

# **The Life Insurance Corporation Of India Class III And Class IV Employees (Promotions) Rules, 1987**

UNION OF INDIA

India

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### **Rule**

### **THE-LIFE-INSURANCE-CORPORATION-OF-INDIA-CLASS-III-AND-CLASS-IV-EMPLOYEES (PROMOTIONS) RULES, 1987**

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### **1931.**

The Government of India notified the Life insurance Corporation of India Class III and Class IV Employees (Promotion) Rules, 1987. The Chairman of L.I.C. of India issued instructions vide Circular No. 7726/ASP/87, dated 20th November, 1987. The L.I.C. fills up vacancies under all the four categories for the following cadres :-

Categories	Ranks
1.Class I Employees	AssistantAdministrative Officer (AAO)
2.Class II Employees	DevelopmentOfficer (DO)
3.Class III Employees	Assistant (Asst.)
4.Class IV Employees	sub-staff (Ss.)
Other vacancies are filled up by way of promotion.Promotion Steps	
AAO	DO Asst.S.S.
A.O.	ABM(S) HGA R.C.
ADM	B.M. AAO Asst.
D.M.	Sr.B.M.
Dy.Z.M.	D.M.(Sales)

Z.M. Z.M.

Director Director

Chairman Chairman

Chart showing Conditions of Eligibility for Promotion to various cadres from Class III and Class IV Employees

Sl. No.	For Promotion to the Cadre of	Categories Eligible	Conditions of Eligibility	Marks to be Allotted
1.	Assistant Administrative Officer	(i) Superintendents (ii) Higher Grade Asst. (iii) Sections Heads (iv) Assistant	(i) Superintendent (ii) Five Years Service as H.G.A. Seniority (iii) Six year's Service as S.H. or Six year Service as H.G.A. & S.H. (iv) 5 Year's Service as Assistant and age not exceeding 35 years with minimum qualifications of H.S. plus FFII diploma of I.I.I. Mumbai or 5 Subjects of Institute of Actuaries London; and to pass Promotion Test.	Qualifications -10 -20 Maximum for these both work - 25 work
2.	A.A.O. as Personal Assistant	H.G.A. (Steno) H.G.A. (Projectionist) and satisfying the standard for direct Recruitment of A.A.O.	5 years service	As in Sl. 1 above
3.	A.A.O. as Mobile Van Officer		5 years service	As in Sl. 1 above
4.	A.A.O. as Programmer	(i) Superintendent (ii) H.G.A. (iii) Section Head	(i) Being Supdt. (ii) 5 years service as H.G.A. (iii) 6 years service as S.H. and to pass the Aptitude Test for all the three categories except H.G.A. (Programmer)	As in Sl. 1 above
5.	Higher Grade Assistant	(i) Section Head (ii)	(i) Being S.H. (ii) and (iii)	As in Sl. 1

(H.G.A.)	Stenographer(iii) Assistant	5years service and to pass above departmental Test Or 10 years service as Assistant and Steno	
6. H.G.A. As Steno	Stenographer	5 years service as stenographer	As in Sl. 1
7. H.G.A. as Projectionist	Projectionist	5 years service as Projectionist	As in Sl. 1 above
8. H.G.A. As Programmer	(i) Section Head(ii) Microprocessor Operator(iii) Assistant	(i) Section Head in Machine Deptt. or S.H. with knowledge of key punch operation or computer course (iii) 5 years service on Microprocessor (iii) and (iv) 5 years service and knowledge of key punch operation or computer course : and to pass aptitude Test for all	As in Sl. 1 above
9. H.G.A. for Data Processing	(i) Punch Card Operator	(i) and (ii) years service as such	As in Sl. 1 above
10. Assistant	(i) Record Clerk(ii) Sub-Staff		Seniority – 15
*As per Central Office circular dated 03.06.1993		*(i) Graduate or Possessing Qualification for recruitment of Assistant or 5 years service as H.S.C. (XII std.) or	Qualification – 10 Work
**As per Central Office circular 07.05.1997		**15 years service as R.C.	Record – 30
***As per Z.O.circular No. Personnel/Admn./ZD./35, dated. 09.06.1997		*** (iii) Graduate and 5 years service	Interview – 30
11. Record Clerk	Class IV Staff	2 years service to pass Departmental Or 2 years service and S.S.C. or equivalent with Eng. and Math. or Graduation	Seniority – 15 Qualification – 5 Work Record – 40 Interview – 20
12. Sepoy/Watchman/Liftman	Sweepers and Cleaners	3 years service and passed VII std.	As per Sl. 11 above.

