



BHARTIYA COOPERATIVE GENERAL INSURANCE LTD

(A Public-Private Partnership Co-Operative Limited)

Member of Primary Agricultural Credit Societies (PACS), Govt. of India

First in India, General Insurance in Cooperative Sector

Ph.: 011 4652 8599, E-Mail: info@bharatinsurance.org, Website:www.bharatinsurance.org

NOTIFICATION: 20-23/2023-FBA

Date: 23.06.2023

ENGAGEMENT OF PERMANENT REMOTE WORK CATEGORY (IV)

FASAL BIMA ASSISTANTS

Online applications are invited from the eligible applicants from West Bengal for engagement as Fasal Bima Assistants. Applications are to be submitted along with fees online at www.bharatinsurance.org. Details of the vacant posts are given in **Annexure-I**.

2. ENGAGEMENT SCHEDULE IS AS UNDER:

Sl No.	Activities	Schedule
(i)	Registration/Application Submission Start Date:	25.06.2023 to 15.07.2023

3. MONTHLY SALARY: Emoluments in the form of Time Related Continuity Allowance (TRCA) plus Travel Allowance and Dearness Allowance with Work Related Incentives thereon are paid to the FBA. The applicable TRCA at present are as under: -

Sl.	Category	Initial Monthly Salary
I.	Fasal Bima Assistants	Rs. 21,000/- + House Rent Allowance + Travel Allowance + Dearness Allowance

4. PAYMENT OF FEE: A Registration fee of Rs.250 /- (Rupees Two Fifty Only) has to be paid by the all applicants for all posts notified.

(a) Fee: A fee of Rs.250 /- (Rupees Two Fifty Only) is to be paid by the applicants for all posts notified in choice of Division.

(b) Applicants should make payment of the fee through UPI mode only using the link provided for payment.

(c) Applicants are advised to note their registration number at a secure place for making the payment of fee.

5. BRIEF JOB PROFILE AND RESIDENCE /ACCOMMODATION :

(i) FASAL BIMA ASSISTANT

The Job Profile of Fasal Bima Assistant include :

- a) Selected Fasal Bima Assistant will be provided 15 days training by Bhartiya Cooperative General Insurance Ltd (BCGIL) and after successful completion of training the Fasal Bima Assistant will be given Customer Service Center (CSC) KIT Box consisting
 1. Laptop
 2. Wi-Fi dongle
 3. 32 GB Pen drive
 4. Employee Identity Card
 5. Family Health Insurance Card
 6. Personalised Diary
- b) Fasal Bima Assistant will establish Bhartiya Cooperative General Insurance Ltd (BCGIL) Customer Services' Center (CSC) in his home for operating various services of the Cooperation.
- c) Fasal Bima Assistant will conduct day to day Crop Insurance operations of Bhartiya Cooperative General Insurance Ltd (BCGIL) in the manner as prescribed by the Cooperation from time to time .
- d) Marketing and promotions of Insurance Schemes and Insurance services being provided by Bhartiya Cooperative General Insurance Ltd (BCGIL) and operating various services in the Customer Service Centers (CSC) of the Corporation etc .
- e) Perform tasks like generating leads and following up with prospective customers, scheduling appointments for policy purchases/renewals and marketing appropriate products according to company standards.

6. ELIGIBILITY CRITERIA (FOR ALL POST) :

5.1. AGE Limits :

- (i) . Minimum age : 18 years
- (ii) . Maximum age : 40 years .
- (iii) . Age will be determined as on the last date of submission of application as per notification .

Sl. No.	Category	Permissible age relaxation
1.	Schedule Caste/Scheduled Tribe (SC/ST)	5 years
2.	Other Backward Classes (OBC)	3 years
3.	Economically Weaker Sections (EWS)	No relaxation
4.	Persons with Disabilities (PwD)	10 years
5.	Persons with Disabilities (PwD) + OBC	13 years
6.	Persons with Disabilities (PwD) + SC/ST	15 years

Certificate Format :

Applicants who wish to be considered for reserved positions or age relaxation must submit a certificate from the appropriate authority in the approved format. If they do not comply, their candidature will be revoked. The upper age restriction for EWS applicants will not be relaxed. Persons from the EWS who are not protected by the reservation plan for SC, ST, and OBC will, however, be given 10% preference in hiring for Fasal Bima Assistant positions.

