

HO:PERS:MPL PROM CI.I/2023-24/N-2

10th May, 2023

NOTICE

PE 2023-24 for Class I Officers upto Scale - V

This has reference to our notice dated 25th April, 2023 regarding declaration of the date of written examination (online) on 18th June, 2023 (Sunday).

We now furnish below the cadre-wise vacancies, batches to be considered under Normal Channel and Fast Track Channel / its modalities & procedure for applying under Fast Track Channel for the Promotion Exercise 2023-24.

1. The bifurcation of vacancies for PE 2023-24 is given below:

Promotion from	Total Number of Vacancies	Vacancies under Normal Channel	Vacancies under Fast Track Channel
Scale IV to V	41	25	16
Scale III to IV	109	65	44
Scale II to III	230	138	92
Scale I to II	361	217	144

2. Zone of Consideration under Normal Channel :

Promotion from	Batch Consideration	Name & Employee No. of the Last Eligible Officer
Scale IV to V	Upto 2019	Mr. Sandeep Kumar Goel, 24740
Scale III to IV	Upto 2019	Ms. Neelam Arora, 21030
Scale II to III	Upto 2019	Mr. Mukesh Devidas Marghade, 76055
Scale I to II	Upto 21-10-2019	Mr. Muralidharan R, 74985

* Refer Seniority List of Officers (Scale - I to IV) as on 1st April, 2023, published on 19th April, 2023.

3. Option to withdraw (opt out) from promotion process:

An officer who has been included in the Zone of Consideration (under Normal Channel) for promotion to the cadre of Scale V / Scale IV / Scale III / Scale II, shall have the option to apply for being excluded from the process of promotion for the ongoing exercise within 14 days from the date of this notice i.e., latest by 24th May, 2023 by sending an e-mail to P.Saha@nic.co.in, prajjalkumar.de@nic.co.in and shyamendu.nandi@nic.co.in and mandatorily marking a copy to respective RO Personnel Department.

It is to be noted that such an option can be availed by an officer not more than twice in one cadre.



नेशनल इन्श्योरेन्स कम्पनी लिमिटेड (भारत सरकार का उपक्रम) पंजीकृत एवं प्रधान कार्यालय 3, मिडिलटन स्ट्रीट, कोलकाता-700 071

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3. Eligibility under Fast Track Channel:

An officer having minimum of 3 years of continuous service as on 31st March 2023, from the date of his selection / joining in the existing cadre and possessing the specified qualification under Para 14A(C) {(I) & (II)}, 14B and subsequent amendment(s).

Requisite Insurance Qualification for Fast Track:

For Promotion from Scale II to III, Scale III to IV & Scale IV to V : F.I.I.I or F.C.I.I (as on 31.03.2023)

For Promotion from Scale I to II : A.I.I.I or A.C.I.I (as on 31.03.2023)

All officers desirous of participating in the Fast Track Channel (if otherwise eligible) are advised to apply through the below mentioned path:

<http://nicapps/input> → Personnel Dept → Performance Management → Fast Track Application 2023-24

The Officers fulfilling the eligibility criteria are required to login with their employee number and domain / system password. All details sought in the portal for applying for Fast Track PE 2023-24 is to be filled in carefully. After online submission, candidates are required to take a print of the application form. Hard copy of the application duly signed along with the copies of the testimonials certifying insurance qualification (Mark Sheet, Diploma / Pass certificate clearly showing the AIII/FIII Diploma Number) has to be submitted to the respective Personnel Department of RO through officer in-charge failing which they shall not be eligible to participate in the further process of the Promotion Exercise under Fast Track Channel. The RO, Personnel In-charge after due verification and attestation shall keep all these documents in the Personal file of the officer concerned. **Applications are not to be sent to Head Office directly. However, Officers posted at HO are required to submit the applications along with certified testimonials to HO, Personnel Department.**

Regional Offices are requested to monitor such submission within the offices under their control on a regular basis as we will be sending a consolidated list of Fast Track applicants in due course, which has to be verified by the Regional Office, Personnel In-charge in line with the submitted testimonials.

The portal <http://nicapps/input> will be opened from 10th May, 2023 and the last date for applying for Fast Track Channel for PE 2023-24 will be 17th May, 2023 (Wednesday).

