



"Agriculture Insurance Company of India Ltd., New Delhi is a speciality Crop Insurance company implementing the Central and State Government sponsored Crop Insurance Schemes and also plans to diversify into other rural allied insurance business.

The Company is looking for candidates to work as **District Manager (Business Development and /or Risk Management)** in **Select Districts of Select States** on contractual basis, initially for a period of 1 year, further extendable for two terms of 1 year each as per requirement of the Company and subject to performance evaluation of the candidate, however the total period shall not exceed 3 years. Interested candidates fulfilling the eligibility criteria as detailed below may submit their application **ONLINE** and the details for the same is as under:

Date/Time of commencement for online filling of application	8 th May 2020 (from 8 am)
Last Date/Time for online filling of applications and payment of fees	28 th May 2020 (upto 8 pm)
APPLICATION FEE/INTIMATION CHARGES	
For GEN/OBC/EWS candidates	Rs. 400/-
For SC/ST candidates	Rs. 100/-
PWD Candidates	No Fee
Bank Account details for payment of fees (Fees payment needs to be done through NET Banking/NEFT and candidate should be having the transaction ID ready before filling the online application)	
Account Name	Agriculture Insurance Company of India Limited
Account Number	920020029227087
Bank and Branch Name	AXIS BANK, STATESMAN HOUSE, 148, BARAKHAMBIA ROAD, NEW DELHI
IFSC Code	UTIB0000007

(Abbreviations – SC- Scheduled Caste, ST- Scheduled Tribe, OBC- Other Backward Class, EWS- Economically weaker section, GEN- General, PWD- Persons with Disability)

Note:

- Candidate should ensure the payment of requisite fee through a single transaction only.**
- The transaction charge, if applicable, is to be borne by the candidate.**
- Fee once paid will NOT be refunded on any account for any reason whatsoever nor can it be held in reserve for any other selection in future.**
- In case a candidate wants to apply for multiple States, a separate application has to be filled for each State along with separate requisite fees.**

PLEASE NOTE THAT
1. Before applying, the candidates are requested to ensure that they fulfil all the eligibility criteria.
2. It is mandatory to give the Transaction details of the fee payment in the relevant box/ field of the online application form.
3. The application will be considered only upon receipt of the requisite application fees in the given Bank account within the prescribed timeline. In case of non-receipt of the requisite fees in the given Bank account within the timeline prescribed due to any fault whatsoever, the application shall not be considered.
4. Shortlisting of the applications will be purely provisional without verification of documents. Hence the candidates should take due care in filling the correct details in the application form.
5. Any revisions / corrigendum will be hosted on the Company's website only. Candidates are advised to visit the AIC website www.aicofindia.com at regular intervals for details and updates.

TOTAL NUMBER OF VACANCIES AND JOB LOCATIONS: The Total number of vacancies and the Job locations would be based on business requirement of the Company in various Districts of Select States (given in table below) and candidates should be willing to work in any district of the State for which they are applying for.

Assam	Chhattisgarh	Gujarat	Haryana	Himachal Pradesh	Karnataka
Kerala	Madhya Pradesh	Maharashtra	Meghalaya	Orissa	Rajasthan
Tamil Nadu	Telangana	Uttarakhand	Uttar Pradesh	West Bengal	

ELIGIBILITY CRITERIA:

- Graduation or Diploma in Agriculture/Horticulture/ Rural Studies/Agri-Business Management with 60% or more marks in aggregate from recognised University/Institutes. For candidates belonging to SC/ST minimum qualifying marks would be 55%.
- Minimum 2 years post qualification working experience in Agriculture Insurance Marketing and/or Risk Management (preferably in the State applying for).
- The candidates should have own conveyance facility with valid driving license to move around in the District and it is essential to mention the valid Driving License Number in the relevant box/ field in the ONLINE Application form.
- Working knowledge of MS Office (Word, Excel & Power Point) and having data handling and comprehension skills
- Well-versed with local language as also Hindi and English.

