



**GENERAL INSURANCE CORPORATION OF INDIA**  
**(A wholly owned Government of India Company)**

**RECRUITMENT OF SCALE I OFFICERS**

GIC Re, the 'Indian Reinsurer' and 15<sup>th</sup> largest Reinsurance Company in the world fully owned by Government of India with the network in India and abroad is looking for **Young, Energetic Graduates / Post Graduates with Brilliant Academic record in the disciplines mentioned below to fill-in the positions of 65 Officers** in the cadre of Assistant Managers (Scale-I) to be based in its offices in India and abroad (primarily to be posted in Head Office, Mumbai) and will be liable to be posted anywhere in India as well as abroad as per the requirement of the Corporation.

To know more about GIC Re, go through the details in the website [www.gicofindia.in](http://www.gicofindia.in). Applications are invited from Indian Citizens for the following vacancies.

**I. The details of vacancies are as follows :**

STREAM / DISCIPLINE	NO. OF VACANCIES	QUALIFICATION REQUIRED AS ON THE DATE OF APPLICATION	DESIRABLE ADDITIONAL QUALIFICATION
INSURANCE	28	Graduate	PG in General Insurance/Life Insurance/AIII/FIII
HUMAN RESOURCE DEVELOPMENT	1	Graduate	PG in HRM/Personal Management
GENERAL	11	Graduate	PG in Management/ Maths
FINANCE /ACCOUNTS	6	B.Com	CA Inter/M.Com/MBA
CHEMICAL ENGINEERING	1	BE / B.Tech / Chemical)	
ELECTRICAL ENGINEERING	1	BE / B.Tech / Electrical)	
MARINE ENGINEERING	1	BE / B.Tech / (Marine)	
AERONAUTICAL ENGINEERING	1	BE / B.Tech / (Aeronautics)	
INFORMATION TECHNOLOGY (Software)	3	B.E. / B. Tech. Engineer/MCA/IT/ Computer Science	*Desirable skill set mentioned below
LEGAL	3	LLB / B.L	LLM/Experience
STATISTICS	4	Graduate	PG in Statistics
MEDICAL	1	MBBS	Underwriting experience in Life/ health Ins. Industry
COMPANY SECRETARY	1	Graduate	CS/Inter CS
ACTUARY	1	Graduate with Maths/Statistics	Passed minimum 4 papers of IAI/UK, 2 years working experience in Life/Health Insurance Industry
EXECUTIVE P.A.	2	Graduate (English)	Stenography & MS Office certification
<b>Total</b>	<b>65</b>		

**The candidate must possess computer proficiency.**

- *Desirable skill set for IT Stream :*

<b>Skill Set</b>	<b>Area</b>
Operating System	Windows/Linux
Networking	LAN/WAN/Wireless using CISCO
DBA (RDBMS)	Oracle/SQL Server
Security	IDS/Firewalls/PK1
Application Development	SAP ERP, SAP Business Intelligence, Business Objects, ASP/JSP
Web designing	HTML CSS, PHP, Apache, MySQL Joomla. Web Services, XML

**THE CANDIDATE CAN APPLY ONLY FOR ONE STREAM OF HIS/HER CHOICE.**

**The candidate must possess the required qualification and additional qualification with the University / Institution Certificate on the day of application.**

**The candidate applying for any stream must possess computer proficiency.**

**Number of vacancies and number of reserved vacancies may increase or decrease, depending upon the actual vacancies at the time of final selection and availability of successful candidates.**

**Nationality :** A candidate applying for above vacancies in the Corporation 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 1<sup>st</sup> 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.

## **II. The particulars of application of reservation :**

**Gen – 35      SC- 9              ST-5    OBC – 16      PWD (HI/VI/OC) - 2              = TOTAL 65**

## **III. Age Criteria : Age (As on 31.12.2014)**

Minimum age : 21 years.

Maximum age : 30 years

Relaxation in upper age limit.

