RECRUITMENT OF ADMINISTRATIVE OFFICER (SCALE – I) - MEDICAL

The New India Assurance Company Ltd, a leading Public sector general insurance Company wholly owned by Government of India invites applications from Indian citizens for the post of Administrative Officer (Scale-I) Medical, who fulfill the eligibility criteria.

1. Total No. of Vacancies

<table>
<thead>
<tr>
<th>Total Vacancies</th>
<th>SC</th>
<th>ST</th>
<th>OBC *#</th>
<th>Un-reserved</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>3</td>
<td>1</td>
<td>5</td>
<td>12</td>
</tr>
</tbody>
</table>

* 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 ‘GEN’.
* In respect of post reserved for OBC category, a sub quota of 4.5% reservation for minority is applicable on OBC posts as per DOPT guidelines. The same shall be subject to prevailing guidelines issued from time to time.

The selected candidates would be posted at Company’s Head Office or at any of the Company’s Regional Centers all over India. The management retains the right to post the candidate to any place within the country.

2. Eligibility conditions (as on 1st January, 2014)

(A) Nationality: A candidate applying for recruitment in the Company 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.

(B) Educational Qualification:

A candidate must possess the minimum qualification of M.B.B.S Degree or equivalent foreign degrees, which are recognized as equivalent to M.B.B.S degree by the Medical council of India, from a recognized University and must be holding a valid registration from Medical Council of India or any State Medical Council.

Working knowledge of Computer is preferable.
(C) **Age:** A candidate must be of the Minimum Age of 21 years and the Maximum Age of 30 years as on 01.01.2014.

Relaxation in upper age limit shall be as follows:

<table>
<thead>
<tr>
<th>SI No</th>
<th>Category</th>
<th>Age Relaxation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Scheduled Caste/Scheduled Tribe</td>
<td>5 years</td>
</tr>
<tr>
<td>2</td>
<td>Other Backward Classes (eligible for reservation)</td>
<td>3 years</td>
</tr>
<tr>
<td>3</td>
<td>Persons With Disability</td>
<td>10 years</td>
</tr>
<tr>
<td>4</td>
<td>Ex-Servicemen / Disabled Ex-Servicemen</td>
<td>Actual period of service rendered in the defence forces + 3 years (8 years for Disabled Ex-Servicemen belonging to SC/ST) subject to a maximum age limit of 45 years.</td>
</tr>
<tr>
<td>5</td>
<td>Widows, Divorced women and women judicially separated from their husbands who have not remarried</td>
<td>5 years</td>
</tr>
<tr>
<td>6</td>
<td>Persons ordinarily domiciled in the Kashmir Division of the State of Jammu &amp; Kashmir during the period 1-1-80 to 31-12-89</td>
<td>5 years</td>
</tr>
<tr>
<td>7</td>
<td>Existing Confirmed Employees of Public Sector General Insurance Companies (including GIC &amp; Agriculture Insurance Company of India Ltd.)</td>
<td>8 years</td>
</tr>
</tbody>
</table>

**NOTE:**
(i) In case of a candidate who is eligible for relaxation under more than one of the above categories, the age relaxation will be available on a cumulative basis subject to the maximum age not exceeding 45 years.
(ii) Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) and produce the original certificate(s) for verification.

**DEFINITION OF EX-SERVICEMEN (EXSM)**

i. EX-SERVICEMEN (EXSM): Only those candidates shall be treated as Ex-servicemen who fulfill the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel & Administrative Reforms Notification No.36034/5/85 Estt. (SCT) dated 27.01.1986 as amended from time to time.
ii. DISABLED EX-SERVICEMEN (DISXS): Ex-servicemen who while serving in Armed Forces of the union were disabled in operation against the enemy or in disturbed areas shall be treated as DISXS.

3. Emoluments & Benefits (currently applicable):

Basic pay of Rs.17, 240/- in the scale of Rs.17,240-840(14)-29,000-910(4)-32640 (due for revision) and other admissible allowance as applicable in terms of the General Insurance (Rationalisation of pay scales and other conditions of service of officers) Scheme, 1975 as amended from time to time. Total emoluments will be Rs.34,000/- plus in Metropolitan Centers. Other benefits include Pension under New Pension Scheme governed by PFRDA. Gratuity LTS, Medical Benefits, Group Personal Accident shall be as per rules. The Officers are also entitled for Company’s/leased accommodation as per norms.

4. Service conditions:

As applicable in the Company from time to time. Posts are permanent and the selected candidates on appointment may be posted or transferred to any place in India as may be decided by the Company. No private practice will be allowed and no non-practising allowance will be payable.

5. Selection Procedure:

The selection shall be based on the interview of the short listed candidates conducted by the Company. Outstation candidates called for interview will be reimbursed to and fro AC second class rail fare/bus fare by the shortest route from the station of residence to the place of interview on production of evidence of having undertaken journey for interview purpose.

6. Probation:

Selected candidates if certified to be medically fit, may be appointed as Administrative Officer (Scale-I) Medical on probation for a period of one year from the date of joining the Company which may be extended twice by a further period of six months at a time stretching up to one year.

