

Dear Sir / Madam,

Re : Recruitment of Scale – I Officers (Assistant Manager in GIC)

1. Please refer to your application for the post of Administrative Officer (Scale-I) made to 'New India Assurance Co. Ltd.', and subsequent Written test and also Interview conducted by 'New India Assurance Co. Ltd.'. You were ranked below the cut-off decided by 'New India Assurance Co. Ltd.' for offering appointment.
2. We had approached New India Assurance Co. Ltd. for providing us the folders of applicants who remained surplus on their panel after fulfilling their vacancies with the background of engineering / commerce / mathematics / Chartered Accountancy / Statistics, as we were looking for the candidates to fulfill vacancies in our organization in the specialized fields. We are the only Reinsurance Company designated as 'Indian Reinsurer' and is fully owned by Government of India operating from our Head Office at Mumbai. Please visit us at our website www.gicofindia.in to know more details about the organization.
3. As 'GIC Re' is looking into specific requirement of personnel with specific skill sets, we have carried out the preliminary scrutiny of the folders received from New India Assurance Co. Ltd. and short-listed candidates from the background of engineering / commerce / mathematics / Chartered Accountancy / Statistics. In order to evaluate the ability, suitability and potential of the candidates with specific requirements of GIC Re, it has been decided to conduct a personal interview afresh of short-listed candidates out of folders received from 'New India Assurance Co. Ltd.' on the basis of criteria decided by us.
4. The structure and the functioning of GIC as a Reinsurance Company is completely different from the 'New India Assurance Co. Ltd.' which is direct 'Insurer' with all India network of offices. At present, GIC's function is only from Mumbai office and has got two operating offices abroad and we are proposing to open one office in Malaysia and some more offices in other major countries and the personnel of the Corporation are deployed accordingly. Reinsurance is by nature an international business.
5. The service terms and conditions of 'Assistant Manager' are as under :
 - (a) Emoluments and Benefits : Basic Pay Rs.11,110/- per month in the scale of Rs.11110-540(14)-18670-560(4)-20910 (it is under upward revision) and such other increment / allowance, as may be admissible, under the rules, in force of the Corporation, from time to time.
 - (b) Service Conditions : As applicable in General Insurance Corporation of India from time to time. Posts are permanent and the selected candidates on appointment may be posted or transferred to any place in India as deemed necessary.
 - (c) On selection, you are required to give Guarantee Bond to the Corporation.

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6. In case you are interested in the post of 'Assistant Manager' in GIC, you are advised to attend interview on the date, time and venue mentioned hereinbelow :

Day and Date	Reporting Time	Interview Venue
As per list enclosed	-----	"Suraksha", 170, J. Tata Road, Churchgate, Mumbai - 400 020

7. We would like to inform you that no changes in the scheduled programme are permissible and your absence at interview shall be deemed to be withdrawal of candidature and no request for reconsideration will be entertained in future.

8. Although the time schedule given above will be generally followed, candidates appearing for the interview in the afternoon hours, may have to stay beyond 1700 hours.

9. You are requested to submit to the Officer-In-Charge of interview, the Original Certificates and the attested true copies of all the documents by Gazetted Officer of the Central / State Government or a Judicial Magistrate or an Officer of the General Insurance Industry not below the rank of Scale-II Officer. Documents to be submitted at the time of interview are as follows :

- (a) Three copies of enclosed Interview Data Sheet duly filled in.
- (b) Copy of Certificate of Age.
- (c) Copies of Certificates of Educational Qualifications.
- (d) Caste Certificate duly attested by the Competent Authority in the enclosed Format (If applicable).
- (f) Self-addressed envelop of 6" x 3" for Result declaration.

10. Original Certificates should not be forwarded to the Corporation or left with the Officer-In-Charge of Interview.

11. Candidates called and appeared for interview will, on production of sufficient proof of having undertaken railway journey, be reimbursed the actual fare/s incurred for the **SLEEPER CLASS** by the shortest possible route, To and Fro the destination mentioned in the present address for correspondence OR the place of work / stay from which the candidate actually performs journey for this purpose whichever is less. In the absence of money receipt, please furnish us the date of journey, ticket number/s, fare/s paid etc. regarding your To and Fro journey, for interview purpose. Even you can produce the Reservation or Surcharge card tickets for this purpose.

12. In case any candidate undertakes journey from the place other than one mentioned in the application, such candidate shall not be entitled to claim any reimbursement of railway fare/s and Corporation will have the discretion to decide the circumstances in which the candidate had to perform such journey.

13. If a candidate is still prosecuting further studies, either full or part, he / she should clearly mention this information in the Interview Data Sheet in the space provided for this purpose.

14. Regarding Reserved Category, Corporation may, if it considers necessary for any reason, verify the claim of a candidate through the District Magistrate of the place where the candidate and / or his / her family ordinarily resides. If after appointment in any particular case, the verification reveals that the candidate's claim is false, his / her services shall be terminated in accordance with the recruitment norms. Therefore, they have to secure Caste Certificate in the prescribed format duly approved by Government of India.

15. Regarding Physically Handicapped category, he / she has to furnish a Certificate from a Doctor indicating the nature of handicap and percentage of disability, for employment purpose. If it reveals that claim is false, his / her candidature shall be withdrawn.

16. Selected Candidates will have to undergo Pre-employment Medical Examination and after having been certified by the authorized Medical Referee/s, appointment will be made in General Insurance Corporation.

17. Any irregularity committed in furnishing information to the Corporation shall disqualify the candidate for which he / she shall solely be responsible and no correspondence shall be exchanged in this regard.

18. Please acknowledge receipt of this Interview Call Letter immediately through e-mail and always quote the Exam Number of 'New India' for further correspondence.

19. **This letter should not be considered as a letter of appointment.**

(Y. Ramulu)
Dy. General Manager

Encl : a.a.