5.2. EDUCATION QUALIFICATION AS ON THE DATE OF NOTIFICATION :

- (a) Secondary School Examination pass certificate of 10th standard conducted by any recognized Board of School Education by the Government of India/State Governments/ Union Territories in India shall be a mandatory educational qualification for all approved categories of Fasal Bima Assistant.
- (b) The applicant should have studied the local language i.e. **Bengali** at least up to Secondary standard as compulsory or elective subjects.

7. RESERVATION :

- (a) Engagement of Fasal Bima Assistant will be subject to the instructions issued by the Corporation regarding reservation of SC/ST/OBC/EWS/PwD categories.
- (b) The permissible disability for PwD applicants is as under: -

Sl. No.	Name of the Posts	Categories of disability suitable for the post.
1	Fasal Bima Assistant	a) Low vision (LV), b) D (Deaf), HH (Hard of hearing), c) One Arm (OA), One leg (OL), Leprosy Cured, Dwarfism, Acid Attack Victim, d) Specific learning disability /Intellectual disability. Multiple disabilities from amongst disabilities mentioned at (a) to (d) above except Deaf and Blindness.

8. SELECTION CRITERIA :

- (i) Applicants will be shortlisted for engagement based on a merit list created by the system. The merit list shall be created on the basis of marks obtained/conversion of Grades/Points to marks in Secondary School Examinations of 10th Standard of authorised Boards aggregated to percentage to the precision of four decimals.
- (ii) For applicants whose Secondary School Examination of 10th standard mark sheet includes marks or marks and Grade/Points, only their total marks will be calculated using the marks received. This ensures that applicants with higher grades are chosen.

Grade	Grade Point	Multiplication factor
A1	10	9.5
A2	9	9.5
B1	8	9.5
B2	7	9.5
C1	6	9.5
C2	5	9.5
D	4	9.5

- (iii) For applicants with only subject-wise grades, marks will be calculated for each subject by multiplying by 9.5 in the following manner.
- (iv) In the case of marks lists containing Grades/Points, marks will be computed by converting Grades and Points with the multiplication factor (9.5) against the maximum number of points or grade as 100. Where Cumulative Grade Point Average (CGPA) is also provided, the marks will be arrived at by multiplying the CGPA by 9.5. Where individual grades in each subject as well as CGPA is given, the higher of the two marks will be taken.
- (v) Applicants who have both marks and grades on their marks sheet must apply with only marks. If an applicant submits an application using grades rather than marks, his or her application will be disqualified.
- (vi) In the event of a tie among candidates, the merit would be decided in the following priority order: -

"DOB (Older in age), ST trans-woman, ST female, SC trans-woman, SC female, OBC trans-woman, OBC female, EWS trans-woman, EWS female, UR trans-woman, UR female, ST trans-male, ST Male, SC trans-male, SC Male, OBC trans-male, OBC male, EWS trans-male, EWS male, UR trans-male, UR male".

Applications with incomplete data will be rejected. If an applicant submits incorrect or unneeded documents, his or her nomination will be denied. If the data/marks provided into the Portal are discovered to be mismatched with the genuine documents during the verification of documents following shortlisting of an applicant, his/her candidature will be rejected, even if there is a minor spelling error in the applicant's name, father/mother name, etc.

9. COMMUNICATIONS OF SELECTION :

- a. The Corporation shall publish a list of candidates who have been shortlisted for employment on its website. Applicants are encouraged to check the website/Portal on a frequent basis for the most recent updates.
- b. Applicant selection shall be subject to verification of original documents by the verifying Authority selected by the applicant at the time of application.
- c. Following the announcement of the results, the shortlisted applicants will be notified and summoned for document verification through SMS to their registered cellphone number/email address.

