

**(Annexure 1)**

**NOTICE**

**LIFE INSURANCE CORPORATION OF INDIA.  
WESTERN ZONAL OFFICE, MUMBAI.**

**Engagement of Financial Services Executives.**

Applications are invited for the post of Financial Services Executive to work in various offices of the Corporation , under the jurisdiction of Western Zonal Office, Mumbai , on a contract basis for 3 years , as per details given below:

DIVISION	NUMBER TO BE RECRUITED				
	SC	ST	OBC	GENERAL	TOTAL
AMRAVATI	1	0	1	3	5
AURANGABAD	1	0	1	3	5
BHAVNAGAR	0	1	2	2	5
GANDHINAGAR	0	2	3	7	12
GOA	0	0	1	4	5
MUMBAI-DO I	1	1	2	2	6
MUMBAI-DO II	1	1	3	5	10
MUMBAI-DO III	1	1	3	5	10
MUMBAI-DO IV	1	1	2	2	6
NANDED	0	0	1	4	5
NASHIK	0	0	0	2	2
SATARA	1	0	2	6	9
SURAT	1	1	3	7	12
THANE	1	1	2	6	10
<b>TOTAL</b>	<b>9</b>	<b>9</b>	<b>26</b>	<b>58</b>	<b>102</b>

## **JOB REQUIREMENT**

It is primarily a Marketing job which entails touring the entire area allotted. The FSEs shall be directly responsible for procuring New Business, providing Policy Servicing and other jobs related to the Bank Branches and Outlets allotted to them. They shall also carry out various instructions given to them from time to time.

### **1. Eligibility Conditions:**

#### **a) Qualification:**

The Applicant shall possess a Bachelor's Degree of a University in India established under a statute. Preference may be given to those applicants who possess a Bachelor Degree or Diploma in Marketing /Management. Good working knowledge of English and also one Regional language preferably the local language is desirable. Knowledge of soft skills such as Power Point / Word / Excel would be an additional advantage.

#### **b) Age:**

- (i) The applicant shall have completed 21 years of age but not more than 35 years of age as on **1/12/2010**.
- (ii) The upper age limit as on **1/12/2010** (of an applicant belonging to a group given below ) shall not exceed the age mentioned below:-

<b>Sr. No.</b>	<b>Category</b>	<b>Age limit in years</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>
(1)	Member of a Scheduled Caste or a Scheduled Tribe.	40
(2)	Member of OBCs (other than those in creamy layer).	38
(3)	Ex-servicemen	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 OBC and 47 years where he is a member of SC or ST and Maximum of 42 years in Other than SC,ST,OBC cases.

### **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. The Written Test will be Objective Type covering Test of Reasoning , Numerical Ability and General Knowledge. The date and venue of the written test , if conducted will be

communicated to the eligible candidates individually.

**3. POSTING:**

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

**4. TRAINING:**

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

**5. A Financial Services Executive** will be paid a fixed amount every month and the incentives will be 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. TEST / 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 the written test and/or interview commensurate with the number of Financial Services Executives to be engaged . The decision of the Corporation will be final and 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.
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 the examination date .

**8. HOW TO APPLY:**

Candidates satisfying the conditions of eligibility as on **1/12/2010**, shall submit their applications to the concerned Divisional Office of LIC of India , in the format given

below which shall either be hand-written in bold capital letters or typewritten on foolscap size paper only. The Application should be properly signed and submitted with the following requirements:

1. Demand Draft of Rs 100/- towards application fees drawn in favour of LIC of India payable at the Divisional Head Quarter of the office where the application is submitted.
2. Attested Photocopy of Caste Certificate in respect of SC/ST candidates.
3. Attested Photocopy of Qualification Certificate and Age Proof.
4. Attested Photocopy of Discharge Certificate in respect of Ex-servicemen.

Candidates are advised to carry along with them the original and a set of attested photocopies of the certificates listed at item numbers 2,3 & 4 above, for verification at the time of the interview, if they qualify in the written test.

**9. APPLICATION FEE (Non-Refundable):**

For all candidates (other than SC/ST category) the application fee is Rs 100/-. The Application Fee shall be paid by Demand Draft only (valid for six months), favouring “Life Insurance Corporation of India” and payable at the Divisional headquarters . Candidate’s name and date of birth should be written on the reverse of the Demand Draft.

