



Northern Zonal Office, Jeevan Bharti, Connaught Circus, New Delhi-110001

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**Engagement of Retired employees of LIC of India as Associate (Mini Office)**

1. Life Insurance Corporation of India invites Online Applications from eligible retired employees of Life Insurance Corporation of India for engaging as Associate (Mini Office) on contractual basis for a period of two years.

**TOTAL NO.OF VACANCIES: 121**

Reservation for Scheduled Castes, Scheduled Tribes, Other Backward Classes and Physically Handicapped shall be as under:

STATE	CATEGORY					PWD
	SC	ST	OBC	UR	TOTAL	
<b>Rajasthan</b>	9	7	11	29	<b>56</b>	2
<b>Haryana</b>	3	0	5	13	<b>21</b>	1
<b>Punjab</b>	9	0	7	18	<b>34</b>	2
<b>Himachal Pradesh</b>	0	0	0	1	<b>1</b>	0
<b>Jammu &amp; Kashmir</b>	0	0	2	7	<b>9</b>	1
<b>Total</b>	<b>21</b>	<b>7</b>	<b>25</b>	<b>68</b>	<b>121</b>	<b>6</b>

The number of vacancies as also the number of reserved vacancies is provisional and may vary according to the actual requirements of the Corporation.

**Place of Posting:**

Postings will be at the Mini Office situated in the jurisdiction of the Zone. The list of Mini Offices in the Zonal jurisdiction is annexed as “A”.

**2. Job Profile:**

The persons so engaged shall be posted at any of the Mini Office of the Corporation which will be offering facilities such as attending to policy servicing requests like capturing NEFT details, change of address, change of nomination, issue of Status Reports and quotations for Loan, Surrender Value as well as RFM functions. In addition, the engaged persons shall attend to all other duties as may be delegated by the Zonal Manager (Engaging Authority) from time to time. The Zonal Manager shall have the power to revise and redesign the job profile.

**3. Eligibility Conditions as on 01/07/2016 shall be as under:**

Eligible to apply.	Employees of the Corporation who have retired in the cadre of Higher Grade Assistant, Assistant Administrative Officer, Administrative Officer, Assistant Divisional Manager, Divisional Manager and Senior Divisional Manager are eligible to be considered for engagement.  Employees, who have resigned, voluntarily retired or have been removed from services due to disciplinary proceedings are not eligible to be considered for engagement under the scheme.  <b>Those who had been engaged earlier as Associates (Mini Offices) are not eligible to apply.</b>
Age	Maximum age shall not be more than 63 years.

**4. Remuneration:**

Fixed Remuneration of Rs.20,000/- per month plus 10% of the gross salary last drawn by the employee who have retired as Higher Grade Assistant/ Assistant Administrative Officer/Administrative Officer/Assistant Divisional Manager prior to retirement on attaining the age of superannuation. In case of officers who have attained the cadre of Divisional Manager/ Senior Divisional Manager, fixed remuneration of Rs.20000/- per month plus 10% of the gross salary payable at the maximum of the pay scale of Assistant Divisional Manager on the date of retirement of the officers. The employees so engaged shall be entitled to Provident Fund of 10% of their Fixed Remuneration per month which shall be deducted from the monthly salary and an equal amount shall be contributed by the Corporation towards Provident Fund. No other benefits/allowances that are payable to regular employees of the Corporation shall be payable during the tenure of engagement.

5 . **Tenure of Engagement:**

The term of engagement shall be for a maximum period of two years from the date of appointment and in any case not beyond 65 years of age. The contractual engagement can be terminated by either party by giving 30 days notice in writing or by payment of proportionate remuneration in lieu thereof without assigning any reasons whatsoever.

6. **Selection Procedure:**

Selection will be made on the basis of performance in the personal interview of short listed candidates and subsequent Pre-Engagement Medical Examination.

7. **Action against Misconduct:**

An engaged retired employee who displays inefficiency or indolence or who knowingly does anything detrimental to the interests of the Corporation or causes financial loss to the Corporation by his/her acts or who commits a breach of discipline or is guilty of any other act prejudicial to good conduct shall be liable for imposition of the following penalties by the Zonal Manager:

- a) Termination of contractual engagement
- b) Recovery of remuneration or such other amount due to him /her and/or the loss caused to the Corporation.

8. **Leave :**

During the period of contractual engagement, the retired employees shall be eligible for Casual Leave at the rate of one day for each completed month of engagement. Not more than **THREE** days of casual leave can be availed at one stretch.

**9. How to Apply:**

- i) Eligible candidates may apply on the application format and e-mail the application to **nzassociate@licindia.com** latest by **06/08/2016**.
- ii) The hard copy of the application along with the self attested photocopies of the testimonials (DOB certificate, Caste certificate, Disability certificate in case of PH, certificate of Retirement, Last Pay certificate) should reach the following address on or before **06/08/2016**

**The Regional Manager (P&IR)**

**LIC of India,  
Zonal Office,  
Jeevan Bharti, Tower II,  
Connaught Circus,  
New Delhi-110001**

Please note that the envelope should be super scribed with the words, “**Application for engagement as Associate (Mini Office)**”.

- iii) Last date for receipt of application and enclosure is **06/08/2016**

**10. General Information:**

All the retired employees called for interview shall be reimbursed to and fro AC II Tier railway fare or Bus Fare by the shortest route from their place of residence to the place of interview

**Place: New Delhi**

**Zonal Manager**

**Date: 14.07.2016**