- d. Shortlisted candidates shall bring the original documents as listed above and two sets of self-attested photocopies to the document verification with the Verifying Authority. In preparation for submission, the system will first provide 10 days for the shortlisted candidates to submit the documents for verification, and then a reminder will be generated to submit documents in an extended period of 5 days. If the verification is successful, he or she will be offered a provisional position; otherwise, his or her nomination would be denied. If a candidate fails to report to the Verifying Authority within the statutory period of 15 days, he or she will be considered a 'non-turned up' candidate, and his or her candidature would be dismissed outright.
- e. If applicants do not report to the Engaging Authority within the specified 15-day period, their candidature will be dismissed.

10. IMPORTANT INSTRUCTIONS:

- The Corporation and the hiring authorities for each position reserve the right to amend, cancel the notification, or revise the number of postings at any time for any reason, or to halt the ongoing process entirely. Corporation is not liable for the applicant's failure to receive email/SMS for any reason, including but not limited to network service providers and other dependencies. Until the results are released, the applicant can check the status of his or her application on the internet by entering the User Id and Password.

ANNEXURE-I

Community wise Consolidation of Posts with details of local language to be known to the post in the format below available at

State	Language	UR	OBC	SC	ST	EWS	PWD	TOTAL
West Bengal	Bengali	449	130	111	102	115	42	949

OBC-NCL Certificate Format

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES (NCL) APPLYING FOR ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs), UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri/Smt./Kum* _____ Son/
Daughter* of Shri/Smt.* _____ of Village/
Town* _____ District/Division* _____ in the
State/Union Territory _____ belongs to the
_____ community that is recognized as a backward class
under Government of India**, Ministry of Social Justice and Empowerment's Resolution No.
_____ dated _____ ***

Shri/Smt./Kum. _____ and/or _____
his/her family ordinarily reside(s) in the _____ District/Division of
the _____ State/Union Territory. This is also to certify that **he/she**
does NOT belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule
to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93- Estt.
(SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated
09/03/2004, further modified vide OM No. 36033/3/2004-Estt. (Res.) dated 14/10/2008, again
further modified vide OM No.36036/2/2013-Estt (Res) dtd. 30/05/2014, and again further
modified vide OM No. 36033/1/2013-Estt (Res) dtd. 13/09/2017.

District Magistrate /
Deputy Commissioner /
Any other Competent Authority

Dated:

Seal

-
- * **Please delete the word(s) which are not applicable.**
** **As listed in the Annexure (for FORM-OBC-NCL)**
*** **The authority issuing the certificate needs to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.**

NOTE:

- (a) The term 'Ordinarily resides' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- (b) The authorities competent to issue Caste Certificates are indicated below:
- (i) District Magistrate/ Additional Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ Ist Class Stipendiary Magistrate/ Sub-Divisional magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
- (iii) Revenue Officer not below the rank of Tehsildar' and
- (iv) Sub-Divisional Officer of the area where the candidate and/or his family resides

ANNEXURE for FORM-OBC-NCL

Sl. No.	Resolution No.	Date of Notification
1	No.12011/68/93-BCC(C)	13.09.1993
2	No.12011/9/94-BCC	19.10.1994
3	No.12011/7/95-BCC	24.05.1995
4	No.12011/96/94-BCC	09.03.1996
5	No.12011/44/96-BCC	11.12.1996
6	No.12011/13/97-BCC	03.12.1997
7	No.12011/99/94-BCC	11.12.1997
8	No.12011/68/98-BCC	27.10.1999
9	No.12011/88/98-BCC	06.12.1999
10	No.12011/36/99-BCC	04.04.2000
11	No.12011/44/99-BCC	21.09.2000
12	No.12015/9/2000-BCC	06.09.2001
13	No.12011/1/2001-BCC	19.06.2003
14	No.12011/4/2002-BCC	13.01.2004
15	No.12011/9/2004-BCC	16.01.2006
16	No.12011/14/2004-BCC	12.03.2007
17	No.12011/16/2007-BCC	12.10.2007
18	No.12019/6/2005-BCC	30.07.2010
19	No. 12015/2/2007-BCC	18.08.2010
20	No.12015/15/2008-BCC	16.06.2011
21	No.12015/13/2010-BC-II	08.12.2011
22	No.12015/5/2011-BC-II	17.02.2014

