

# **Life Insurance Corporation of India Class III and Class IV Employees (Promotion) Rules, 1987**

UNION OF INDIA

India

## **Life Insurance Corporation of India Class III and Class IV Employees (Promotion) Rules, 1987**

### **Rule**

### **LIFE-INSURANCE-CORPORATION-OF-INDIA-CLASS-III-AND-CLASS-IV of 1987**

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Life Insurance Corporation of India Class III and Class IV Employees (Promotion) Rules, 1987 Published vide Notification No. G.S.R. 824(E) Last Updated 22nd July, 2021 Notification No. G.S.R. 824(E). - In exercise of the powers conferred by Section 48 of the Life Insurance 1956 (31 of 1956) and in supersession of the Life Insurance Corporation of India (Promotion) Regulations, 1976 issued under section 49 of the said Act, except as respect things done or omitted to be done before such supersession, the Central Government hereby makes the following rules regulating the promotion of Class III and Class IV employees of the Life Insurance Corporation of India, namely :-

#### **1. Short title and commencement.**

(1) These rules may be called the Life Insurance Corporation of India Class III and Class IV Employees (Promotion) Rules, 1987. (2) They shall come into force on the date of their publication in the Official Gazette.

#### **2. Definition.**

- In these rules, unless the context otherwise requires, -(a) "Act" means the Life Insurance Corporation Act, 1956 (31 of 1956); (b) "employee" means a whole time salaried employee of the Life Insurance Corporation of India; (c) "promoting authority" means the appointing authority under the Staff Regulation; (d) "promotion committee" means the committee constituted in accordance with regulation 7 of the Staff Regulations. (e) "Schedule" means the Schedule annexed to these rules; (f) "Staff Regulations" means the Life Insurance Corporation of India (Staff) Regulations,

1960.(g)"Zone of Selection" means the specified area in which the employee competes for selection by promotions.(h)all other words and expressions used in these rules and not defined but defined in Staff Regulations shall have the meaning assigned to them in the Staff Regulation s.

### **3. Zone of selection.**

(1)Promotions to the cadre of Assistant Administrative Officers, other than those mentioned in sub-rule (3), shall be effected from among the eligible employees in the offices situated within the territorial limit of a Zonal Office.(2)(a)Promotions to all cadres in Class III including promotions to the posts of Engineering or Architectural Assistants Grade II and Grade III and Higher Grade Assistant (Projectionist) shall be effected from among the eligible employees in all offices situated within the territorial limit of a Zonal Office.(3)Promotion to the post of Assistant Engineer or Assistant Architect in the Administrative Officers shall be effected from among the eligible employees on an all-India basis.

### **4. Vacancies.**

(1)Promotions shall be effected only against vacancies against sanctioned posts.(2)Posts shall be reserved for employees belonging to the Scheduled Castes and the Scheduled Tribes and ex-emergency or Short Commissioned Officers in accordance with the orders issued by the Central Government from time to time.

### **5. Conditions of eligibility and criteria for selection.**

(1)The categories of employees eligible for promotion to various cadres, their conditions of eligibility for promotion and criteria for their selection shall be as specified in the Schedule.(2)Notwithstanding anything contained in sub-rule (1), the [Chief Executive] [Substituted 'Chairman' by Notification No. G.S.R. 477(E), dated 7.7.2021.] may direct that an employee who has excelled in any field of sports or athletics at the national or international level or has received any national or international award in any cultural, literary or, scientific activity may be promoted to the next higher cadre.