Further, it is desirable that the candidates should have leadership ability to lead a team of field supervisors. He/she should have Good written & oral communication skills along with good report writing and presentation skill. Candidates should be physically active and of sound health and should have aptitude for rural activities.

MAXIMUM AGE LIMIT: Maximum Age limit is 35 years as on 01.05.2020.

TERMS OF CONTRACT: The important terms are as under:

- The Contract period will initially be for a period of **one year** which can further be extended to two terms of one year each as per requirement of the company and subject to performance evaluation of the candidate, however, the total period shall not exceed 3 years.
- The contract can be terminated by giving 30 days' notice from either side at any time during the contract period without assigning any reason thereof.
- The contractual engagement shall have no legal right to claim for regular absorption either during the period of contract or any time after the expiry of the contract.

REMUNERATION:

- Depending upon the Company's requirement, selected candidates may have to carry out the functions for one/multiple districts, perform both the functions of Business Development and Risk Management.
- **Annual CTC would be in the range of Rs. 3 lakhs to Rs. 5 lakhs** which may vary depending on the location of work, job profile, performance and candidate's ability and suitability.
- Company also have discretion to have two components (Fixed and variable) which will be decided at the time of assigning the functions.

JOB DESCRIPTION: Preference shall be given to the candidates satisfying all the eligibility criteria and found suitable and belonging to the district for which the company requires candidate as District Manager. The job description for the District Manager with the role of Business Development and Risk Management is separately given hereunder and is not exhaustive but indicative only and the company reserves the right to alter the job description as per its requirement.

District Manager (Business Development) – The work will entail the following:

- i. Development of a comprehensive target-oriented business plan followed by execution of the plan through various activities viz. marketing and publicity related to the business of Crop Insurance & other allied insurance products of the Company in the allotted district(s).
- ii. Organising farmers' meetings, insurance literacy workshops amongst prospective insureds.
- iii. Intensive liaising with all Banks and District/Taluka/Block level Govt Officials.

- iv. Controlling and monitoring various intermediaries and field supervisors engaged by the Company in the allotted district(s).
- v. Regular reporting of activities and business target achieved to AIC Regional Office at State Capital.
- vi. The job will require extensive travelling within the State.

District Manager (Risk Management) – The work will entail the following:

- i. Target oriented proactive claim management and loss assessment activities in the allotted district(s) as per direction of the Company from time to time.
- ii. Planning and monitoring of various risk evolution with respect to business of Crop Insurance & other allied insurance products in the allotted district(s).
- iii. Intensive liaising with all District/Taluka/Block level Govt Officials.
- iv. Controlling and monitoring various business intermediaries and field supervisors engaged by the Company in the allotted district(s) for claims management and loss assessment purpose.
- v. Collection of various critical information viz. sowing progress, crop / weather condition or any other information which are integral part of Claim Management.
- vi. Leading a team of Taluka/Tehsil level field supervisors, liaising & coordination with State Govt./ Dist. Administration / external agencies for witnessing CCEs, individual loss assessment etc. will be a regular activity.
- vii. The District Managers are required to report their daily activities performed and claims management target achieved to AIC Regional Office at State Capital on a regular basis.
- viii. The job will require extensive travelling within the State.

METHOD OF SELECTION: Selection will be based on shortlisting followed by Group Discussion and 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.
- Mere fulfilling minimum qualification and experience will not vest any right in the candidate for being called for Group Discussion and Personal Interview.
- Adequate number of candidates as decided by the Company shall be shortlisted based on their academic qualification, work experience in related field, Diploma/certificate course in computers and other preferential criteria's of local language, age, preference of job location etc or any other criteria as may be deemed fit by the company at its sole discretion.

B. Group Discussion and Personal Interview:

- The shortlisted candidates will be called for Group discussion and Personal Interview.
- The qualifying marks in the Group Discussion and Personal Interview will be decided by the Company.
- Date, time and venue of Group Discussion and 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.