**Form-II
Disability Certificate**

(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

(See rule 4)

Recent PP size Attested Photograph (Showing face only) of the person with disability

Certificate No. _____

Date: _____

This is to certify that I have carefully examined Shri/Smt./Kum. _____

_____ son/wife/daughter of Shri _____

Date of Birth (DD/MM/YY) _____ Age _____ years, male/female

_____ Registration No. _____ permanent resident of House

No. _____ Ward/Village/ Street _____

Post Office _____ District _____

State _____, whose photograph is affixed above, and am

satisfied that:

1. he/she is a case of:
 - a. locomotor disability
 - b. blindness
 (Please tick as applicable)
2. the diagnosis in his/her case is _____
3. He/ She has _____% (in figure) _____ percent
(in words) permanent physical impairment/blindness in relation to his/her _____
(part of body) as per guidelines (to be specified).
4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/Thumb impression of the person in whose favour disability certificate is issued.

Form-III
Disability Certificate
(In cases of multiple disabilities)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

(See rule 4)

Recent PP size Attested Photograph (Showing face only) of the person with disability

Certificate No. _____ Date: _____

This is to certify that I have carefully examined Shri/Smt./Kum. _____

_____ son/ wife/daughter of Shri _____

_____ Date of Birth (DD/MM/YY) _____ Age _____ years,

male/female _____ Registration No. _____

permanent resident of House No. _____ Ward/Village/Street

_____ Post Office _____ District

_____ State _____,

whose photograph is affixed above, and are satisfied that:

1. He/she is a Case of **Multiple Disability**. His/her extent of permanent physical impairment/ disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below:

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

@ - e.g. Left/Right/both arms/legs

- e.g. Single eye/both eyes

£ - e.g. Left/Right/both ears

2. In the light of the above, his/her overall permanent physical impairment as per guidelines (to be specified), is as follows:

In figures: _____ percent

In words: _____ percent

3. The above condition is progressive/ non-progressive/ likely to improve/ not likely to improve.

4. Reassessment of disability is:

(i) not necessary

Or

(ii) is recommended/after _____ years _____ months, and therefore this certificate shall be valid till (DD/MM/YY) _____

5. The applicant has submitted the following document as proof of residence:

Nature of Document	Date of Issue	Details of authority issuing certificate

6. Signature and seal of the Medical Authority:

Name and Seal of Member	Name of Seal of Member	Name and Seal of the Chairperson

Signature/Thumb impression of the person in whose favour disability certificate is issued.
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Form-IV
Disability Certificate

(In cases other than those mentioned in Forms II and III)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

(See rule 4)

Recent PP size Attested Photograph (Showing face only) of the person with disability

Certificate No. _____ Date: _____

This is to certify that I have carefully examined Shri/Smt./Kum. _____

_____ son/ wife/daughter of Shri _____

_____ Date of Birth (DD/MM/YY) _____ Age _____ years,

male/female _____ Registration No. _____

permanent resident of House No. _____ Ward/Village/Street

_____ Post Office _____ District

_____ State _____,

whose photograph is affixed above, and am satisfied that he/she is a case of disability.

1. His/her extent of percentage of physical impairment/disability has been evaluated as per guidelines (to be specified) and is shown against the relevant disability in the table below:

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(Please strike out the disabilities which are not applicable.)

@ - e.g. Left/Right/both arms/legs

- e.g. Single eye/both eyes

£ - e.g. Left/Right/both ears

2. The above condition is progressive/ non-progressive/ likely to improve/ not likely to improve.
3. Reassessment of disability is:
 - a. not necessary
 - Or
 - b. is recommended/after _____ years _____ months, and therefore this certificate shall be valid till (DD/MM/YY) _____
4. The applicant has submitted the following document as proof of residence:

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned

{Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital, in case the certificate is issued by a medical authority who is not a government servant (with seal)}

Signature/Thumb impression of the person in whose favour disability certificate is issued.

