



AGRICULTURE INSURANCE COMPANY OF INDIA LIMITED  
Regd. Office: "AMBADEEP" (13<sup>th</sup> Floor), 14, Kasturba Gandhi Marg, New Delhi – 110 001

AGRICULTURE INSURANCE COMPANY OF INDIA LTD (AIC) is a Company registered under the Companies Act, 1956 with a GDPI of about Rs. 835 crore and is the premier organization for providing insurance based agricultural risk management solutions to the farming community of the country.

The Company immediately requires a Company Secretary to be appointed in the rank of Manager (Scale IV).

ELIGIBILITY CRITERIA: The candidate should be a member of the Institute of Company Secretaries of India & should have relevant experience of 15 years or more.

PREFERENCE: Preference would be given to candidates who are members of the Institute of Chartered Accountants of India as well (i.e. in addition to being a member of the Institute of Company Secretaries of India).

MAXIMUM AGE: Age of the applicant as on 01.12.2008 should not exceed 45 years (relaxation in case of SC/ST/ OBC/PWD/ECO/SSRCO candidates and other specified categories as per the policy of the Central Government).

PAY SCALE AND BENEFITS: The appointment would be in the Pay Scale of Rs. 22030-650 (7)-26580 (under revision) with all applicable allowances such as DA, HRA, CCA and retirement benefits as per Company rules. Total emoluments at the minimum of the scale as per the current rates in Metro cities would be approx. Rs. 33,000/- per month.

HOW TO APPLY: Interested candidates may apply by ordinary post within 21 days of publication of this advertisement to the General Manager (Personnel), Agriculture Insurance Company of India Limited, 13<sup>th</sup> Floor, Ambadeep Building, 14, Kasturba Gandhi Marg, New Delhi-110 001.

SELECTION PROCEDURE: Candidates short-listed on the basis of Eligibility and Preference criteria (including length of experience) will be called for interview. Final selection will be made on the basis of performance in interview.

GENERAL INSTRUCTIONS:

- A) Outstation candidates called for interview will be paid to and fro AC Second Class Railway Fare/Bus Fare by the shortest route from the station of Residence to the station of Interview.
- B) Application should be on foolscap paper, neatly typed or hand-written in Capital Letters, including Name, Father's/Husband's name, Date of Birth & Age, Address for correspondence with contact numbers, Permanent Address (with Home State/UT), Category(SC/ST/OBC/GEN/PWD/OTHERS), Educational Qualifications, Experience, etc.



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- C) Please enclose attested copies of certificates along with mark sheets in respect of the educational qualifications, age proof and work experience and caste certificate in respect of SC/ST/OBC candidates in the prescribed format issued by the Competent Authority & certificate of disability issued by the Competent Medical Institution.
- D) Those employed in Central Government/Semi-Govt. Departments/Public Sector Undertakings/Autonomous Bodies are required to submit their Applications through proper channel along with "No Objection Certificate" from the present employer. Advance copy of the application may be sent to AIC directly.
- E) The Company reserves the right to amend/restrict/cancel the entire recruitment process unilaterally without assigning any reason. The decision of the Company in this regard shall be final and binding.