HOW TO APPLY:

1. **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.
2. 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 engagement as District Manager**".
3. Candidate should read carefully all the details given in the Advertisement.
4. Interested candidates, after ensuring the fulfilment of eligibility criteria and before filling of the online application
 - a. Should make the requisite fee payment through NET Banking/NEFT in the Bank Account details as given above and be ready with the UTR/Transaction Reference Number.
 - b. Should also be ready with Photograph and Signatures to be uploaded as per the specifications given down below.
5. The candidate should then click on link "**Online Application for engagement as District Manager**".

6. 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.
7. Candidates have to mandatorily give Two References (other than family members) in the application format.
8. Candidates have to **upload Photo & Signature** during the filling of the application form as per the specifications given in the Guidelines for Uploading of Photograph and Signature detailed below before the clicking the '**Submit**' button.
9. Candidates are advised to carefully fill and verify the correctness of the details so filled as no change will be possible/ entertained after clicking the submit button.
10. The responsibility of furnishing the correct information regarding their Date of Birth, Experience, 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 Personal Interview, if called.
11. On successful submission of the application, an **acknowledgment number** will be generated and displayed on the screen. Candidate should note the acknowledgment number for future reference.
12. Candidates are advised to download system generated **pdf file of online application form** and take a printout of this pdf application file which is to be brought during Group discussion & Personal Interview, if called.
13. Candidates are advised in their own interest to apply online much before the stipulated timeline without waiting for the last date to avoid possibility of disconnection/failure to log in to the website on account of heavy load on internet or website jam.
14. Company does not assume responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of the company.
15. Applications which are incomplete or has incorrect data are liable to be rejected and will not be entertained for any further process.
16. Candidates shall be solely responsible for filling up the online applications correctly. In case of invalid applications due to errors committed by the applicant no claims for refund of application fees/intimation charges so collected shall be entertained by the Company.
17. In case of non-receipt of the requisite fees in the Bank Account of the Company within the prescribed timeline due to any unsuccessful transaction of NET banking/NEFT fault or any other reason, the application shall not be considered as valid and candidature shall not be considered for the selection 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 Online Application by clicking at the space provided for the same.
- Browse and Select the location where the Scanned photograph / signature file has been saved.
- Select the file and Click the '**Open/Upload**' button.

Your Online Application will not be Submitted 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 online 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 system generated pdf file of online application forms

GENERAL INFORMATION:

- Candidates shall not send the hard copy of the application and documents to AIC.
- Shortlisted candidates shall be informed through Company's Website and/or regd. e-mail id of the date, time and venue for Group Discussion and Personal interview and should check the website and their mails on a regular basis.
- 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 Qualifications, Computer proficiency, Caste Certificate, Work Experience 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 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 Personal Interview.
- **The candidates may kindly note that any cost incurred by them for attending the Group Discussion and Personal interview will not be reimbursed by Company.**
- Canvassing or brining any undue influence in any form will disqualify the candidate
- Candidature of any candidate furnishing incorrect or false particulars or supressed material information is liable to cancelled at any stage of selection and if detected post selection, his/her selection will be terminated immediately.
- Company reserve the right to change the job location of any candidate to any District within the State, as per Company's Business requirements.
- The engaged District Manager on contract basis 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 Group Discussion and/or selection process at any stage without assigning any reason.
- In case of more than one application received from the candidate the Company reserves the right to consider their application as per candidates' suitability.
- **The decision of the company in all matters regarding eligibility, shortlisting, conduct of Group Discussion and Personal Interview and selection would be final and binding on all candidates and no correspondence shall be entertained in this regard.**

DISCLAIMER

The engagement of District Manager shall be made on contract basis as per the requirement of the company. The contract may be cancelled or terminated through written intimation by either side by giving 30 days' notice without assigning any reason thereof. The candidates shall not have any legal right for permanency or absorption in the company at any given point of time during the contract or after expiry of the contract.

Date: 08-05-2020

Place: NEW DELHI

(Company is not responsible for any printing errors)

DGM (HR)