Note: In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District. Note: The principal rules were published in the Gazette of India vide notification number S.O. 908(E), dated the 31st December, 1996.

SC/ST Certificate Format**FORM OF CERTIFICATE TO BE PRODUCED BY SCHEDULED CASTES (SC) AND SCHEDULED TRIBES (ST) CANDIDATES**

1. This is to certify that Shri/ Shirmati/ Kumari* _____ son/daughter*
of _____ of Village/Town* _____
District/Division* _____ of State/Union Territory* _____ belongs
to the _____ Scheduled Caste / Scheduled Tribe* under :-

* The Constitution (Scheduled Castes) Order, 1950

* The Constitution (Scheduled Tribes) Order, 1950

* **The Constitution (Scheduled Castes) (Union Territories) Order, 1951**

* The Constitution (Scheduled Tribes) (Union Territories) Order, 1951

[As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order) 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002]

* The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;

* The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976;

* **The Constitution (Dadara and Nagar Haveli) Scheduled Castes Order, 1962;**

* The Constitution (Dadara and Nagar Haveli) Scheduled Tribes Order, 1962;

* The Constitution (Pondicherry) Scheduled Castes Order, 1964;

* The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;

* The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;

* The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;

* The Constitution (Nagaland) Scheduled Tribes Order, 1970;

* The Constitution (Sikkim) Scheduled Castes Order, 1978;

* The Constitution (Sikkim) Scheduled Tribes Order, 1978;

* The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989;

* The Constitution (Scheduled Castes) Order (Amendment) Act, 1990;

* The Constitution (Scheduled Tribes) Order (Amendment) Act, 1991;

* The Constitution (Scheduled Tribes) Order (Second Amendment) Act, 1991.

2. # This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes* Certificate issued to Shri /Shrimati*
_____ father/mother* of Shri /Shrimati /Kumari* _____ of Village/Town*
_____ in District/Division* _____ of the State State/Union
Territory* _____ who belong to the Caste / Tribe* which is recognised as a Scheduled Caste /
Scheduled Tribe* in the State / Union Territory* _____ issued by the _____ dated
_____.

3. Shri/ Shrimati/ Kumari * _____ and / or* his / her* family ordinarily reside(s)** in Village/Town*
_____ of _____ District/Division* of the State Union Territory* of _____.

Signature: _____

Designation _____

(with seal of the Office)

Place: _____ State/Union Territory* _____

Date: _____

* Please delete the word(s) which are not applicable.

Applicable in the case of SC/ST Persons who have migrated from another State/UT.

IMPORTANT NOTES

The term "ordinarily reside(s)***" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950. Officers competent to issue Caste/Tribe certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
3. Revenue Officers not below the rank of Tehsildar.
4. Sub-divisional Officer of the area where the candidate and/ or his family normally reside(s).
5. Administrator / Secretary to Administrator / Development Officer (Lakshadweep Island).
6. Certificate issued by any other authority will be rejected.

Income Certificate

Certified that the TOTAL ANNUAL FAMILY INCOME FROM ALL SOURCES of _____

_____ GUARDIAN'S NAME

, guardian of

_____ CANDIDATE'S NAME

residing at _____ Post Office _____

Police Station _____ in the district of _____

in the state of West Bengal for the year 2019-2020 is less than Rs. _____ lakhs

(Rupees _____ lakhs and _____ thousand only) and stands at

Rs. _____ (Rupees _____).

Paste 4 cmx3 cm
size recent colour
photograph of the
candidate in this
box

Candidate's signature

**Candidate must sign here in front of the certifying
authority**

(Candidate's Photograph)

Signature of Certifying Authority _____

Designation with Official Seal _____

Full Name of Certifying Authority _____

Office Address _____

Office Phone No. _____ Mobile No: _____ (optional)

ID No: _____ (optional)

*Note: Photographs are to be attested by the certifying authority.
The Certifying Authority should preserve a duplicate copy of this Certificate.*