



**Eastern Zonal Office,  
Kolkata.**

**NOTICE**

**Engagement of Financial Service Executives.**

Total 62 Financial Services Executives are proposed to be engaged by various Offices of the Corporation on Contract basis for 3 years under the jurisdiction of Eastern Zonal Office (covering states of West Bengal, Assam, Sikkim, Arunachal Pradesh, Meghalaya, Manipur, Mizoram, Nagaland, Tripura and the U.T of A & N Islands), as per the roster duly approved by A.O P&IR given below .

Sl No	Name of Divisional Office	General	Likely Number of Posts						
			S. C.		S. T.		O B C		TOTAL
			Current	Backlog	Current	Backlog	Current	Backlog	
1	Asansol	1	Nil	Nil	Nil	Nil	Nil	Nil	1
2	Bongaigaon	1	Nil	Nil	1	Nil	Nil	Nil	2
3	Guwahati	3	1	Nil	1	Nil	1	Nil	6
4	Howrah	3	1	Nil	Nil	Nil	1	Nil	5
5	Jalpaiguri	5	2	Nil	Nil	Nil	2	Nil	9
6	Jorhat	7	Nil	Nil	Nil	Nil	1	Nil	8
7	Bardhaman	5	Nil	Nil	Nil	Nil	2	Nil	7
8	KMDO-I	4	3	Nil	1	Nil	Nil	Nil	8
9	KMDO-II	2	Nil	Nil	Nil	Nil	1	Nil	3
10	KSDO	2	Nil	Nil	1	Nil	1	Nil	4
11	Silchar	6	Nil	Nil	2	Nil	1	Nil	9
<b>Total</b>									<b>62</b>

**JOB REQUIREMENT**

It is primarily a Marketing job. The FSE's shall be directly responsible for Procuring New Business, Providing Policy Servicing and related jobs from the bank branches / other outlets allotted to them. They shall also carry out any other instructions given to them from time to time. For this purpose considerable movements including tours covering entire area allotted to them are involved.

1. Eligibility Conditions:

**a) Qualification:**

Applicant shall possess the Bachelor's Degree of a University in India established under a statute.

Preference may be given to those applicants who possess the Bachelor Degree or Diploma in Marketing /Management. Good working knowledge of English and also one Regional language preferably local language is desirable. Knowledge of soft skills such as Power Point / Word / Excel would be additional advantage.

**b) Age:**

(i) The applicant shall have completed 21 years of age and not more than 35 years of age as on

**31.10.2011.**

(ii) The upper age limit as on **31<sup>st</sup> October, 2011** of an applicant belonging to a group given below shall not exceed the age mentioned below:-

Sr. No.	Category	Age limit in years
(1)	(2)	(3)
(1)	Member of a Scheduled Caste or a Scheduled Tribe.	40
(2)	Member of OBCs (other than those in creamy layer).	38
(3)	Ex-serviceman	35, increased by the number of years of service in the armed forces subject to maximum age of 45 years where he is a member of OBCs and 47 years where he is a member of SC or ST and Maximum of 42 years in Other than SC,ST,OBC Cases.

(III) Agents holding valid licence issued by IRDA shall be ineligible to be considered as FSE.

## 2. **SELECTION PROCEDURE**

Selection will be made on the basis of a written test if necessary, followed by an Interview of candidates who qualify in the written test. Written Test will be of Objective Type covering Test of Reasoning, Numerical Ability and General Knowledge. The date and venue of the written test, if to be conducted, will be communicated to the eligible candidates individually.

3. The selected candidates may be allotted anywhere during the period of engagement based on business requirements.

4. The selected candidate will have to undergo Theoretical Training, pass an examination conducted by the IRDA and obtain a license to procure Life Insurance Business. After procuring the license, if the candidate is found suitable for selection in accordance with the scheme, may be engaged as a **Financial Services Executive** on Contract basis subject to conditions framed by the Corporation.