### **6. Selection of candidates for promotion.**

(1)There shall be prepared a panel of all eligible employees in the order of total marks obtained on the basis of criteria of selection specified in rule 5.(2)Out of the panel prepared in accordance with sub-rule (1), all the candidates in the order of merit equal to five times the number of vacancies may be called for interview by the Promotion Committee:Provided that an employee with below average work record, as per standards specified by the [Chief Executive] [Substituted 'Chairman' by Notification No. G.S.R. 477(E), dated 7.7.2021.] shall not be included in the panel prepared under sub-rule (1).(3)The Promotion Committee shall, after interviewing the candidates prepare a ranking list on the basis of the criteria laid down in the Schedule which shall be determined on the basis of the total marks gained by the candidate for seniority, qualifications and confidential report and

interview.(4)If the Promoting Authority is unable to accept the recommendations of the promotion Committee in any particular case, it shall record in writing, the reasons for disagreeing with the recommendations of the Committee and pass such orders as it deem fit. The ranking list, as finally approved by the Promoting Authority, shall remain in force for a period of one year from the date it was prepared. The [Chief Executive] [Substituted 'Chairman' by Notification No. G.S.R. 477(E), dated 7.7.2021.] may, in exceptional circumstances, for reasons to be recorded in writing, extend the period of validity of the ranking list by a further period not exceeding one year.(5)Actual selection and appointment of the candidates against sanctioned vacancies shall be made by the Promoting Authority from the ranking list in the order of merit:Provided that an employee shall not be promoted, if at any time during the preceding one year, any penalty has been impose on him under regulation 39 of the Staff Regulations.

## **7. Selection by departmental test.**

(1)Wherever departmental tests are specified in the Schedule for promotion, the syllabus for such test shall be as determined by the [Chief Executive] [Substituted 'Chairman' by Notification No. G.S.R. 477(E), dated 7.7.2021.].(2)The conditions of eligibility including seniority and qualifications for appearing in the departmental test shall be rackoned as on the 1st day of month in which the notification is issued for promotion by Promoting Authority:Provided that only such of the employees who have completed the period of service eligibility for promotion to any post shall be allowed to appear in the said department test.Provided further that the period of training, if any, relevant to the post of Assistant, prior to appointment on probation prescribed by the provisions relating to recruitment shall count as service in the scaler of Assistant only for the purpose of eligibility for promotion

## **8. Relaxation.**

- The [Chief Executive] [Substituted 'Chairman' by Notification No. G.S.R. 477(E), dated 7.7.2021.] may, subject to the provisions of sub-rule (2) of rule 4, by general or special instruction, relax any of the provisions of these rules in case of employees belonging to the Scheduled Castes, the Scheduled Tribes, Ex-emergency Officers or Short-commissioned Officers.

## **9. Appeals.**

- Any Aggrieved employee may, within one month from the date on which the ranking list is published. represent against his non-selection through proper channel to the authority to which the promoting authority is immediately subordinate and such an authority may consider the representations and pass such orders as it deems fit.

## **10. Powers to issue instructions.**

(1)The [Chief Executive] [Substituted 'Chairman' by Notification No. G.S.R. 477(E), dated 7.7.2021.] may, from time to time, issue instructions as may be necessary to give effect to an implementation of

the provisions of these rules.(2)In particular and without prejudice to the generality of the provisions of sub-rule (1) such instructions may provide for basis for detailed allocation of marks for seniority, qualification and confidential reports (work record) within the ceiling specified under these rules.

## 11. Interpretation.

- If any doubt arises as regards interpretation of these rules, it shall be referred to the Central Government for its decision.The Schedule(See Rules 2(3), 5, 6 and 7)Conditions of Eligibility For Promotions To Various Cadres

Sr.No.	For Promotion to the cadre of	Categories eligible	Conditions of eligibility	Marks to be allotted
1.	Assistant Administrative Officers	(a) (i) Higher Grade Assistants(ii) Section Heads(b)[Assistants and Stenographers] [Notified in Gazette of India dated 30.4.1990 and came into force with immediate effect (date of notification)]	5 years' service in the scale of Higher Grade Assistants. Minimum service relaxable upto 3 years by [Chief Executive] [Substituted 'Chairman' by Notification No. G.S.R. 477(E), dated 7.7.2021.] depending upon the availability of candidates in the said cadre OR 6 years' service in the scale of Section Heads OR Combined service of 6 years in the scale of Higher Grade Assistant and/or Section Head (b) 5 years' service in the scale of Assistant or Higher and maximum age 35 years with academic qualifications Matric/HSC and technical qualification FFII Bombay or 5 subjects of Institute of Actuaries, London [or Actuarial Society of India] [Notified in Gazette of India dated 22.4.1997 and came into force with immediate effect (date of notification)] and a pass in Promotion Test.	(a) Qualification and seniority: (Maximum of 10 marks for qualification and 20 marks for seniority) {
Maximum for both	25			
Work	25			

