

THE LIFE INSURANCE CORPORATION OF INDIA
CLASS III AND CLASS IV EMPLOYEES (PROMOTION) RULES, 1987.

G.S.R. 824(E) – In exercise of the powers conferred by Section 48 of the Life Insurance Corporation Act, 1956 (31 of 1956) and in supersession of the Life Insurance Corporation of India (Promotion) Regulations, 1976 issued under Section 49 of the said Act, except as respect things done or omitted to be done before such supersession, the Central Government hereby makes the following rules regulating the promotions of Class III and Class IV employees of the Life Insurance Corporation of India, namely:-

1. Short title and commencement :

- (1) These rules may be called the Life Insurance Corporation of India Class III and Class IV Employees (Promotion) Rules, 1987.
- (2) They shall come into force on the date of their publication in the Official Gazette.

2. Definition : In these rules, unless the context otherwise requires, –

- (a) “Act” means the Life Insurance Corporation Act, 1956 (31 of 1956);
- (b) “employee” means a whole time salaried employee of the Life Insurance Corporation of India;
- (c) “promoting authority” means the appointing authority under the Staff Regulation;
- (d) “promotion committee” means the committee constituted in accordance with regulation 7 of the Staff Regulations;
- (e) “Schedule” means the Schedule annexed to these rules;
- (f) “Staff Regulations” means the Life Insurance Corporation of India (Staff) Regulations, 1960.
- (g) “Zone of Selection” means the specified area in which the employee competes for selection by promotion;
- (h) all other words and expressions used in these rules and not defined but defined in the Staff Regulations shall have the meaning assigned to them in the Staff Regulations.

3. Zone of selection :

- (1) Promotions to the cadre of Assistant Administrative Officers, other than those mentioned in sub-rule (3), shall be effected from among the eligible employees in all the offices situated within the territorial limit of a Zonal Office.
- (2) (a) Promotions to all cadres in Class III including promotions to the posts of Engineering or Architectural Assistants Grade II and Grade III and Higher Grade Assistant (Projectionist) shall be effected from among the eligible employees in all the offices situated within the territorial limit of a Zonal Office.
- (b) Promotion to all cadres in Class IV shall be effected from among the eligible employees in all the offices situated within the territorial limit of a Divisional Office.

- (3) Promotion to the post of Assistant Engineer or Assistant Architect in the scale of Assistant Administrative Officers shall be effected from among the eligible employees on an all-India basis.

4. Vacancies :

- (1) Promotions shall be effected only against vacancies against sanctioned posts.
- (2) Posts shall be reserved for employees belonging to the Scheduled Castes and the Scheduled Tribes and ex-emergency or Short Commissioned Officers in accordance with the orders issued by the Central Government from time to time.

5. Conditions of eligibility and criteria for selection :

- (1) The categories of employees eligible for promotion to various cadres, their conditions of eligibility for promotion and criteria for their selection shall be as specified in the Schedule.
- (2) Notwithstanding anything contained in sub-rule (1), the Chairman may direct that an employee who has excelled in any field of sports or athletics at the national or international level or has received any national or international award in any cultural, literacy or, scientific activity, may be promoted to the next higher cadre.

6. Selection of candidates for promotion :

- (1) There shall be prepared a panel of all eligible employees in the order of total marks obtained on the basis of criteria of selection specified in rule 5.
- (2) Out of the panel prepared in accordance with sub-rule (1), all the candidates in the order of merit equal to five times the number of vacancies may be called for interview by the Promotion Committee:

Provided that an employee with below average work record, as per standards specified by the Chairman shall not be included in the panel prepared under sub-rule (1).