5. A **Financial Services Executive** will be paid a fixed amount every month and incentives based on the yearly performance.

6. It is clarified that selection as a **Financial Services Executive** does not confer any right on the candidate to be appointed as a Permanent employee in the Corporation.

7. **Interview:** Candidates successful in the written test (if conducted) or eligible candidates will be called for an Interview. The Corporation reserves the right to restrict the number of candidates to be called for written test and/or interview commensurate with number of Financial Service Executives to be engaged and the decision of the Corporation in this regard shall be final. No correspondence will be entertained in this regard. Selected candidates will be engaged as Financial Services Executives subject to their being found medically fit by the Medical Examiner authorized by the LIC for the purpose.

### **Note:**

1. The choice of the examination center will be taken as the Divisional Office to which the candidate has applied. However, in the case of Silchar Division, Agartala may be considered as an examination centre if there are sufficient numbers of candidates.
2. No change in the choice of examination centre will be entertained under any circumstances. The Corporation reserves the right to add or delete any Centre or alter examination date at its discretion.

**8. HOW TO APPLY**

Candidates satisfying the conditions of eligibility as on **31st October,2011** shall submit their Application in the format given below which shall be either hand-written in bold capitals or typewritten on foolscap size paper only. The Application should be properly signed. The following shall accompany the Application:

1. Demand Draft of Rs 100/- drawn in favour of LIC of India payable at KOLKATA towards application fees.
2. Attested Photocopy of Caste Certificate in respect of SC/ST/OBC candidates.
3. Attested Photocopy of Qualification Certificate and Age Proof.
4. Attested Photocopy of Discharge Certificate in respect of Ex-servicemen.

The candidates are advised to keep ready with them the originals and a set of attested photocopies of each of the certificates listed at item numbers 2,3 & 4 above for verification at the time of Interview if they qualify in the written test.

**9. Application Fee (Non-Refundable):**

For all candidates (other than SC/ST category): Rs.100.00 . The **Application Fee shall be paid by Demand Draft only (valid for six months)**, favouring “Life Insurance Corporation of India” and payable at KOLKATA .Candidate’s name and date of birth should be written on the reverse of the Demand Draft.

Last date for receipt of Application Form together with Demand Draft towards application fees will be **01st November,2011**. **In respect of candidates residing abroad or in Andaman, Nicobar, Lakshadweep and Minicoy Islands, Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul and Spiti Districts and Pangi Sub-Division of Chamba District of Himachal Pradesh, the last date for receipt of Application Form together with Demand Draft towards application fees will be 07<sup>th</sup> November,2011.** Application Form completed in all respects with enclosures should be posted in a closed cover with a superscription on the cover “Engagement of Financial Services Executives, \_\_\_\_\_ Division, Eastern Zone” to the Divisional Offices.(Addresses enclosed)

**The Sr. Divisional Manager,  
LIC of India,**

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**LIST OF DIVISIONS AND THEIR ADDRESSES**

<b>DIVISION</b>	<b>ADDRESS</b>
<b>Bongaigaon Divisional Office</b>	<b>Jeevan Prakash, Barpara Main Road, BONGAIGAON, ASSAM Pin : 783380</b>
<b>Guwahati Divisional Office</b>	<b>Jeevan Prakash, S. S. Road Fancy Bazar, GUWAHATI, ASSAM Pin : 781001</b>
<b>Howrah Divisional Office</b>	<b>Rallis Building, 4th floor, 16, Hare Street, KOLKATA. Pin: 700001</b>
<b>Bardhaman Divisional Office</b>	<b>Gopalnagar(Ghordour Chati) P.O. Sripally Burdwan., W.B. Pin : 713103</b>
<b>Jalpaiguri Divisional Office</b>	<b>Jeevan Prakash, Shanti Para, Post Box. 71, JALPAIGURI, W.B Pin : 735101</b>
<b>Jorhat Divisional Office</b>	<b>Jeevan Prakash, Rajabari Garali, P.B. No. 83 JORHAT, ASSAM Pin : 785014</b>
<b>KMDO-I</b>	<b>Jeevan Prakash, 16, C. R. Avenue, KOLKATA, PIN : 700072</b>
<b>KMDO-II</b>	<b>Jeevan Tara, 23A/44X, Diamond Harbour Road, KOLKATA. Pin : 700053</b>