Last date for withdrawal of Fast Track application shall be 22nd May, 2023 and all such requests should be made directly to P.Saha@nic.co.in marking a copy to prajalkumar.de@nic.co.in and shyamendu.nandi@nic.co.in and to the respective In-charge of Personnel Department of Regional Office (**clearly mentioning "Withdrawal Request from FT Channel: PE 2023-24" in the subject line**). Requests received after 22nd May, 2023 shall not be entertained and communications / applications sent to any other persons e-mail ID in this regard shall also not be entertained.

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Note: Officers on deputation to other organisations / posted in foreign offices (who are otherwise eligible for consideration under Fast Track) are required to send scanned copies of signed application (along with applicable enclosures) by 17th May, 2023 to P.Saha@nic.co.in marking a copy to prajalkumar.de@nic.co.in and shyamendu.nandi@nic.co.in.

Other Details:

1. It may be noted that the candidates applying for Fast Track who (1) have exhausted his/her two attempts in terms of Para 14A {(n) & (o)} and subsequent amendment(s) of Promotion Policy, and (2) are due to retire on 31st May, 2023 will not be considered / eligible to apply for Fast Track channel under Promotion Exercise 2023-24.
2. The Promotion Exercise shall be conducted based on APARs of 2020-21, 2021-22 & 2022-23. All pending ACRs of previous years are necessarily to be submitted to Head Office without any further delay. Before sending such offline hard copy of APARs to HO, a copy of the same should be retained at RO Personnel Department.
3. In respect of candidates considered for Normal Track Channel & Fast Track Channel, Insurance Qualification acquired on/before 31-03-2023 shall be reckoned for inclusion in the scheme of marks.

4. Transfer on Promotion:

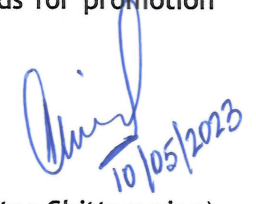
Officers selected under Promotion Exercise 2023-24 under **Normal Channel** may be transferred on Promotion as per organisational need on the following basis:

1. Promotion from Scale I to II : Transfer may be within the TAC Zone.
2. Promotion to Scale III, IV & V : Transfer may be on all India basis.

The Officers promoted under **Fast Track Channel** will be liable to be transferred out of present location based on Organisational need irrespective of their duration of stay in the present place of posting, and will be liable to be posted to any place in the country including deficit region and difficult areas where there is shortage of manpower.

Further, it is to be noted that there shall be no exemption under Medical grounds for promotion posting under PE 2023-24.

Further developments in this regard will be informed from time to time.


10/05/2023
(Peter Chittaranjan)
General Manager & Director

- Encl.: 1) Calendar of events
2) Guidelines for Candidates with Benchmark Disabilities
3) Scribe Declaration Form

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Encl 01

Calendar of events

Sl. No.	DESCRIPTION	LAST DATE	NOTE
1	Last date of applying for Fast Track (2023-24)	17 th May, 2023	Through portal http://nicapps/input
2	Last date of Withdrawal of Fast Track application	22 nd May, 2023	to be mailed to P.Saha@nic.co.in prajjalkumar.de@nic.co.in shyamendu.nandi@nic.co.in
3	Last date of withdrawal from promotion process (under Normal Channel) PE 2023-24	24 th May, 2023	to be mailed to P.Saha@nic.co.in prajjalkumar.de@nic.co.in shyamendu.nandi@nic.co.in
3	Date of Written Exam	18 th June, 2023 (Sunday)	Details to be notified later

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Encl 02

GUIDELINES FOR CANDIDATES WITH BENCHMARK DISABILITIES & SCRIBE DECLARATION FORM

The relevant provisions of the RPwD Act, 2016 and Gol OMs with regard to conducting written examination for persons with benchmark disabilities are given below:

Section 2 (r) of the Rights of Persons with Disabilities Act, 2016 defines 'person with benchmark disability', as a person with not less than forty per cent of specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority.