Schedule Caste / Scheduled Tribe	5 Years
Other Backward Class (eligible for reservation)	3 Years
Person with Disability *	10 Years
Ex-Servicemen / Disabled Ex-Servicemen	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
Widows, Divorced women and women legally separated from their husbands who have not remarried	9 years
Persons ordinarily domiciled in the Kashmir Division of the State of Jammu & Kashmir during the period 1-1-80 to 31-12-89	5 years
Existing Confirmed Employees of Public Sector General Insurance Companies (including GIC & Agriculture Insurance Company of India Ltd.)	8 years

\* OH candidates alone eligible under PH category

**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.

**DEFINITION OF PERSONS WITH DISABILITIES**

Under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 only such persons would be eligible for reservation who suffer from not less than 40% of relevant disability and are certified by a Medical Board appointed by the Central/State Govt. Accordingly, candidates with the following disabilities are eligible to apply:-

**Visually Impaired (VI)**

Blindness refers to condition where a person suffers from any of the following conditions namely (i) Total absence of sight (ii) Visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses (iii) Limitation of the field of vision subtending in angle of 20 degrees or worse.

Low vision means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning of execution of a task with appropriate assistive device.

### **Deaf & Hearing Impaired (HI)**

The deaf are those persons in whom the sense of hearing is non-functional for ordinary purposes of life i.e. total loss of hearing in both ears. They do not hear, understand sounds at all even with amplified speech. Hearing impairment means loss of sixty decibels or more in the better ear in the conversational range of frequencies.

### **Orthopaedically Challenged (OC)**

Locomotor Disability means disability of bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy. Cerebral Palsy means a group of non-progressive conditions of person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal or infant period of development. All the cases of Orthopaedically Challenged Persons would be covered under the category of 'Locomotor disability or cerebral palsy'.

**(Detailed guidelines regarding persons with disabilities given in Annexure I).**

## **IV. Compensation Package**

Basic Pay Rs.17,240/- per month in the scale of Rs.17240-840(14)-29000-910-(4)-32640 and other admissible allowances like DA, HRA, CCA, etc. The total emoluments will be about Rs.38,500/-p.m. plus other benefits which are New Pension Scheme and Group Savings Linked Insurance Scheme (GSLI)., Newspaper /Internet Allowance Leave Travel Subsidy, Medical Benefits, Personal Accident cover, housing and vehicles loans with subsidized interests, and interest free advances for festival, natural calamities and any other benefits as per rules and on confirmation of service in the Corporation. The officers are also entitled for Corporation's / leased accommodation as per norms. (presently Corporation owned accommodations are not available, whereas lease accommodation will be permitted as per norms). The present lease accommodation limits at Mumbai is Rs.12,000/- per month.

GIC Re provides excellent opportunity for career growth in the highly specialized area under which the Corporation is operating, through training and development interventions within the country as well as overseas.

## **V. Service Conditions :**

The selected candidates are governed by all the terms and conditions of service 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 and abroad**, as deemed necessary. **HOWEVER, THE INITIAL POSTING WILL BE IN ITS CORPORATE OFFICE IN MUMBAI ONLY.**

**VI. Selection Procedure :**

The selection for the above post shall be on the basis of shortlisting of the candidates based on Written Test and performance in Group Discussion and interview. The total marks for Written Test, Group Discussion and Interview will be 200.

Competitive written examination will be held at 04 centres in India viz. Mumbai, Chennai, Calcutta and Delhi tentatively on Sunday, **1<sup>st</sup> March, 2015** The candidate may choose any one of the following centres, which must be indicated in the Application Format clearly. No change of the centre will be allowed at a later date. Corporation reserves the right to direct candidates to appear at a centre other than the one chosen by them for written examination without monetary assistance. Corporation also reserves the right to hold the written examination at some and not all the examination centres listed below depending upon the number of candidates and other relevant factors.

**IMPORTANT: THE CANDIDATE CAN APPLY ONLY FOR ONE STREAM OF HIS /HER CHOICE.**

**CHOICE OF CENTRE FOR WRITTEN TEST :**

Centre	New Delhi	Mumbai	Kolkata	Chennai
Code No.	01	02	03	04

**VII. The scheme of written examination is as follows :**

		Max. Marks
<b>PART A</b>	Domain Knowledge of the relevant stream	<b>40</b>
<b>(Objective)</b>		
<b>PART B</b>	i Test of Reasoning	<b>20</b>
	ii Test of English Language	<b>20</b>
	iii Test of General Awareness	<b>20</b>
	iv Test of Numerical Ability & Computer Literacy	<b>20</b>
<b>Part C</b>	Test in English Language – Essay, precise and Comprehension	<b>30</b>
<b>(Descriptive)</b>		

<b>Minimum qualifying marks in the written test – 60% for General &amp; OBC and 50% for SC /ST.</b>
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The Part B and Part C of examination shall be common for the candidates of all the streams.