Record

Interview 25

(b) For selection of Assistants etc. who Pass Promotion Test

Test 50

Work Record 25

Interview 25

[-] 2. Assistant Administrative Officers (Personal Assistants) | Higher Grade Assistant (Stenographers) | 5 years' service as Higher Grade Assistants (Stenographer) | Qualification and seniority (Maximum 10 marks for qualification and 20 marks for seniority)

Maximum for both 25

Work Record 25

Interview 25

[-] 3. Mobile Van Officers (Assistant Administrative Officers) | Higher Grade Assistants (Projectionists and other categories which satisfy the standards laid down for direct recruitment from time to time) | 5 years' service in the cadre of Higher Grade Assistants. (Projectionists) | Qualification and seniority (Maximum 10 marks for qualification and 20 marks for seniority)

Maximum for both 25

Work Record 25

Interview 25

[-] 4. Assistant Administrative Officers (Programmer) | (i) Higher Grade Assistants (ii) Section Heads | 5 years' service in the scale of Higher Grade Assistants OR 6 years' service in the scale of section Heads AND A pass in the Aptitude Test for all except Higher Grade Assistants (Programmer) | Qualification and seniority (Maximum 10 marks for qualification and 20 marks for seniority)

Maximum for both 25

Work Record 25

Interview 25

[-] 5. Higher Grade Assistants | Section Heads | Stenographers Assistants and all other employees in the scale of Section Heads or Assistants. | (a) Section Heads OR (b) 5 years' service in the scale of [Assistants or Stenographers] [Notified in Gazette of India dated 30.4.1990 and came into force with immediate effect (date of notification)] and a pass in the Departmental Test or on acquiring prescribed technical qualifications OR (c) 10 years' service in the scale of [Assistants or Stenographers] [Notified in Gazette of India dated 30.4.1990 and came into force with immediate effect (date of notification)] | Qualification and seniority (Maximum 10 marks for qualification and 20 marks for seniority)

Maximum for both 25

Work Record 25

Interview 25

[-] 6. Higher Grade Assistants (Stenographers) | Stenographers | 5 years' service as stenographer | Qualification and seniority (Maximum 10 marks for qualification and 20 marks for seniority)

Maximum for both 25

Work Record 25

Interview 25

7. Higher Grade Assistants (Projectionist) | Projectionist | 5 years' service as Projectionist | - | - |  
8. Higher Grade Assistants (Programmers) | Section Heads Microprocessor Operators, [Assistants and Stenographers] [Notified in Gazette of India dated 30.4.1990 and came into force with immediate effect (date of notification)] | Section Head (Machine) OR Section Head other than section Head (Machine) With knowledge of key punch operation or Computer Course OR

### 5. years' service

as Microprocessor Operator OR

### 5. years' service

and knowledge of Key Punch operation or Computer Course for those in the scale of [Assistants or stenographers] [Notified in Gazette of India dated 30.4.1990 and came into force with immediate effect (date of notification)] and a pass in Aptitude Test for all | - | - | 9. Higher Grade Assistant (Data Processing) | Punch Card Operators Adrema Operators | 5 years' service as punch Card Operator or Adrema Operator | - | - | 10. Assistants | (a) Record Clerks (b) All Class-IV Staff | Graduate Record Clerks with 2 years service as Record clerks OR Record Clerks possessing direct recruitment qualifications prescribed for the post of assistant from time to time; Or

### 5. years' service

as Record Clerk and pass in SSC Exam. If qualified before 1979, otherwise HSC (Std. XII) OR

### 10. years' service

as Record Clerk and a pass in the Departmental Test [OR [Notified in Gazette of India dated 30.4.1990 and came into force with immediate effect (date of notification)]]