The OM dated 29.08.2018 of Department of Empowerment of Persons with Disabilities (Divyangjan) on Guidelines for conducting written examination for Persons with Benchmark Disabilities provides that in the case of candidates with benchmark disabilities in the category of blindness, locomotor disability (both arm affected - BA), cerebral palsy or having physical limitation to write as certified by Chief Medical Officer / Civil Surgeon / Medical Superintendent of a Government health care institution, the facility of scribe / reader shall be given if so desired by the candidate. Further, the corrigendum OM dated 08.02.2019 of the said Department provides that 'compensatory time' of 20 minutes for every hour of the examination will be allowed to candidates who are eligible for availing the facility of scribe, **irrespective of whether they use the facility of scribe or not.**

Accordingly, compensatory time of 40 minutes for the captioned examination will be given to the candidates with benchmark disabilities in the category of blindness / locomotor disability (both arm affected - BA), cerebral palsy or having physical limitation to write as certified by CMO / Civil surgeon / Medical Superintendent of a Government health care Institution. Therefore, the clock and countdown timer for such candidates will be set for 160 minutes (regular time 120 minutes plus compensatory time 40 minutes). However, the "Submit" button will get enabled after 120 minutes from the start of the examination and the candidate will be able to submit his answers any time between 121 minutes and 160 minutes.

Further, all such candidates will also have the option to avail the facility of scribe / reader for which the following rules will apply:

- The candidate is to ensure that he is eligible to use a scribe as per the Government of India rules governing conducting written examination for Persons with Benchmark Disabilities.
- The candidate will have to arrange his own scribe at his own cost
- The scribe should not have / or be pursuing any Insurance linked qualification/course (Diploma/Certificate/Degree etc., including any course having major / specialization in Insurance)
- The scribe should not be an active/retired employee of any PSGIC (including GIC)
- The scribe does not belong to / employed in / commercially engaged in Insurance Industry.
- The same scribe cannot be used by more than one candidate.
- The scribe arranged by the candidate should not be a candidate for the examination.
- Both, the candidate as well as the scribe, will have to give a suitable declaration, in the prescribed format with passport size photograph of the scribe, confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case it later transpires that he / she did not fulfill any of the laid-down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the examination.

The candidates with benchmark disabilities are advised to take note of the above and submit the scanned copy of the duly completed and signed Declaration Form (format attached herewith) along with their application for promotion under Fast Track Channel. The original copy of the Declaration Form will be carried to the test venue by the candidate and submitted to the invigilator.

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DECLARATION

I, the undersigned, Shri / Smt. / Kum. _____, a candidate for the Written Test / Examination (Online) for Promotion under Fast Track Channel (DoE 18.06.2023) do hereby declare that:

- A. I am a person with benchmark disabilities in the category of (Tick any one):
- a) Blindness (VI),
 - b) locomotor disability - both arm affected (OC - BA),
 - c) cerebral palsy (CP)
 - d) have physical limitation to write as certified by Chief Medical Officer / Civil Surgeon / Medical Superintendent of a Government health care institution (LW).
- *B. I intend to use a scribe. I and Shri / Smt. / Kum. _____, the scribe / reader, undertake to abide by the following rules:
- a) The scribe is identified by me at my own cost and as per own choice.
 - b) The scribe does not have / or be pursuing any Insurance linked qualification/course (Diploma/Certificate/Degree etc., including any course having major / specialization in Insurance)
 - c) The scribe is not an active/retired employee of any PSGIC (including GIC)
 - d) The scribe does not belong to / employed in / commercially engaged in Insurance Industry.
 - e) The scribe arranged by the candidate is not a candidate for the examination. Also, the same scribe cannot be used by more than one candidate.
 - f) We hereby declare that all the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of selection that we do not fulfill the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the candidature of the applicant will stand cancelled, irrespective of the result of the examination. If any of these shortcoming(s) is/are detected even after the candidate's promotion, his/her services are liable to be terminated. In such circumstances, we both signatories will be liable to criminal prosecution.

*(*Strike out 'B' if scribe is not required)*

Given under our signature:-

Signature of the Scribe with date

Signature of the Candidate with date

Photo ID No.:

Salary Roll / Employee No. : _____

Examination Roll No.: _____

Designation & Place of Posting: _____

Counter Signatures with Stamp of Officer I/C of the Candidate

Signature of Invigilator on date of Examination

Photograph
of the Scribe