



“Agriculture Insurance Company of India Ltd., New Delhi is inviting applications for **Actuarial Apprentices** from aspiring students who are keen to pursue Actuarial studies to become Actuaries.

APPRENTICESHIP CONDITIONS:

- The apprenticeship period shall be for a period of **two years**.
- The apprentice shall be eligible for the post of Administrative Officer on passing all of the Core Principles exams and completing at least one year of training period subject to satisfactory work performance.

TOTAL NUMBER OF VACANCIES: 4 *

**Reservations shall be applicable as per the Government guidelines*

(The total number of vacancies, including the number of vacancies for reserved categories may increase or decrease depending on the total number of vacancies at the final selection).

ELIGIBILITY CONDITIONS AS ON 01.05.2020

QUALIFICATION:

- a. Graduation in any discipline from recognised University with at least 60% or more marks in aggregate (55% in case of SC/ST candidates),
AND
- b. The candidate should have passed or have been exempted from at least 5 actuarial exams conducted by Institute of Actuaries of India (IAI) or Institute and Faculty of Actuaries, UK as per Curriculum 2019.

AGE : Not more than 30 years as on 01.05.2020 , relaxation of 3 years for OBCs and 5 years for SCs/STs and 10 years for PWD candidates.

MONTHLY STIPEND :

Criteria	1st year	2nd year
Having passed or exempted a minimum of 5 subjects of Actuarial exams conducted by IAI as per the Curriculum 2019 .	Rs. 30,000 per month	Rs.32,500 per month

TERMS & CONDITIONS :

- a) The training period shall be for a period of two years.
- b) The trainee can be terminated on immediate basis on unsatisfactory work performance.
- c) If the candidate is not able to meet the necessary exam requirements at the end of the training period, then the training period may be extended for a further period of one-year subject to satisfactory work performance.
- d) The apprentice shall be eligible for the post of Administrative Officer on passing all of the Core Principles exams and completing at least one year of training period subject to satisfactory work performance.

ABSORPTION AS ADMINISTRATIVE OFFICER (SCALE I) :

On absorption on regular basis, as **Administrative Officer (Scale I Officer)**, the emoluments will be fixed in the scale of pay of **Rs.32,795-1610(14)-55,335-1745(4)-62,315** plus such other increment / allowance as may be admissible under the rules, in force, from time to time and subject to revision of the pay scales, if any. The Actuarial Apprentice absorbed as Scale I Officer will be treated as a fresh Direct Recruit Officer in Scale I on probation and have to furnish 4 years Guarantee Bond.



METHOD OF SELECTION: Selection will be based on shortlisting followed by Group Discussion and/or Personal Interview

A. Shortlisting of candidate:

- Shortlisting will be purely provisional based on the details filled up in the application form without verification of documents.
- Adequate number of candidates as decided by the Company shall be shortlisted based on their academic qualification, required Technical qualification, age etc. or any other criteria as may be deemed fit by the company at its sole discretion.
- Mere fulfilling minimum qualification will not vest any right in the candidate for being shortlisted.

B. Group Discussion and/or Personal Interview:

- The shortlisted candidates will be called for Group discussion and/or Personal Interview. Their selection will be based on their performance in Group Discussion and/or Personal Interview.
- The qualifying marks in the Group Discussion and/or Personal Interview will be decided by the Company.
- Date, time and venue of Group Discussion and/or Personal Interview will be informed to the candidates through Company's Website and/or regd. e-mail id.
- The Company reserves its right to call candidates in ratio vis-à-vis shortlisted candidates as deemed fit depending upon the requirement of the Company etc.

C. Selection of the Candidate :

- Final Selection of candidates who qualify the Group discussion and/or Personal Interview will be subject to Medical Examination.
- Medical Report in the prescribed format duly stamped and signed by the Doctor from the Government Hospital / LIC panel will be accepted.
- Cost incurred for Medical Examination will not be reimbursed.
- Posting of selected candidates will be at Head Office of AIC at New Delhi.