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

7. Guarantee bond:

Before joining as probationer, the selected candidates for appointment on regular pay rolls of the Company will be required to give an undertaking to serve the Company for a
minimum period of four years including probationary period. In the event of their resigning from the Company before the expiry of the bond period, they will be liable to pay liquidated damages equivalent to one year's gross salary paid to them during the year of probation which could be proportionately reduced depending upon the length of service rendered.

Besides, he/she will have to submit a stamped Bond duly executed by two sureties of sound financial standing, for an amount equivalent to one year's gross salary. Candidates resigning from the Company during the probationary period shall be liable to pay the salary received by them during their entire service in the Company in addition to an amount of Rs. 25000/- towards partial cost of training.

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

8. Application Fee (Non-Refundable): Only through online mode of payment.

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Category</th>
<th>Application Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SC/ST/PWD/Female Candidates</td>
<td>NIL</td>
</tr>
<tr>
<td>2</td>
<td>All candidates other than SC/ST/PWD/Female Candidates</td>
<td>Rs. 200/-*</td>
</tr>
</tbody>
</table>

*Applicable Transaction charge is to be borne by the candidate.

9. How to apply:

1. Applications should be submitted online only. Applications made in any other mode will not be acceptable. The application link, available in the recruitment section of our website “http://newindia.co.in”, will be active during the period 3rd April, 2014 to 13th April, 2014.

2. (a). Caste Certificate in respect of SC/ST/OBC candidates is to be obtained from the following Authorities:

   i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Deputy Collector/First Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (Not below the rank of First Class Stipendiary Magistrate).
   ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/President Magistrate.
   iii) Revenue Officer not below the rank of Tehsildar.
   iv) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
   v) In so far as the Scheduled Tribes community of Tamil Nadu is concerned, the Certificate given by the Revenue Divisional Officer instead of Tehsildar would only be accepted.
(b). Candidates seeking reservation as OBC are required to submit a certificate regarding his/her "OBC Status & Non-Creamy Layer Status" issued by an authority mentioned in DOPT OM No. 36012/22/93-Estt.(SCT) dated 15/11/1993. {Amended vide OM No. 36033/3/2004-Estt.(Res.) dated 14/10/2008} Such candidates should also submit a declaration in addition to certificate issued by the Competent Authority in the following format:

"I, ______ son/daughter of Shri ______ resident of Village/town/city ______ District ______ State ______ hereby declare that I belong to the ______ community which is recognised as a backward class by the Government of India for the purpose of reservation in services as per rules contained in Department of Personnel and Training Office Memorandum No.36012/22/93-Estt.(SCT) dated 08/09/1993" {Amended vide OM No. 36033/3/2004-Estt.(Res.) dated 14/10/2008}. Certificate should contain the "Non Creamy Layer Clause" based on the Income for the financial year 31/03/2013 or later.

3. Candidates serving in Government / Quasi Government Officers, Public Sector undertaking including Nationalized Banks and financial institutions will be required to submit 'No Objection Certificate' from their employer at the time of Interview, failing which their candidature may not be considered and traveling expenses, if any otherwise admissible, will not be paid.

4. Company reserves the right to restrict the number of candidates to be called for interview commensurate with the number of vacancies.

5. Minimum qualification of MBBS or equivalent foreign degrees, which are recognized as equivalent to M.B.B.S degree by the Medical council of India, from a recognized University and a valid registration from Medical Council of India or any State Medical Council is essential and those without this qualification are not eligible for the post.

6. The Company may post the selected candidates to its offices throughout India and the Company shall have the prerogative to decide on allotment and posting of the selected candidates depending on the requirement and not at the candidate's choice and no requests in this regard would be entertained.

7. Company reserves the right not to call any candidates to appear at the interview.

8. Applications to be made online only. Visit our website http://newindia.co.in Recruitment section for the link to apply online.

9. The decision of the Company will be final and binding in all matters.

10. 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.
11. 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.

12. Applicants are advised to register online themselves.

13. The candidates would be required to submit the attested copies of certificates in proof of their age/date of birth, educational qualifications, MCI registration, community to which they claim to belong etc, at the time of interview and produce the originals for verification.

14. In case it is found at any stage of recruitment the candidate does not fulfill the eligibility criteria and/or he/she has furnished any incorrect/false/ incomplete information or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings are detected even after appointment, his/her services are liable to be terminated forthwith. Before applying for any post, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in this advertisement. The decision of the Company in respect of matters concerning eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of conduct of Interview, selection and any other matter relating to recruitment will be final and binding on the candidate.

The SC/ST/OBC candidates' certificates will be verified through the proper channel. If the verification reveals that the claim of the candidates to belong to SC / ST/ OBC as the case may be is false, the candidature of such candidates will stand cancelled and services of such candidates, if appointed, will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificate.

If the verification reveals that the claim of the candidates belong to Other Backward Classes or not to belonging to creamy layer is false, his/her candidature will stand cancelled and if appointed, services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificates.

15. Any resulting dispute arising out of this process/ advertisement shall be subject to sole jurisdiction of the courts situated in Mumbai.

16. The Company shall not entertain any correspondence or personal enquiries.

17. Canvassing in any form will disqualify the candidate for consideration for the posts.

18. Candidates satisfying the eligibility conditions may apply online as instructed above.
19. The Company reserves the right to cancel the above Recruitment Exercise at any stage of the process without assigning any reason thereof.

Chief Manager (HR)
(28.03.2014)