

**LIFE INSURANCE CORPORATION OF INDIA
MARKETING DEPARTMENT, CENTRAL OFFICE,
'YOGAKSHEMA', JEEVAN BIMA MARG,
MUMBAI - 400021.**

Ref: Mktg/DO/27(2010)

Re: Promotion of Development Officers to the cadre of ABM(S) -
Special Provisions regarding Reservation in respect of
Promotion for employees belonging to SC/ST

The following instructions are issued in respect of reservation of vacancies in favour of Scheduled Caste/Scheduled Tribe candidates for promotion to the cadre of Assistant Branch Manager (Sales) from Development Officers' cadre. In this connection, we may refer you to the circulars issued from time to time by our Personnel Department regarding reservation, etc. in respect of promotions for candidates belonging to Scheduled Caste/Scheduled Tribe. These instructions may be referred to in addition to the procedure to be followed for reservation in respect of promotion for candidates belonging to SC/ST reproduced herein below:

1 (a) It will be necessary for the promoting authorities to know precisely whether a particular candidate belongs to the SC/ST or not. Verification is to be made with reference to the record in the caste certificate (Ref: Per/ER/SC-ST/Govt. dated 10.3.98) giving the Caste or Community of the candidate. Also a certificate in the prescribed form given in Appendix I hereto duly signed by any of the authorities competent to issue such certificates would be sufficient proof for appointment against reserved posts.

(b) No person who professes a religion different from the Hindu, Sikh or Buddhist religions is deemed to be a member of the Scheduled Castes. If a candidate belonging to a Scheduled Caste changes his/her religion to a religion different from Hindu, Sikh or Buddhist religion, he/she will forfeit his/her eligibility for claiming the benefits under these instructions.

(c) A Scheduled Tribe candidate may profess any religion.

(d) As per the standing instructions, the caste certificate produced by the Development Officer belonging to SC/ST would have already been verified by the respective offices. In case, the caste certificate of a SC/ST Development Officer has not been verified, the office should take necessary steps to verify the same. However, on this score, no Development Officer claiming to belong to SC/ST category, whose caste certificate remains to be verified for some reason or the other need be denied the opportunity to go through the promotion process. It should be made clear to the candidate that he shall have to produce an

acceptable caste certificate before the interviews are over. In case no acceptable caste certificate is forthcoming, the promotion committee shall proceed to finalise their recommendations and the ranking list would be published ignoring the candidate's claim to the concession offered to SC/ST candidates.

2 The rate of reservation shall be 15% and 7.5% for SC and ST respectively of the posts to be filled by promotion in respect of the cadre of ABM (Sales) during the promotion year. There will, however, be no carry forward of reservations from year to year. While determining the exact number of vacancies for SC/ST category various instructions issued from time to time by the Personnel Department may be perused. Refer C.O. Circular letter Ref: Per/ER/SC-ST/Govt. dated 26.5.2004

3(a) To give effect to the reservation, the Zonal Office shall maintain a 200-Point roster in respect of cadre of ABM(S), to which promotion is effected. Refer C.O. Circular Ref: Personnel/ER/ZD/927/ASP/99 dated 21.7.1999 for detailed instructions.

(b) The roster referred in sub-para (a) above, shall be maintained in the form of a Register by the Zonal Office. A specimen of such a Register is annexed to the circular referred to at 3(a) above.

(c) Immediately after promotions have been effected and the concerned candidate accepts it in writing, the particulars of every promotee shall be entered in the appropriate columns of the promotion roster referred to above and the entry signed by the promoting authority.

(d) The roster is to be operated on the principle of replacement and not as running account, as hitherto. In other words, the points at which reservation for different categories applies are fixed as per the roster and vacancies caused by retirement, resignation, promotion etc. of persons occupying those points shall be filled by appointment of persons of the respective categories. Refer C.O. Circular Ref: Personnel/ER/ZD/934/ASP/99 dated 31.8.1999 for detailed instructions.

(e) No gap shall be left in the roster.

4. Selection Procedure

(i) Eligibility

All SC/ST candidates who have completed 8 years in their cadre as Development Officers may be considered for the promotion to the cadre of Assistant Branch Manager (Sales). However, cases of SC/ST candidates, who have completed 5 years but less than 8 years in their cadre and have worked within the prescribed cost ratio during each of the last three appraisal years and on the basis of the performance during the last three appraisal years have

brought in an Average Scheduled First Year Premium Income of not less than Rs. 9,00,000/- and Average Number of Lives not less than 450 and whose lapse ratio is less than 15% in each of those three appraisal years where a period of 12 months or more has elapsed from the date of completion of the appraisal year till **30.11.2010** may also be considered.

Note:

Kindly ensure that the pre-promotional coaching classes are arranged for SC/ST candidates as per the instructions issued in this regard.