- (3) The Promotion Committee shall, after interviewing the candidates prepare a ranking list on the basis of the criteria laid down in the Schedule which shall be determined on the basis of the total marks gained by the candidate for seniority, qualifications and confidential report and interview.
- (4) If the Promoting Authority is unable to accept the recommendations of the Promotion Committee in any particular case, it shall record in writing, the reasons for disagreeing with the recommendations of the Committee and pass such orders as it deem fit. The ranking list, as finally approved by the Promoting Authority, shall remain in force for a period of one year from the date it was prepared. The Chairman may, in exceptional circumstances, for reasons to be recorded in writing, extend the period of validity of the ranking list by a further period not exceeding one year.
- (5) Actual selection and appointment of the candidates against sanctioned vacancies shall be made by the Promoting Authority from the ranking list in the order of merit:

Provided that an employee shall not be promoted, if at any time during the preceding one year, any penalty has been imposed on him under regulation 39 of the Staff Regulations.

7. Selection by departmental test :

- (1) Wherever departmental tests are specified in the Schedule for promotion, the syllabus for such test shall be as determined by the Chairman.
- (2) The conditions of eligibility including seniority and qualifications for appearing in the departmental test shall be reckoned as on the 1st day of the month in which the notification is issued for promotion by the Promoting Authority:

Provided that only such of the employees who have completed the period of service specified for eligibility for promotion to any post shall be allowed to appear in the said departmental test.

[Provided further that the period of training, if any, relevant to the post of Assistant, prior to appointment on probation prescribed by the provisions relating to recruitment shall count as service in the scale of Assistant only for the purpose of eligibility for promotion]*

8. Relaxation :

The Chairman may, subject to the provisions of sub-rule (2) of rule 4, by general or special instruction, relax any of the provisions of these rules in case of employees belonging to the Scheduled Castes, the Scheduled Tribes, Ex-emergency Officers or Short-commissioned Officers.

9. Appeals :

Any aggrieved employee may, within one month from the date on which the ranking list is published, represent against his non-selection through proper channel to the authority to which the promoting authority is immediately subordinate and such an authority may consider the representations and pass such orders as it deems fit.

10. Powers to issue instructions :

- (1) The Chairman may, from time to time, issue instructions as may be necessary to give effect to an implementation of the provisions of these rules.
- (2) In particular and without prejudice to the generality of the provisions of sub-rule (1), such instructions may provide for basis for detailed allocation of marks for seniority, qualification and confidential reports (work record) within the ceiling specified under these rules.

11. Interpretation :

If any doubt arises as regards interpretation of these rules, it shall be referred to the Central Government for its decision.

* Notified in Gazette of India, Extra-ordinary Part II, Section III, Sub-section (i) – GSR No. 393(E) dated 04.05.1993.

THE SCHEDULE

(See Rules 2(3), 5, 6 and 7)

CONDITIONS OF ELIGIBILITY FOR PROMOTIONS TO VARIOUS CADRES

Sr. No.	For Promotion to the cadre of	Categories eligible	Conditions of eligibility	Marks to be allotted
1.	Assistant Administrative Officers	(a) (i) Higher Grade Assistants (ii) Section Heads (b) [Assistants and Stenographers] *	5 years' service in the scale of Higher Grade Assistants. Minimum service relaxable upto 3 years by Chairman depending upon the availability of candidates in the said cadre OR 6 years' service in the scale of Section Heads OR Combined service of 6 years in the scale of Higher Grade Assistant and/or Section Head (b) 5 years' service in the scale of Assistants or Higher and maximum age 35 years with academic qualifications Matric/HSC and technical qualification FFII Bombay or 5 subjects of Institute of Actuaries, London [or Actuarial Society of India]** and a pass in Promotion Test.	(a) Qualification and seniority: (Maximum of 10 marks for qualification and 20 marks for seniority) Maximum for both 25 Work Record 25 Interview 25 (b) For selection of Assistants etc. who Pass Promotion Test Test 50 Work Record 25 Interview 25
2.	Assistant Administrative Officer (Personal Assistants)	Higher Grade Assistants (Stenographers)	5 years' service as Higher Grade Assistants (Stenographer)	Qualification and Seniority (Maximum 10 marks for qualification and 20 marks for seniority) Maximum for both 25 Work Record 25 Interview 25
3.	Mobile Van Officers (Assistants Administrative Officers)	Higher Grade Assistants (Projectionists and other categories which satisfy the standards laid down for direct recruitment from time to time)	5 years' service in the cadre of Higher Grade Assistants. (Projectionists)	Qualification and seniority: (Maximum of 10 marks for qualification and 20 marks for seniority) Maximum for both 25 Work Record 25 Interview 25