HOW TO APPLY:

- **Candidates should have a valid personal email id and Mobile Number** to which Company may send any related information through email and/or mobile and the same should be kept active till the completion of the selection process.
- Candidates should visit the website of Agriculture Insurance Co. of India Ltd. at www.aicofindia.com and click on "NOTICE" Section and click on the "**Advertisement for Actuarial Apprentices**".
- Candidate should read carefully all the details given in the Advertisement.
- Interested candidates, after ensuring the fulfilment of eligibility criteria be ready with Photograph and Signatures to be uploaded as per the specifications given below.
- Candidates are advised to download the **pdf application form, fill the details in the file, upload the photo and signature** as per specification and save this pdf file with File name as ARNNumber/Membership number_Name of the candidate (123456_XYZ)
- This pdf application will be mailed to the email id recruitment@aicofindia.com
- Candidate should ensure that his/her Name as also name of Father/husband should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change or alteration found may disqualify the candidature.
- Candidates have to mandatorily give Two References (other than family members) in the application format.
- Candidates are advised to carefully fill and verify the correctness of the details so filled as no change will be possible/ entertained after submission.



- The responsibility of furnishing the correct information regarding their Date of Birth, Category and Qualifications rests upon the candidate and the candidature shall be subject to verification of the original documents at the time of Group discussion and/or Personal Interview, if called.
- Candidates are advised to take a printout of this pdf application file which is to be brought during Group discussion and/or Personal Interview, if called.
- Company does not assume responsibility for the candidates not being able to submit their applications within the last date on account of any reason or any other reasons beyond the control of the company.
- Applications which are incomplete or has incorrect data are liable to be rejected and will not be entertained for any further process.

GUIDELINES FOR UPLOAD OF PHOTOGRAPH AND SIGNATURE:

Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

Photograph Image:

- Photograph must be a recent passport size colour picture with light-coloured (preferably white) background.
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Photograph with Caps, hats and dark glasses are not acceptable.
- Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between **20kb–50 kb**. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning.
- Image file should be **JPG or JPEG format**.

Signature Image:

- The applicant has to sign on white paper with Black Ink/Gel pen.
- Signature in CAPITAL LETTERS shall NOT be accepted.
- The signature should be of the applicant and not by any other person.
- The signature will be used wherever necessary.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between **10kb – 20kb** for signature. If the size of the file is more than 20 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning.
- Image file should be **JPG or JPEG format**.

Upload of the photographs/signature:

- The Candidate need to upload the Photograph and Signature while filling the Application by clicking at the space provided for the same in the pdf file.
- Browse and Select the location where the Scanned photograph / signature file has been saved.
- Select the file and Click the '**Open/Upload**' button.

Your pdf Application will not be considered unless you upload your relevant photograph and signature as specified.

Note:

1. In case the face in the photograph or signature is unclear/smudged the candidate's, application may be rejected.
2. After uploading the photograph and signature in the pdf application form candidates should check that the images are prominently visible and clear and have been uploaded correctly.
3. Kindly check that the Photo and Signature uploaded are displayed in pdf application forms



GENERAL INFORMATION :

- Candidates are advised to visit the AIC website www.aicofindia.com at regular intervals for details and updates. Call letters shall be sent by email only and candidates are advised to regularly check their registered email id.
- Candidates shall not send the hard copy of the application and certificates to AIC.
- Shortlisted candidates called for Group discussion and Personal Interview should compulsorily bring the Printed Hard copy of the downloaded Application Form. The candidate should also bring all Original Certificates along with one set of self- attested xerox copies of Date of Birth/Matriculation, Educational & technical Qualifications, Computer proficiency, Caste Certificate etc. for verification.
- Candidature will be subject to verification of relevant certificates /documents as a proof of the eligibility criteria to be submitted at the time of Group Discussion and Personal Interview.
- In case the candidate called for Group Discussion and/or Personal Interview is found as not satisfying the eligibility criteria and/or has not brought the original certificates, he/she will not be eligible for further selection process of Group Discussion and/or Personal Interview.
- **The candidates may kindly note that any cost incurred by them for attending the Group Discussion and/or Personal interview will not be reimbursed by Company.**
- Canvassing or bringing any undue influence in any form will disqualify the candidate
- Candidature of any candidate furnishing incorrect or false particulars or suppressed material information is liable to be cancelled at any stage of selection and if detected post selection, his/her selection will be terminated immediately.
- Any revisions / corrigendum will be hosted on the Company's website only.
- The selected candidate shall not accept any other assignment without obtaining explicit consent from AIC.
- Company reserves the right to amend or alter any of the conditions mentioned above, reject any application/Candidature at any stage or cancel the Personal Interview and/or Group Discussion and/or selection process at any stage without assigning any reason.
- **The decision of the company in all matters regarding eligibility, shortlisting, conduct of Group Discussion and/or Personal Interview and selection would be final and binding on all candidates and no correspondence shall be entertained in this regard.**

Date: 21-05-2020

Place: NEW DELHI

(Company is not responsible for any printing errors)

DGM (HR)