The Candidates may exercise option to answer the tests either in Hindi or in English except the test under part B (ii) and part C. Choice of Medium of Written Test MUST be mentioned in the ONLINE Form. Question Paper shall be provided as per the Choice indicated.

**Note :** Candidates belonging to SC/ST and OBC candidates will be given 15 days pre-recruitment online training.

The Corporation reserves the right to relax / extend the eligibility standards in respect of minimum prescribed marks in written examination, in order to enhance / restrict the number of candidates to be called for interview / Group Discussion, based on performance in the written examination and commensurate with the number of vacancies.

Candidates will appear for written tests at their own expenses.

The candidates are advised to satisfy themselves, before they apply, that they fulfil the prescribed age, qualifications and that if found ineligible, their candidature will be cancelled at any stage of recruitment. The fees paid by ineligible candidate shall be forfeited. Appearing in the written examination, Group Discussion / Interview will not automatically confer any right of being selected for the said post.

On the basis of performance in written examination, candidates will be called for Group Discussion and interview. **The maximum marks for Group Discussion and Interview are 20 and 30, respectively.** The result of final selection, made on overall performance in written examination, Group Discussion and Interview will be notified on GIC Re website.

Outstation candidates called for interview will be reimbursed to and fro III AC rail fare/bus fare by the shortest route from the station of the residence to the station of interview on production of evidence of having undertaken journey for interview purpose.

**The decision of Management/Selection Committee in respect of selection of candidates will be final and binding upon the candidates.**

### **VIII) Probation :**

Selected candidates if medically found fit, will be appointed as Assistant Manager on probation for a period of one year, which may be extended by a further period upto one year. The Corporation reserves the right to terminate service of a candidate if found unsuitable at any time during the probationary period or the extended probationary period without any notice or assigning any reason therefor. During the probationary period, candidates will be required to undergo theoretical and practical training, as may be arranged for them.

**During the probation period, the Officers would be required to pass the non-life “Licentiate Examination” conducted by Insurance Institute of India. Only after passing the said examination, the officer will be eligible for confirmation of his services in the Corporation. Failure to pass the said Examination within the extended probation period will render the officer liable to be terminated from service on expiry of the period so specified.**

### **IX) Guarantee Bond**

Before joining as probationer, the selected candidate will be required to give an undertaking to serve the Corporation for a minimum period of four years including probationary period, failing which he/she will pay liquidated damages equivalent to one year’s gross salary paid to him / her during the year of probation which could be proportionately reduced depending on the length of service rendered. Besides he/she will have to submit a stamped Indemnity bond duly executed by two sureties of sound financial standing and not related to the candidate, for an amount equivalent to one year’s gross salary.

Candidates resigning from the Corporation during the probationary period, shall be liable to pay the salary received by them during their entire period of service in the Corporation in addition to an amount equivalent to the cost of training incurred by the Corporation in respect of the candidate.

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

### **CANVASSING IN ANY FORM WILL DISQUALIFY THE CANDIDATE**

### **X) Guidelines for online Application**

**How to apply:** *Candidates satisfying the eligibility conditions have to apply through online registration system of GIC Re i.e. <https://psu.shine.com/company/general-insurance-corporation-ltd/> .*

*Online submission of the applications will be allowed on the website between 25th December, 2014 to 24<sup>th</sup> January, 2015 . No other means/mode of application shall be accepted.*

*While applying on-line, candidate should have the following readily available.*

- ❖ E-mail ID (which must be valid for at least one year from the date of application)*
- ❖ Mobile No (which must be valid for at least one year from the date of application)*
- ❖ Non refundable amount of **Rs. 500/-** as Processing and Examination fees. (Rupees Five Hundred Only) has to be paid on line only as per instruction given in above*

website upon completion of registration and application. (Candidates belonging to SC/ST category and PH (OH) candidates and the employees of GIC and GIPSA Member Companies are exempted from the fees). Demand Draft/ Money Order / Postal Order or any other mode of payment is not acceptable.

- ❖ A soft copy of recent (not more than 1 month old) colour passport size photograph of the full face (front view) with the file size not more than 300 kb.
- ❖ Online payment of Processing and Examination fees (if applicable) and valid e-mail ID, Mobile Number & Photograph are mandatory fields without which applications will not be registered.