Abbreviation used above means SS = Sub-Staff S.H. = Section Head H.G.A. = Higher Grade Assistant A.A.O. = Assistant Administrative Officer Note.-Presently the posts of Section Head and Superintendent have been abolished; but existing Section Heads and Superintendents are eligible for promotion as per above Chart.

## 1. Relaxations.

- Employees who rejoin the services of the Corporation after release from Emergency Commission/Short Service/Regular Commission in Armed Forces will be eligible for promotion to the next higher cadre if they satisfy the conditions of eligibility as to the service in the cadre and have put in at least one year completed service on the date of notification. They will be exempted from Departmental Test.(2)The employees of Scheduled Castes/Scheduled Tribes are empanelled as a separate group and will be interviewed by an interview committee on a separate day from general candidates.Allotment of Marks

(1) Seniority	Marks for each completed year of service
(i) For promotion to posts belonging to Class I : Service in the scale of Section Head Service in the scale of H.G.A./Supdt.	1.50 2.00
(ii) For promotion to the posts belonging to Class III and IV	1.00

For seniority marks, only completed year of service as on the first of month in which notification is issued will be taken into consideration. Any fraction of the year will be ignored. When an employee in completed two or more cadres is competing to one higher cadre, seniority marks for service put in all such cadres in completed years will be taken into account. Maximum marks can be obtained by an employee as specified in above chart.

## 2. Qualification.

- Marks only for qualifications recognised by the Corporation and that have been acquired on or before first of the month immediately preceding the month of notification will be taken into account. The maximum marks can be obtained as specified in above chart. No marks is allotted for any Departmental Test. Marks to be allotted for promotion to all cadres other than Assistant. Record Clerk and Sepoy/Watchman/Liftman

Qualification acquired	Marks
Group I-Academic:	
(i) Below SSC	0
(ii) SSC	2
(iii) HSC	3
(iv) Graduation in any faculty	5
(v) Post Graduate or any additional degree	7
(vi) Law Graduation in addition to any other graduation	8

(vii) PostGraduation in Law in addition to any other graduation	9
(viii) Ph. D. or M.B.A. (of a University or a body approved by the Government)	9
Group II-Technical	
(i) Licentiate of Insurance Institute of India, Mumbai	1
(ii) One part or three papers of Associateship of I.I.I.	2
(iii) Associateship of I.I.I.	3
(iv) One section of Fellowship of I.I.I.	4
(v) Two sections of Fellowship of I.I.I.	5
(vi) Fellowship of I.I.I.	6
(vii) Pass or exemption in each subject of the Institute of Actuaries, London	2
(viii) Intermediate examination of the Institute of C.A. of India	3
(ix) Final examination of the Institute of C.A. of India.	6
(x) Intermediate examination of the Institute of Cost and Works Accountants of India	3
(xi) Final Examination of ICWA	6
For promotion to the cadre of Assistant	
Group I-Academic	
(i) SCC	3
(ii) HSC	5
(iii) Degree	8
(iv) More than one degree or Post Graduate	10
Group II-Technical	
(i) Licentiate of I.I.I.	1
(ii) One part (or 3 papers passed) of Associateship of I.I.I.	2
(iii) Associateship of I.I.I.	3
Note.-Marks for highest qualification only are to be allotted under each group viz. academic and any one branch of technical examination.	
To secure marks for technical qualification, the membership of the concerned Institute should be in force on the date on which it is reckoned with	
For promotion to the cadre of Sepoy/Watchman/Liftman	
(i) SSC	3
(ii) HSC and Higher Qualification	5

Departmental Test/Promotion Test. - No marks for departmental/promotion test. However, in the case of Assistant competing directly for the post of A.A.O., maximum marks for the test are 50.