10. Last date for receipt of Application Forms together with the Demand Drafts and other requirements will be **3/1/2011**. The Application Forms completed in all respects together with the enclosures should be sent to the respective Divisional Offices in a closed cover marked “Engagement of Financial Services Executives, as per the details in Annexure – II.:

**12. GENERAL INSTRUCTIONS:**

- a) Before applying, Candidates should ascertain, 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 Forms or loss of the form in postal transit.
- c) Application Forms not in accordance with the prescribed Format or incomplete/unsigned forms received without the Demand Draft for Application fee wherever applicable or

Caste Certificate in case of SC/ST 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 examinations and other tests, interviews, selection as FSE 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.**

**Date: 14/12/2010**

**ZONAL MANAGER**



	Institution/ University	passing	
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 (to be ticked) :**

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 a 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 there for.**

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:

**ANNEXURE – II.**

Name of Division	Address	Districts under the division	Mobile Nos.
AMRAVATI	DIVISIONAL OFFICE, JEEVAN PRAKASH, SHRIKRISHNA PETH, NR. DAFRIN HOSPITAL, AMRAVATI – 444601.	AMRAVATI, AKOLA, BULDHANA, YAVATMAL	9422952777 9822941550 9822483624
AURANGABAD	DIVISIONAL OFFICE, JEEVAN PRAKASH, ADALAT ROAD, AURANGABAD – 431005.	AURANGABAD, OSMANABAD, BEED, LATUR	9422029714 9850578940 9422208435
BHAVNAGAR	DIVISIONAL OFFICE, JEEVAN PRAKASH, NILAMBAUG CIRCLE, BHAVNAGAR – 364001.	BHAVNAGAR, SURENDRANAGAR, AMRELI	9879180541
GANDHINAGAR	DIVISIONAL OFFICE, JEEVAN PRAKASH, BEHIND TELEPHONE EXCHANGE, SECTOR – 11, GANDHINAGAR – 382 017.	GANDHINAGAR, MEHSANA, SABARKANTHA, BANASKANTHA	9824229622 9428614595
GOA	DIVISIONAL OFFICE, JEEVAN VISHWAS, PLOT NO : 2, EDC COMPLEX, PATTO, PANJIM, GOA – 403001.	NORTH GOA SOUTH GOA	9673571010 9422630935
MUMBAI DO-I	DIVISIONAL OFFICE, YOGAKSHEMA, EAST WING , 2 <sup>nd</sup> FLOOR, J.B.MARG, NARIMAN POINT MUMBAI-400021		9820020533 9892492266
MUMBAI DO-II	DIVISIONAL OFFICE,		9867341413

	PLOT No. 112, SION KOLIWADA ROAD, SION(E), MUMBAI-400022		9892089938 9422945693
MUMBAI DO-III	DIVISIONAL OFFICE, NEW INDIA BHAVAN, 1 <sup>ST</sup> FLOOR, S V ROAD, SANTACRUZ – W, MUMBAI – 400054	MUMBAI	9594230550 9867341413 9892492266 9820020533 9833656161 9967539567 9892053042 9987492680 9665443681
MUMBAI DO-IV	DIVISIONAL OFFICE, YOGAKSHEMA, EAST WING , 3rd FLOOR, J.B.MARG, NARIMAN POINT MUMBAI-400021		9833656161 9967539567
NANDED	DIVISIONAL OFFICE, JEEVAN PRAKASH, HINGOLI ROAD, P.O. BOX NO. 23, NANDED – 431 605.	NANDED, PARBHANI, JALNA, HINGOLI	9422438938
NASIK	DIVISIONAL OFFICE, JEEVAN PRAKASH, R. G. GADKARI CHOWK, OLD AGRA ROAD NASHIK – 422002.	NASHIK, JALGAON, DHULE	9422257954 9423974849 9421524234
PUNE-I	DIVISIONAL OFFICE, JEEVAN PRAKASH, 6/7 SHIVAJINAGAR, UNIVERSITY ROAD, PUNE-411005	PUNE AHMEDNAGAR	9822232489 9422296354 9404256299 9423006718 9423527037

PUNE-II	DIVISIONAL OFFICE, MAHAVIR PARK BLDG., S.No.688, A+B 2, BIBVEWADI, PUNE SATARA ROAD, PUNE-411037	PUNE SOLAPUR	9224375159 9860504327
SATARA	DIVISIONAL OFFICE, JEEVAN TARA, GANPATDAS DEVI PATH, 513, SADAR BAZAR, SATARA – 415001.	SATARA, SANGLI	9890338191
SURAT	DIVISIONAL OFFICE, JEEVAN PRAKASH, MUGLISARA, P. O. BOX NO. 239, SURAT - 395003.	SURAT, VALSAD	9825120035
THANE	DIVISIONAL OFFICE, JEEVAN CHINTAMANI, EASTERN EXPRESS HIGHWAY, P. O. BOX NO. 464, THANE – 400 604.	THANE, RAIGAD	9969033461 9930879798