### **STEPS FOR APPLYING**

**STEP 1:** Visit our online application website <https://psu.shine.com/company/general-insurance-corporation-ltd/>

**STEP 2:** Click on “**Advertisement**” to view the full details before applying .

**STEP 3:** Click on "**Apply Online**" to fill up the application form . Note that you have to pay online the Processing and Examination fee of Rs.500/- while applying, as applicable.

**STEP 4 :** Kindly enter the details as mentioned in the Application form.

**STEP 5 :**Choose the relevant choice of centre for Written Test.

**STEP 6 :** Candidates have to upload passport size photograph while submitting online application

- a) Photograph must be recent passport size photograph
- b) The picture should be in colour, against a light coloured, preferably white background.
- c) Size of file should be maximum 300 kb only.

**STEP 7:** After you fill the Application form, click on “**PROCEED BUTTON**” to go to the next step. Ensure that you have chosen the correct stream and filled the right information.

**STEP 8 :** Kindly check Preview of your application and check all the information is correct and if you want to edit, kindly Click “**EDIT BUTTON**” or Click “**SUBMIT BUTTON**” for final submission of your application. After Clicking “Submit”, Candidate will not be able to **EDIT** any more.

**STEP 9 :** After that you will come to payment page where you will get payment options as per your Category. Candidates need to make payment Online through (Net Banking,



Debit Card or Credit Card) and if candidates get the registration slip it means his/her payment is successful and they can take print out of his/her Registration Slip. If Candidate doesn't receive any Registration slip, it means his/her payment is failed due to some reason and this amount will be refunded to candidate within 7 Working days and Candidate need to make the payment again to confirm his/her candidature (Candidates needs to bear a small extra amount over and above the fees viz service/payment gateway/Bank charges. etc.).

**STEP 10 :** After submitting online application, take **Printout** of the acknowledgement slip, put signature;

**STEP 11:** Candidates should use pins for fastening all documents and Self-attested copies of the supportive documents, testimonials, qualification and age proof certificates and send the same by ordinary post/speed post at the address given below. Only original acknowledgement slip (no photocopy) shall be accepted.

Please send your acknowledgement Slips with other supportive documents by **ORDINARY POST / SPEED POST** so as to reach latest by 30th January, 2015 to **The Advertiser-GIC Re, Post Box no 10737, Sector 7, Rohini, Delhi- 110085, superscribing the Envelope as "APPLICATION FOR THE POST OF ASSISTANT MANAGER IN GIC Re"**. (Please indicate the Stream /Discipline for which you have applied also)

**STEP 12 :** If your candidature is found eligible, you will be intimated by **e-mail/sms** regarding the written test. On receipt of the **e-mail / sms** you will have to once again login to <https://psu.shine.com/company/general-insurance-corporation-ltd/> and click on **DOWNLOAD ADMIT CARD" OPTION**.

**STEP 13:** Print the admit card with photo and carry the ADMIT CARD to the examination centre on the date and time indicated therein. Photograph appeared on the acknowledgement slip and admit card, should be the same.

**Note :** Candidate Registration No. and Date of Birth will be his/her Username and Password.

### **GENERAL INSTRUCTIONS**

- Submission of acknowledgement slip after the closing date will not be accepted. GICRe is not responsible for any postal delay / wrong delivery / loss in transit. No acknowledgement slip will be received after the closing date of application.
- Photocopies of acknowledgement slip will be rejected.
- The candidature of such candidate whose acknowledgement slip along with documents received after 30<sup>th</sup> January, 2015 shall be rejected as Time Barred.
- GIC Re will not be responsible for any loss of email/admit card sent, due to invalid/wrong email id etc.

- *Admit Card will not be sent by post. It should be downloaded by the candidates from the website. Candidates will be allowed to appear for the Written Test only with Admit Card and not with the acknowledgement Slip.*
- *Candidates should retain a photocopy of their acknowledgement Slip for future reference.*

### **ENCLOSURES REQUIRED**

Enclose attested copies of the (i) HSC Certificate showing Date of Birth, (ii) Degree / PG Certificates and Mark Sheets, (iii) Certificate regarding prescribed professional training, (iv) Caste Certificate (v) Disability Certificate wherever applicable (vi) Ex-Servicemen Release Order wherever applicable (vii) Evidence of Domicile for the period from 1.1.1980 to 31.12.1989 in the case of Kashmir Division of the State of Jammu & Kashmir Residents (for age relaxation purpose).

