 100 marks. The marks for each category will be aggregated as 'Total Marks'. Total marks scored at pre-recruitment tests, Skill/Speed Tests (if applicable) and interview shall be loaded by 10% in case of candidates possessing qualifications of 10 + 2 with Insurance, or Licentiate of Insurance Institute of India, or Degree with at least one subject on Insurance.

13. Ranking List :

Based on the total marks scored by the candidates in pre-recruitment test (also speed/skill test in case of non-clerical posts) and interview, candidates from each zone will be ranked in the descending order of marks scored. SC/ST candidates will be suitably ranked according to a system of rosters.

14. Selection List :

The selection list for each zone shall consist of candidates equal to the number of vacancies in the zone from the top of the ranking list.

15. Panel :

Candidates selected, but not forming part of selection list shall be kept in waiting list which shall be maintained at GIC and shall be valid for two years or the date of completion of the next round of recruitment, whichever is earlier. Waiting list shall not be published in any form, nor any communication, oral or written shall be given to the candidates in the waiting list until it is decided to select them for appointment.

Note: Ranking, Selection and Waiting Lists shall be prepared Recruitment Zonewise.

16. Allotment of candidates :

Allotment of candidates to each Company shall be done on the following basis for each post and category viz. General and Reserve.

First the Companies needing the candidates will be allotted priority number by drawing lots. For example, if all four companies and GIC require the candidates, their priority will be decided by draw of lots. Say, by this draw the priority comes as under :-

Oriental	1
National	2
United India	3
New India	4
G.I.C.	5

Then the first five candidates will be allotted to Companies in order of priority 1,2,3,4 and 5. Thereafter next five candidates will be allotted in order 2,3,4,5 and 1 and so on. If the Requirements of any Company are exhausted in any cycle, the next cycle would start with the Company having the priority next to the priority of the Company whose requirements are over. Illustrative chart showing allotment as above for 33 candidates is given in Annexure 'E' & 'F'.

17. Communication of Selection :

GIC Recruitment Cell shall send communication to concerned candidates intimating the fact of selection and his allotment to particular Company.

18. The list of candidates as per requirements in respect of various recruitment zones shall be sent to the Head Offices of the Companies. They will then arrange Medical Examination, Appointment and Posting through their appropriate offices.

19. Appointing Authority :

Appointing Authority in respect of Clerical posts shall be Deputy Manager/ Manager.

20. Posting :

It would be the sole discretion of the Company to deploy candidates at HO, RO, DO or BO as the case may be but the initial posting should be at an office within the zone of recruitment.

21. Inter-se Seniority :

Though recruitment is central, career track of the incumbents will be on individual company-wise basis and inter-se seniority between companies does not arise.

22. Final Authority :

Final Authority for approving the Selection Lists and Waiting Lists shall be General Manager/Asstt.General Manager, Central Personnel Department, GIC.

Board Meeting dt. 7.4.1989.

PART-TIME EMPLOYMENT

The Board considered the note and approved the guidelines framed to govern part-time appointment and terms of such appointment. However, only Class IV employees should be taken for part-time work. It was also suggested that the outcome of the working of these guidelines be reviewed after one year.

Board Meeting dt. 30.10.1987.

1. Part-time appointments may be made in Subordinate Staff cadre for need based functions, such as Sweeping/Cleaning of office, when the nature and quantum of the job is of a regular nature, does not warrant appointment on full-time basis. Such appointments will be subject to a minimum duration of two hours work per day and the maximum duration of four hours per day depending upon the quantum of work.

2. Part-time workmen may be appointed only if they satisfy the minimum eligibility conditions laid down in the Recruitment Procedure for the relevant cadre. Selection shall be made from candidates sponsored by the Employment Exchange; if suitable candidates are not forthcoming through Employment Exchange, from candidates sponsored by the Welfare Associations of the SC/ST, Ex-servicemen and Physically Handicapped. The reservation provisions for SC/ST, Ex-servicemen and Physically Handicapped, shall kept in mind while making these part-time appointments.

3. The remuneration of part-time workmen engaged for a fixed number of working hours duty per day shall be calculated on pro-rata basis proportionate to number of hours work per day put in by a regular full-time employee in the concerned cadre based on the gross salary at the minimum of the relevant scale. Part-time workmen employed on regular basis shall be paid monthly, while part-time workmen employed on casual basis for a short period may be paid on weekly basis or for the actual duration of their appointment.

4. Part-time workmen employed on regular basis shall be entitled to leave at the rate of two days for every completed month of service. Accumulation may be allowed upto 30 days.

5. Part-time workmen employed on regular basis shall be entitled to Provident Fund benefit at the same rate as is applicable to the other regular full-time employees and the same may be calculated on pro-rata basis on basic pay component of the wages fixed in their case having regard to the number of hours of work stipulated per day. Similarly, such part-time workmen employed on regular basis shall be entitled to gratuity as per the provisions of the Gratuity Act.

6. A standard letter of appointment will be issued to every part-time workmen appointed on regular basis. They shall not have any lien on employment on full-time basis in the regular cadre but they shall be eligible to be considered for appointment in a regular vacancy as and when it becomes available in the relevant cadre. However, the maximum upper age limit applicable to candidates for regular full-time appointment may be relaxed by five years.

29. The Corporation may amend, modify or add to this procedure, from time to time, and all such amendments, modifications or additions shall take effect from the date stated therein.

(Amendments relating to OBC shall be applicable to recruitment exercises made in Class III/IV initiated on or after 8th September, 1993. Further, it may be clarified that the reservations, relaxations and recruitment standards (Para 10, 15, 18, 18A & 20) are also to be provided for, whenever recruitments in Class I and Class II are resorted.)