- (ii) Interview
 - (a) All SC/ST candidates will be interviewed separately either at the beginning or at the end of the interview process for a particular interview centre so that SC/ST candidates are not judged in comparison with the General candidates and the Interviewing Authority is prominently aware of the need for judging the SC/ST candidates by relaxed standards. (Circular letter Ref. Per/ER/SC-ST dated 31.7.2003 issued by the Personnel Department, Central Office).
 - b) Special Interview

The candidates belonging to SC/ST who fall short by a narrow margin at the interview and thereby do not come in for selection shall be called for a second interview by the Zonal Manager.
 - iii) Selection

For the limited purpose of selection of eligible SC/ST candidates against vacancies reserved for them, a separate panel of all eligible candidates belonging to SC/ST shall be prepared on the basis of marks obtained, as per Schedule of Rating. Thereafter, the candidates on this panel shall be interviewed separately. On the basis of the marks obtained by the SC/ST candidates on the various counts including interview, the promotion committee shall prepare a select list.
 - iv) A Ranking List/Contingency List of all the selected candidates, viz., candidates from the General category as also the SC/ST candidates from the select list, shall be prepared strictly in the order of merit and published by the Zonal Manager.

5. De-Reservation:

- (i) Subject to their inter-se merit, all SC/ST candidates recommended for promotion as per the "ranking List" shall be offered promotion against reserved vacancies in accordance with the 200-points roster, referred to in para (3) above. Needless to mention that unless and until a candidate from the ranking/contingency list is offered promotion and he accepts it in writing and joins his new assignment, his name will not be entered in the roster against appropriate roster point.

In case there are no Scheduled Caste or Scheduled Tribe candidates to fill up the available vacancies or where the number of Scheduled Caste or Scheduled Tribe candidates in the selection panel selected for promotion is less than the number of total reserved vacancies in a particular cadre, de-reservation of reserved vacancies for Scheduled Caste or Scheduled Tribe candidates may be done by the promoting authorities themselves. The vacancies so de-reserved may be filled in by general candidates.

In case any Scheduled Caste or Scheduled Tribe candidate included in the selection panel is not promoted for any reason whatsoever, the question of de-reservation of reserved vacancies shall be referred to Central Office for a decision in the proforma styled "Proposal for De-reservations". Besides giving information as usual, a note should also be recorded to the effect that the proposal is being made with the full knowledge and the concurrence of the Zonal Liaison Officer for SC/ST to the Executive Director (Mktg.) in a closed cover, marked "Secret". Such cases will be reviewed by the Managing Director and in the light of the marks secured by such candidates, order will be passed in appropriate cases.

- (ii) Since the aforesaid process will involve sometime, the release of the ranking list need not be withheld on that count. The ranking list should be released with indication at the bottom of the list that in case of SC/ST candidate against the reserved vacancies, results will be announced later. The candidate from the contingency list will be offered promotion to those reserved vacancies, which are duly de-reserved.
6. After the close of each financial year, the promoting authority shall furnish to the Central Office, Marketing Department, an analysis of promotion in the form marked Appendix II.

Encl: Appendix I & II.

Form of Certificate to be produced by a candidate belonging to Scheduled Caste or Scheduled Tribe in support of his claim

FORM OF CASTE CERTIFICATE

This is to certify that Shri/Shrimati*/Kumari* _____
son/daughter* of _____ of village*/town _____
in district/division* _____ of the State/Union Territory*
_____ belongs to the _____ Caste/Tribe* which is recognised
as a Scheduled Caste
Scheduled Tribe

Under:

@ The Constitution (Scheduled Castes) Order, 1950.

@ The Constitution (Scheduled Tribes) Order, 1950.

@ The Constitution (Scheduled Caste) (Union Territories) Order, 1951.

@ The Constitution (Scheduled Tribe) (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 Area (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order (Amendment Act, 1976).

@ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956.

@ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959.

@ The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962.

@ The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962.

@ The Constitution (Pondicherry) Scheduled Castes Order, 1964.

@ The Constitution (Uttarpradesh) Scheduled Tribes Order, 1967.

@ The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968.

@ The Constitution (Goa, Daman & 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 & Kashmir) Scheduled Tribes Order, 1989.

%2. Application in the case of Scheduled Caste/Scheduled Tribe persons who migrated from one State/Union Territory.

This certificate is issued on the basis of the Scheduled Caste/Scheduled Tribe Certificate issued to Shri/Shrimati*_____ father/mother of Shri/Shrimati/Kumari*_____ of village/Town*_____ in District/Division_____ of the State/Union Territory*_____ who belongs to the _____ caste/tribe* which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory*_____ issued by the _____ (name of the prescribed authority) vide their No. _____ 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 office)

Place _____ State
Union Territory

Date _____

* Please delete the words which are not applicable.

@ Please quote specific Presidential Order.

% Delete the paragraph which is not applicable.

NOTE: The term ordinarily reside(s) used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

** List of authorities empowered to issue Scheduled Caste/Scheduled Tribe certificates:-

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Deputy Collector/1st Class Stipendary Magistrate/City Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendary Magistrate).
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
5. Administrator/Secretary to Administrator/Development Officer (Lakshadweep Islands).

APPENDIX – II
(Para 6)

LIFE INSURANCE CORPORATION OF INDIA
OFFICE

Analysis of Promotion to the cadre of Assistant Branch Manager (Sales)
For the year _____.

	S.C.	S.T.	OTHERS
Number of posts filled by promotion.			
Number of posts reserved for SC/ST employees as per the 200 point roster.			
Number of reserved posts filled by SC/ST employees.			
Number of posts which had to be dereserved and filled by non-reserved candidates out of the reserved posts for want of suitable candidates.			
Reason for dereservation in respect of each individual case.			

Note: Mention "N.A." against items not applicable.