### 3. Work Record (Confidential Reports)

:-The maximum marks will be allotted differently for different cadres as specified in the Eligibility Chart given above. For the purpose of assessing marks aimed for work record by a candidate, the numerical rating method is to be adopted based on ratings fixed in number for each trait in each

section graded by weightage marks in the Confidential Report. As the maximum marks to be allotted for promotion as per Eligibility Chart vary for different cadres, marks shall be assessed proportionately. The maximum marks as per Confidential Report of Class III employees are 35, but maximum marks to be allotted for the cadre of AAO is 25, As such, if an employee scores 30 marks, the proportion will be as under--

$$30/35 \times 25 = 21 \text{ marks}$$

For assessment, the marks obtained in preceding 3 years of the notification will be taken into account and divided by 3. The marks assessed so will be taken to the nearest integers ignoring a fraction equal to 0.5 or less. For any reason, whatsoever, in case there are two Confidential Reports in one year, weightage average based on both the reports will be taken into account. For example, if one report is for 5 months and the other for 7 months, then 5/12 (marks gained for I report) and 7/12 (marks gained for II report) will be taken as marks for that year. An employee with below average work record shall not be eligible for promotion and should be excluded from the selection panel of employees to be called for interview. Marks obtained below 15 out of 25, 18 out of 30 and 24 out of 40 will be considered as below average in case of a Class III employee and below 15 out of 40 in case of a Class IV employee.

#### **4. Interview**

:- Interview Committee shall give marks for the interview in integers only on the basis of merit and suitability as judged by the performance of the candidate in the interview and shall not express any opinion.

#### **5. Final selection for promotion**

:- The ranking list of the candidates in the order of merit based on marks gained on (i) seniority; (ii) Qualification; (iii) work record and (iv) interview will be published by the Promoting Authority. The ranking list will contain first the number of candidates equal to the number of vacancies declared and named as 'Selected for Promotion' and thereafter 20% of the above and named as Contingency List : Where more than one candidate secures the same marks, the merit for ranking list will be decided on the basis of inter se seniority with reference to the date of entry into the competing cadre; where this is also the same, inter se seniority with reference to the entry into the service will be the basis and where still it is the same, the inter se seniority with reference to the date of birth will be the basis. No employee placed in the ranking list of future contingency will have a right to claim promotion. The contingency list shall remain valid for a period of one year from the date of its publication. The name of an employee appearing in the ranking list shall be struck if he seeks and is allowed transfer to another zone of selection before his promotion has been actually effected. He will have to compete for his promotion afresh in the new zone of selection. No employee has a right to reject the offer of the promotion. However, if an employee does not accept the offer for any reason, his name shall be brought down to the top of the contingency list after the first employee of the contingency list is offered promotion. Similarly if more than one employee do not accept the offer, their names shall be brought down to the top of the contingency list in the order of their ranking after the same number of employees in the contingency list are offered promotion. Posts shall be

reserved for employees belonging to the Scheduled Castes and the Scheduled Tribes which shall be filled up by the employees of the same group. If total vacancies of this group is not filled up in any year, the balance of vacancies shall be forwarded to next year. The total number of vacancies in this group shall be decided in accordance with the orders issued by the Central Government from time to time.

**Promotion Policy of Class II Employees, (Development Officers)** The eligibility for promotion from the post of Development Officer to the cadre of Assistant Administrative Officer (Sales) is 5 years of service and the performance report. As per vacancies available in the cadre of A.A.O. (S), the Development Officers, on the basis of merit based on their performance, are called for interview.

**Promotion Policy of Class I Officers** The promotion of Assistant Administrative Officer to the rank of Administrative Officer and so on is based on work record only. The number of candidates to be promoted will be finalized according to available vacancies on each rank. No test or interview is made.