### 15. years' service

as Record Clerk [2 years' service in Class-IV category possessing qualifications prescribed for direct recruits for the post of Assistant and a pass in the Promotion Test] [Notified in Gazette of India dated 22.4.1997 and came into force with immediate effect (date of notification)] | Marks will be allotted as follow:

Seniority 15

Qualification 10

Work Record 30

Interview 30

\$\$Promotion Test 50

Work Record 25

Interview 25]

|-| 11.| Record Clerks| All Class-IV Staff| 2 years' service in Class-IV category and a pass in Departmental Test OR

## 2. years' service

in class-IV category and a pass in Secondary School Certificate or equivalent examination with English and Mathematics OR Graduation| {||-| {||-| Seniority| 15|-| Qualification| 5|-| Work Record| 40|-| Interview| 20| }|-| }|-| 12.| Sepoys/Watchmen/Liftmen| Sweepers & Cleaners| 3 years' service and possessing minimum qualification of VII Std. Pass.|-| 13.| Assistant Engineers/ Assistant Architects| (i) Engineering/Architectural Assistants Gr.I(ii) Engineering/Architectural Assistants Gr.II| All Engineering/Architectural Assistants Grade-I OR All Engineering/Architectural Assistants Grade-II with 3 years' service and holding a degree in Engineering/ Architecture OR All Engineering/Architectural Assistants Grade-III with 5 years' service and holding a diploma in Engineering/Architecture.| Qualification and seniority (Maximum 10 marks for qualification and 20 marks for seniority)

Maximum for both 25

Work Record 25

Interview 25

|-| 14.| Engineering/Architectural Assistants Grade-II| Engineering/Architectural Assistants Grade-III| All Engineering/Architectural Assistants Grade-III with 2 years' service and holding a degree in Engineering/ Architecture OR All Engineering Assistants Grade-III with 5 years' service and holding a diploma in Engineering/Architecture| Qualification and seniority (Maximum 10 marks for qualification and 20 marks for seniority)

Maximum for both 25

Work Record 25

Interview 25

|-| 15.| Engineering/Architectural Assistants Grade-III| Plumbers/Electricians/Painters/ Polishers/ Masons/Pump Mechanics/ Carpenters/Mistries/ferro Printers| 5 years' service and a diploma in Engineering| {||-| Seniority| 15|-| Qualification| 10|-| Work Record| 30|-| Interview| 30| }|-| 16.| Plumbers/Electricians/Painters/ Polishers/ Masons/Pump Mechanics/ Carpenters/Mistries| Helpers/Watermen| 5 years' service and prescribed certificate in the respective trade OR

## 10. years' service

and a certificate from the office of the Engineering/ Building Department Certifying the skill and competence in the respective trade| {||-| Seniority| 15|-| Qualification| 5|-| Work Record| 40|-| Interview| 20| }|-| 17.| Electricians| Helpers| 5 Years' service and a Wireman's certificate| }| Note: (a) "Prescribed technical qualifications" mean any one of the Following (i) Associate of Federation of Insurance Institutes/Chartered Insurance Institute or Diploma of the Indian Life Assurance

Officers' Association.(ii)Intermediate of the Institute of Chartered Accounts of India.(iii)Pass in any two subjects of the Institute of Actuaries, London [or Actuarial Society of India]\* (iv)Pass in the final examination of the Institute of Cost and Works Accountants of India.(v)Graduate examination in law with at least 50% marks in the aggregate.(vi)LL.M. or M.Com. or Ph.D or M.B.A(b)Certificate/Diploma/Degree should pertain to the respective wing, such as, Civil, Electrical or Architectural Wing, as the case may be.\*\* (c) Promotions to the cadre of Assistants under Sr.No. 10 from all Class-IV Staff shall not exceed 10% of the vacancies sanctioned in the said post.Principal Rules were published by Notification No. G.S.R. No. 824(E) dated 25.9.1987. and subsequently amended as under\* Notified in gazette of India, Extraordinary, Part-II Sec.3 Sub-Sec.(i) dated 30.4.1990.\*\* Notified in gazette of India, Extraordinary, Part-II Sec.3 Sub-Sec.(i) dated 22.4.1997.