1. Caste Certificate in respect of SC/ST/OBC candidates is to be obtained from the following authorities :-

(a) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional 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).

(b) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.

(c) Revenue Officer not below the rank of Tehsildar.

(d) Sub-Divisional Officer of the area where the candidate and / or his family normally resides.

(e) In so far as the Scheduled Tribes community of Tamil Nadu is concerned, the Certificate issued by the Revenue Divisional Officer only is acceptable and not by the Tehsildar.

2. For claiming reservation under OBC category, candidate should belong to such Caste or Community which are common to both the lists in respect of Mandal Commission and the State Governments list from the State of his origin (as per the list published by the Central Government). The benefit of reservation shall not apply to persons/section belonging to 'Creamy Layer' as specified vide Column 3 of the Schedule of the Department of the Personnel and Training OM No. 36012/22/93-Estt. (SCT) dated 8.9.93 and produce Certificate as per Proforma prescribed by Ministry of Personnel, Public Grievances and Pensions, Government of India which should include that they do not belong to Creamy Layer.

3. Candidates serving in Govt. / Quasi Govt. / Public Sector Undertakings will have to forward an ADVANCE COPY in case their original applications are required to be routed through proper channel. Original application with No Objection Certificate should reach **The Advertiser-GIC Re, Post Box no 10737, Sector 7, Rohini, Delhi- 110085, super scribing the Envelope as “APPLICATION FOR THE POST OF ASSISTANT MANAGER IN GIC Re –ADVANCE COPY”**

4. In case of any doubt, decision of Chairman-cum-Managing Director of the Corporation will be final and binding. Corporation takes no responsibility for any delay in receiving the application or for loss of application in transit, as also delay in receiving call letters for written test / interview by the candidates due to postal delay. No communication will be entertained in this regard.

5. Withdrawal of candidature on account of non-furnishing of any information will not confer any right to carry forward or retain the candidature for future recruitment.

6. Application once submitted will not be allowed to be withdrawn and the fee once paid will not be refunded nor would this fee be held in reserve for future examination / selection.

**7. Application not accompanied by relevant certificate/s, wherever necessary or requisite fee or not in the prescribed format, or not signed by the candidate or incomplete in any respect, will not be entertained.**

- *GIC reserves the right to cancel / restrict / enlarge / modify / alter the recruitment process, if need so arises, without issuing any further notice or assigning any reason thereafter.*
- *In case any ambiguity / dispute arises on account of interpretation in versions other than English, the English version will prevail.*
- *Court of jurisdiction for any dispute will be at Mumbai.*
- *While applying for the above post, the applicant must ensure that he/she fulfills the eligibility and other norms mentioned above, as on the specified dates and the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment / selection that a candidate does not fulfill the eligibility norms and / or that he/she has furnished any incorrect / false information or has suppressed any material fact(s), his/her candidature will automatically stand cancelled. If any of the above shortcoming(s) is / are detected even after appointment, his/her services are liable to be terminated without any notice.*

Candidates must remain in constant touch with company's Notice Board on the website <https://psu.shine.com/company/general-insurance-corporation-ltd/> and GIC Re's website [www.gicofindia.in](http://www.gicofindia.in) for information regarding dates of written test, interview etc.

- **GIC Re Management reserves the right to amend any of the provisions of the recruitment process, if need so arises, without issuing any further notice or assigning any reason thereof.**

<b><i>IMPORTANT DATES ( Tentative )</i></b>	
<b><i>Commencement of online registration of applications by candidates</i></b>	<b><i>25<sup>th</sup> December, 2014</i></b>
<b><i>Last date for Online Registration</i></b>	<b><i>24<sup>th</sup> January, 2015</i></b>
<b><i>Last date for accepting acknowledgement slips with required documents by post</i></b>	<b><i>30<sup>th</sup> January, 2015</i></b>
<b><i>Intimation to candidates regarding Downloading of admit cards by sms/email latest by</i></b>	<b><i>13<sup>th</sup> February, 2015</i></b>
<b><i>Online training for SC/ST/OBC begins</i></b>	<b><i>13<sup>th</sup> February, 2015</i></b>
<b><i>Online training for SC/ST/OBC ends</i></b>	<b><i>27<sup>th</sup> February, 2015</i></b>
<b><i>Tentative Date of Written Test</i></b>	<b><i>1<sup>st</sup> March, 2015</i></b>
<b><i>Tentative Date for commencement of Group Discussion / Interview</i></b>	<b><i>9<sup>th</sup> April, 2015</i></b>
<b><i>Tentative Date for joining the Corporation on induction training programme</i></b>	<b><i>21<sup>st</sup> May, 2015</i></b>

