

**AIR FORCE GROUP INSURANCE SOCIETY (AFGIS)**

**Subroto Park, New Delhi – 110 010**

**EMPLOYMENT OF JUNIOR CLERK (THREE VACANCIES)**

Air Force Group Insurance Society (AFGIS) is a registered Society under Society Registration Act, 1860, invites applications from eligible Indian citizens for filling up three posts of Junior Clerk (Permanent).

**1. ELIGIBILITY CRITERIA.**

(a) **Academic Qualification:**

(i) **Essential.** Graduate in Commerce (in English medium) from a recognized University with minimum 60% marks.

(ii) **Desirable.** M.Com / PGDBM (Finance) from a recognized University / MBA (Finance) / CA (Inter) / CMA (Inter) / CS (Inter).

(iii) **Computer Proficiency.** Proficient in MS Office application (MS Word, MS Power-point and MS Excel) and having a minimum typing speed of 30 WPM. Preference will be given to those who have working knowledge in web designing / SQL programming.

(b) **Age.** Upto 25 years (with admissible age relaxation for Ex-servicemen as per extant policy, maximum upto 45 years) as on 31 Mar 18.

(c) **Salary.** Pay will be Rs.18000 per month and other allowances will be admissible as per Terms & Conditions of service of AFGIS employees.

**2. How to Apply:** Interested candidates are to send their bio-data along with evidence thereof and one passport size photograph to the Secretary, AFGIS Bhawan, Subroto Park, New Delhi – 110010.

**3. Last Date of Receipt of Application:** 23 Apr 18

Note : For other terms & conditions, please visit [www.indianairforce.nic.in/content/afgis](http://www.indianairforce.nic.in/content/afgis).

**OTHER TERMS AND CONDITIONS FOR EMPLOYMENT OF JUNIOR CLERK ON PERMANENT BASIS (THREE VACANCIES)**

1. **Salary :** Pay will be Rs.18000 per month. DA once in a year as approved by BoT, HRA 13%, Transport Allowance Rs.1600 per month, Medical Allowance Rs.1100 per month. Tuition fee Rs.1500 per month and LTC. PF and Bonus will be as per EPFO rules and Payment of Bonus Act respectively. Pay & allowances are as per Terms and Conditions of service of AFGIS employees.

2. **Probation Period :** Selected candidates will be on probation for a period of one year. Confirmation will be subject to satisfactory performance in related area of operation.

3. **Employment in AFGIS** will be subject to the Terms & Conditions of service as approved by the Board of Trustees of AFGIS and as revised from time to time.

4. AFGIS reserves the right to terminate any time even before the stipulated period in case of unsatisfactory performance, misconduct or any other administrative reasons / compulsions.

5. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the AFGIS shall be final.

6. The candidate will have to perform such other duties and work as assigned by the management of AFGIS from time to time.

7. If it is detected by the AFGIS during the period of engagement that academic credentials / age / experience are without standing, fake or substandard or your documents are false, fabricated, manufactured, tampered with or the candidate is not eligible for the post as per the prescribed educational qualifications and experience etc. which could not be detected at the time of selection due to whatsoever circumstances, the engagement shall be terminated forthwith and action will be initiated against the candidate as per terms and conditions.

8. AFGIS reserves the right to cancel the recruitment process as a whole at any stage without any prior notice or without assigning any reason thereof.

9. In case of any dispute / suit or legal proceeding arises against the AFGIS, the Jurisdiction shall be restricted to the Delhi High Court.

**Only eligible candidates would be called for written exam.**