[]* Notified in Gazette of India dated 30.04.1990 and came into force with immediate effect (date of notification)

[]** Notified in Gazette of India dated 22.04.1997 and came into force with immediate effect (date of notification)

Sr. No.	For Promotion to the cadre of	Categories eligible	Conditions of eligibility	Marks to be allotted
4.	Assistants Administrative Officers (Programmer)	(i) Higher Grade Assistants (ii) Section Heads	5 years' service in the scale of Higher Grade Assistants OR 6 years' service in the scale of Section Heads AND A pass in the Aptitude Test for all except Higher Grade Assistants (Programmer)	Qualification and seniority: (Maximum of 10 marks for qualification and 20 marks for seniority) Maximum for both 25 Work Record 25 Interview 25
5.	Higher Grade Assistants	Section Heads Stenographers Assistants and all other employees in the scale of Section Heads or Assistants.	(a) Section Heads OR (b) 5 years' service in the scale of [Assistant or Stenographer]* and a pass in the Departmental Test or on acquiring prescribed technical qualifications OR (c) 10 years' service in the scale of [Assistants or Stenographers]*	Qualification and seniority: (Maximum of 10 marks for qualification and 20 marks for seniority) Maximum for both 25 Work Record 25 Interview 25
6.	Higher Grade Assistants (Stenographers)	Stenographers	5 years' service as Stenographer	Qualification and seniority: (Maximum of 10 marks for qualification and 20 marks for seniority) Maximum for both 25 Work Record 25 Interview 25
7.	Higher Grade Assistants (Projectionist)	Projectionist	5 years' service as Projectionist	—” —
8.	Higher Grade Assistants (Programmers)	Section Heads Microprocessor Operators, [Assistants and Stenographers]*	Section Head (Machine) OR Section Head other than Section Head (Machine) With knowledge of Key Punch operation or Computer Course OR 5 years' service as Microprocessor Operator OR 5 years' service and knowledge of Key Punch operation or Computer Course for those in the scale of [Assistants or stenographers]* and a pass in Aptitude Test for all	—” —
9.	Higher Grade Assistant (Data Processing)	Punch Card Operators Adrema Operators	5 years' service as Punch Card Operator or Adrema Operator	—” —

[]* Notified in gazette of India dated 30.04.1990 and came into force with immediate effect (date of notification)

Sr. No.	For Promotion to the cadre of	Categories eligible	Conditions of eligibility	Marks to be allotted								
10.	Assistants	<p>(a) Record Clerks</p> <p>(b) All Class-IV Staff</p>	<p>Graduate Record Clerks with 2 years' service as Record Clerks; OR Record Clerks possessing direct recruitment qualifications prescribed for the post of Assistant from time to time; OR 5 years' service as Record Clerk and pass in SSC Exam. if qualified before 1979, otherwise HSC (Std.XII); OR 10 years' service as Record Clerk and a pass in the Departmental Test [OR 15 years' service as Record Clerk]*</p> <p>** 2 years' service in Class-IV category possessing qualifications prescribed for direct recruits for the post of Assistant and a pass in the Promotion Test</p>	<p>Marks will be allotted as follows:</p> <table> <tr> <td>Seniority</td> <td>15</td> </tr> <tr> <td>Qualification</td> <td>10</td> </tr> <tr> <td>Work Record</td> <td>30</td> </tr> <tr> <td>Interview</td> <td>30</td> </tr> </table> <p>** Promotion Test 50 Work Record 25 Interview 25</p>	Seniority	15	Qualification	10	Work Record	30	Interview	30
Seniority	15											
Qualification	10											
Work Record	30											
Interview	30											
11.	Record Clerks	All Class-IV Staff	<p>2 years' service in Class-IV category and a pass in Departmental Test OR 2 years' service in Class-IV category and a pass in Secondary School Certificate or equivalent examination with English and Mathematics OR Graduation</p>	<table> <tr> <td>Seniority</td> <td>15</td> </tr> <tr> <td>Qualification</td> <td>5</td> </tr> <tr> <td>Work Record</td> <td>40</td> </tr> <tr> <td>Interview</td> <td>20</td> </tr> </table>	Seniority	15	Qualification	5	Work Record	40	Interview	20
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Qualification	5											
Work Record	40											
Interview	20											
12.	Sepoys/ Watchmen/ Liftmen	Sweepers & Cleaners	3 years' service and possessing minimum qualification of VII Std. pass.									
13	Assistant Engineers/ Assistant Architects	<p>(i) Engineering/ Architectural Assistants Gr.I</p> <p>(ii) Engineering/ Architectural Assistants Gr.II</p>	<p>All Engineering/ Architectural Assistants Grade-I OR All Engineering/ Architectural Assistants Grade-II with 3 years' service and holding a degree in Engineering/ Architecture OR All Engineering/ Architectural Assistants Grade-II with 5 years' service and holding a diploma in Engineering/ Architecture.</p>	<p>Qualification and seniority (Maximum 10 marks for qualification and 20 marks for seniority) Maximum for both 25 Work Record 25 Interview 25</p>								