<b>Asansol Divisional Office</b>	<b>Jeevan Prakash West end, G T Road Asansol Pin : 713304</b>
<b>KSDO</b>	<b>Jeevan Prabha DD-5, Sector 1, Salt Lake City Kolkata Pin: 700064</b>
<b>Silchar Divisional Office</b>	<b>Jeevan Prakash Meherpur, Silchar Pin: 788015</b>

10. **GENERAL INSTRUCTIONS:**

- (a) Candidates should ascertain, before applying, that they satisfy all the eligibility conditions as stipulated in the notification. Candidates who do not satisfy the eligibility conditions are liable to be disqualified at any stage of selection.
- (b) Corporation takes no responsibility for any delay in receiving the Application Form or loss in postal transit.
- (c) Application Form not in the prescribed Format or incomplete/unsigned or received without the Demand Draft for application fee wherever applicable or Caste Certificate in case of SC/ST/OBC applicants, shall not be considered and are liable to be rejected.
- (d) Application fee once paid will not be refunded under any circumstances nor will it be held in reserve for future recruitment. The eligible candidates will be intimated separately about the exact date & venue of the examination.
- (e) Decision of the Corporation in all matters regarding eligibility, conduct of examination, other tests, Interview, selection and allotment would be final and binding on all candidates. No representation or correspondence will be entertained by the Corporation in this regard.
- (f) In case more than one application is received from an applicant for the same Division and/or different Divisions and/or different Zones then, the first application received from the applicant as per entry made in the register maintained by the Corporation shall be treated as his only application and all the other applications shall be treated as invalid. In case of any doubt or dispute, the decision of the Zonal Manager shall be final and binding on the applicant.
- (g) **CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.**

**ZONAL MANAGER**

**Date:12.10.2011**

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**8. Educational Qualifications:**

Examination Passed	Name of the Institution/ University	Year of passing	Class
Bachelor's Degree			
Masters Degree/Post Graduate Diploma In Marketing			
Others(Specify, including Computer Training)			

**9 Sales Experience:**      Period      Name and place of  
                                 From      To      the Institution  
                                 \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
                                 \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

**10. If related to any Agent/employee/Officer/Medical Examiner etc. of the LIC of India, Please state:**

- a) His/Her Name \_\_\_\_\_ b) Designation \_\_\_\_\_  
c) Place of posting/working \_\_\_\_\_ d) Exact Relationship \_\_\_\_\_

**11. Mother Tongue \_\_\_\_\_ Other languages known \_\_\_\_\_**

**12. Enclosures to the application:**

I am enclosing attested photo copies of the following documents along with the Application Form and the Demand Draft:

- a) SSC/HSC/Municipal Birth Certificate showing the Date of Birth;
- b) Bachelor's Degree Certificate;
- c) Caste Certificate issued by the Competent Authority in case of SC/ST/OBC Candidates &
- d) Discharge Certificate in case of Ex- Servicemen.

**I hereby confirm that I have made only one application for engagement as an Financial Services Executive with the Corporation and if in case, at any time during the process of engagement it is found out that I have submitted multiple applications, then my engagement is liable to be terminated without assigning any reasons therefor.**

I hereby declare that all statements made in this application are true and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or not satisfying the prescribed eligibility criteria for the post applied for, my candidature is liable to be cancelled/rejected at any stage of selection or anytime during the tenure of my engagement with the Corporation. I also accept the condition that the decisions of the Corporation in all matters will be final and binding on me.

**(Signature of the Applicant)**

Place:  
Date: