



LIFE INSURANCE CORPORATION OF INDIA
Thiruvananthapuram Divisional Office

Ref: No. Sales/ADO Rect 2022-23
Roll No. 2421000774
Shri/Smt./Kum. VINAYAK V
VAZHOTTU VEEDU, EDAKKIDOM
, KOLLAM
691505

Date: 10 July 2023

Dear Sir/Madam,

Re: Your appointment as Apprentice Development Officer

With reference to your application dated 27-Jan-23 and subsequent written test and Interview, you are hereby recruited as an Apprentice Development Officer under the Life Insurance Corporation of India (Recruitment of Apprentice Development Officers) Regulations, 1999 as amended from time to time.

1. You will be taken at the outset, as an Apprentice Development Officer necessarily for a period of two months for Open Market Category candidates commencing from 17 July 2023 on a stipend equal to the minimum of basic pay and dearness allowance thereon on the scale of pay applicable to Development Officers.
2. During the apprentice period you will be given 1 month Theoretical Training at Divisional Training Centre, LIC of India, Divisional Office, Pattom, Thiruvananthapuram , 3 weeks Field and Branch Training in a selected Rural/Urban Branch Office and One week Refresher Training at Divisional Training Centre, LIC of India, Divisional Office, Pattom, Thiruvananthapuram. You shall faithfully and diligently apply yourself to the course of training, including field training fixed for you and carry out all orders and directions given to you from time to time. No curtailment of the apprentice period is permitted.
3. After completing the theoretical training for 1 (One) month ; Field & Branch Training for 3 weeks and the refresher training of one week, a written test will be held at the Divisional Training Centre, LIC of India, Divisional Office, Pattom, Thiruvananthapuram to assess your knowledge, skill and proficiency acquired by you during the entire period of training of one month & 3 weeks. If you pass the said written test by securing at least 50% marks in each paper separately and if your work and conduct during the apprentice period have been found satisfactory, you will be eligible to be considered for appointment as a Development Officer on probation in the service of the LIC of India on terms and conditions as applicable then. Please note that at no time the apprentice period shall count as service for any purpose. If you fail in the said written test your recruitment as Apprentice Development officer will automatically cease from the date of such result and no separate letter for such discharge from apprenticeship will be issued.

भारतीय जीवन बीमा निगम, जीवन प्रकाश, पी.बी.नं. - 1001, पट्टम, तिरुवनन्तपुरम - 695004, केरल
दूरभाष : 0471-2540851, फैक्स : 2541405, ई. मेल : sdm.trivandrum@licindia.com

4. During the apprentice period you shall devote yourself wholly to the training both theoretical and practical as prescribed by the concerned authorities from time to time and you shall faithfully and diligently carry out all the instructions as given by the person under whom you are posted for training. In case your work and work habits are not found satisfactory or you are found unsuitable to continue in the training, your apprenticeship is liable to be discontinued forthwith.

5. Your recruitment and conduct during the apprenticeship period shall be governed in all respects by the terms and conditions set out in the Life Insurance Corporation of India (Recruitment of Apprentice Development Officers) Regulations, 1999 as amended from time to time and the conditions herein.

6. During the period of apprenticeship you shall be liable to be discharged from service without any notice. You will have to serve the Corporation for a minimum period of four (4) years from the date of joining as Apprentice Development Officer. In case you leave/ resign from the service before the completion of Four (4) years, you will be liable to pay to the Corporation the liquidated damages of ₹ 3,00,000/- (Rupees Three Lakh only). You will have to submit an Indemnity Bond of ₹ 3,00,000/- (Rupees Three Lakh only) duly stamped and executed by a Surety of sound financial standing and not related to you.

7. During the apprenticeship period, you may avail leave for not more than 4 days with the prior sanction of the Competent Authority, but not more than 2 days of such leave may be granted at a time. If you avail of more than 4 days leave during the entire apprentice period, your services are liable to be terminated without giving any notice.

8. If at any time during the apprentice period you leave or resign from the service of the Corporation, you will not be entitled to the stipend for the month in which you leave or resign.

9. You are not entitled to any travelling allowance for reporting at the Training Centre.

10. If any member of your family, as defined in the LIC of India (Staff) Rules, 1960 as amended from time to time, is having an agency, but is not eligible to hold the same due to your joining the Corporation as a Development Officer, then such agency may be kept in force during the period of your Apprenticeship without transacting any new business. However, such agency will be valid only for the limited purpose of receiving the renewal commission, if admissible as per Regulation 19 of Life Insurance Corporation of India (Agents) Regulations, 2017.

Members of the family in relation to Apprentice Development Officer means the spouse, dependent children or dependent step-children, whether residing with him/her or not. The said member of your family is also required to resign his/her agency before your appointment as a Probationary Development Officer, if you are offered the appointment as a Probationary Development Officer. It may be noted that the letter of appointment as Probationary Development Officer will be issued subject to your suitability on other counts including qualifying in the written test, held at the end of your training as Apprentice Development officer, and only on receipt of the letter duly signed by the member of the family resigning

his/her agency as per Regulation 14 of Life Insurance Corporation of India (Agents) Regulations, 2017.

It may clearly be noted that once the resignation of Agency under Regulation 14 of Life Insurance Corporation of India (Agents) Regulations, 2017 becomes effective, then the question of withdrawal does not arise and as such, if the said member of your family wants to revive his/her Agency, then for all purposes, the Agency will be treated as new one, provided the Competent Authority decides to grant such agency to the said member of your family .

11. You shall not use the name/logo of Life Insurance Corporation of India and shall not post/express any view on print and electronic media, internet sites, social media or any public forum which may be defamatory to the LIC of India or its officials or employees or agents or Government of India.

12. You shall not post any material on any print and electronic media, internet site, social media or any public forum that advocates illegal activity or discuss illegal activities in a manner that may be construed as intent to commit or as lending support to such activities.

13. You shall not disclose any information, including personal details about any other agent or employee or customer of LIC on any print and electronic media, internet sites, social media or any public forum.

14. If you accept this offer, you may return the duplicate copy of this letter after affixing your signature thereon as a token of your acceptance of the terms and conditions of the appointment.

15. On your accepting this offer, you will be required to report at the Training Centre, at Divisional Training Centre, LIC of India, Divisional Office, Pattom, Thiruvananthapuram on 17 July 2023 at 10.00 a.m.

Yours faithfully,



Sr. Divisional Manager / In-Charge



Acknowledgement

I Vinayak.V, hereby accept the above terms and conditions of my recruitment as Apprentice Development Officer.

Dated at Trivandrum on 14th day of July 2023.



Signature of the Candidate