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[] ** Notified in gazette of India dated 22.04.1997 and came into force with immediate effect (date of notification)

Sr. No.	For Promotion to the cadre of	Categories eligible	Conditions of eligibility	Marks to be allotted
14	Engineering/ Architectural Assistants Grade-II	Engineering/Architectural Assistants Grade-III	All Engineering/ Architectural Assistants Grade-III with 2 years' service and holding a degree in Engineering/ Architecture OR All Engineering Assistants Grade-III with 5 years' service and holding a diploma in Engineering/ Architecture	Qualification and seniority (Maximum 10 marks for qualification and 20 marks for seniority) Maximum for both 25 Work Record 25 Interview 25
15.	Engineering/ Architectural Assistants Grade-III	Plumbers/Electricians/ Painters/Polishers/ Masons/Pump Mechanics/ Carpenters/Mistries/ Ferro Printers	5 years' service and a diploma in Engineering	Seniority 15 Qualification 10 Work Record 30 Interview 30
16.	Plumbers/Painters/ Polishers/Masons/ Pump Mechanics/ Carpenters/ Mistries	Helpers/Watermen	5 years' service and a prescribed certificate in the respective trade OR 10 years' service and a certificate from the office of the Engineering/Building Department certifying the skill and competence in the respective trade	Seniority 15 Qualification 5 Work Record 40 Interview 20
17.	Electricians	Helpers	5 years' service and a Wireman's certificate	

- Note: (a) "Prescribed technical qualifications" mean any one of the following
- Associate of Federation of Insurance Institutes/Chartered Insurance Institute or Diploma of the Indian Life Assurance Officers' Association.
 - Intermediate of the Institute of Chartered Accounts of India.
 - Pass in any two subjects of the Institute of Actuaries, London [or Actuarial Society of India]**
 - Pass in the final examination of the Institute of Cost and Work Accountants of India.
 - Graduate examination in law with at least 50% marks in the aggregate.
 - LL.M. or M.Com. or Ph.D. or M.B.A.
- (b) Certificate/Diploma/Degree should pertain to the respective wing, such as, Civil, Electrical or Architectural Wing, as the case may be.
- ** (c) Promotions to the cadre of Assistants under Sr. No. 10 from all Class-IV Staff shall not exceed 10% of the vacancies sanctioned in the said post.

Principal Rules were published by Notification No. G.S.R. No. 824(E) dated 25.9.1987. and subsequently amended as under

* Notified in gazette of India, Extraordinary, Part-II Sec.3 Sub-Sec. (f) dated 30.4.1990.

** Notified in gazette of India, Extraordinary, Part-II Sec.3 Sub-Sec. (f) dated 22.4.1997.