**List of following Documents (copy) to be attached with the Application:**

<i>i)</i>	HSC Certificate showing Date of Birth,	
<i>ii)</i>	Degree / PG Certificates and Mark Sheets	
<i>iii)</i>	Certificate regarding prescribed professional training / Qualification	
<i>iv)</i>	<i>Caste Certificate in case of SC / ST / OBC candidates</i>	
<i>v)</i>	Disability Certificate wherever applicable	
<i>vi)</i>	Ex-Servicemen Release Order wherever applicable	
<i>vii)</i>	Evidence of Domicile for the period from 1.1.1980 to 31-12-1989 in the case of Jammu & Kashmir State Residents (for age relaxation purpose).	

Place: Mumbai

Sd/-

Date: 24th December, 2014

Deputy General Manager (HR)

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## ANNEXURE 1

### SCRIBE DECLARATION FORM

#### GUIDELINES REGARDING PERSONS WITH DISABILITIES

Those candidates who are affected by cerebral palsy with loco-motor impairment and whose writing speed is affected can use own scribe at own cost during the online examination. In all such cases where a scribe is used, the following rules will apply:

- *Please ensure you are eligible to use a scribe as per the Government of India rules governing the recruitment of Persons with Disabilities.*
- *The candidate will have to arrange his/her own scribe at his/her own cost.*
- *The scribe can be from any academic discipline.*
- *Both, the candidate as well as the scribe, will have to give a suitable undertaking, in the prescribed format with passport size photograph of the scribe, confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case it later transpires that s/he did not fulfill any of the laid-down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the examination.*
- *Such candidate who uses a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination.*

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Please fill up the DECLARATION and submit along with the call letter (admit card).

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#### DECLARATION

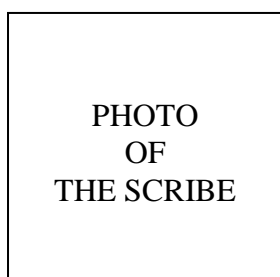
We, the undersigned, Shri/Smt/Kum. \_\_\_\_\_ eligible candidate for the \_\_\_\_\_ examination and Shri/Smt/Kum. \_\_\_\_\_ eligible writer (scribe) for the eligible candidate, do hereby declare that :

1. *The scribe is identified by the candidate at his/her own cost and as per own choice. The candidate is affected by cerebral palsy with loco-motor impairment and his/her writing speed is affected and s/he needs a writer (scribe) as permissible under the Government of India rules governing the recruitment of Physically Challenged persons.*
2. *As per the rules, the candidate availing services of a scribe is eligible for compensatory time of 20 minutes for every hour of the examination.*
3. *In view of the importance of the time element and the examination being of a competitive nature, the candidate undertakes to fully satisfy the Medical Officer of the Organization that there was necessity for use of a scribe as his/her writing speed is affected by the disabilities mentioned in Paragraph '1' above.*

4. *In view of the fact that multiple appearance / attendance in the examination are not permitted, the candidate undertakes that he/she has not appeared / attended the examination more than once and that the scribe arranged by him/her is not a candidate for the examination and has not appeared as a Scribe for more than one candidate. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.*
5. *We hereby declare that all the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of recruitment that we do not fulfill the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the candidature of the applicant will stand cancelled, irrespective of the result of the examination. If any of these shortcoming(s) is/are detected even after the candidate's appointment, his/her services are liable to be terminated. In such circumstances, both signatories will be liable to criminal prosecution.*

Given under our signature:-

Signature of the Scribe: _____	Signature of the Candidate: _____
Postal address:	Registration No: Roll No:
Educational Qualification of the Scribe:	Postal address:
STD Code..... Phone No.....	STD Code..... Phone No.....
Cell No, if any.....	Cell No, if any.....



Signature of Invigilator