

AIR FORCE GROUP INSURANCE SOCIETY (AFGIS)
SUBROTO PARK, NEW DELHI – 110 010

EMPLOYMENT OF JUNIOR ASSISTANT (THREE VACANCIES)
AND SENIOR ASSISTANT (EDP) (ONE VACANCY)

Air Force Group Insurance Society (AFGIS) is a registered Society under Society Registration Act, 1860, invites applications from eligible Indian citizens for filling up 03 (three) posts of Junior Assistant and 01 (one) post of Senior Assistant (EDP) on permanent basis. It is not a Govt of India Enterprise.

1. ELIGIBILITY CRITERIA

(a) **Academic Qualification**

For Junior Assistant

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

(ii) **Computer Proficiency** Proficient in MS Office application (MS Word, MS Power-point and MS Excel) and having a minimum typing speed of 30 WPM.

For Senior Assistant (EDP)

(i) **Essential** Graduate in Computer Applications/ Information Technology/ Computer Science from a recognized University with minimum 60% marks with 3 – 5 years of experience in Oracle, SQL, PL/SQL, HTML-5, CSS, JavaScript and PHP.

(ii) **Desirable** PGDCA / MCA from a recognized University.

(iii) **Computer Proficiency** Preference will be given to those who have working knowledge in web development & PL/SQL programming.

(b) **Age** Upto 25 years for Junior Assistant and 30 years for Senior Assistant (EDP) (with admissible age relaxation for Ex-servicemen as per extant policy, maximum upto 45 years) as on 31 Dec 23.

(c) **Salary** Entry Pay will be Rs.18000 and Rs. 23000 per month for the post of Junior Asst and Senior Asst (EDP) respectively 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 proof of qualification, date of birth etc thereof and one passport size photograph to the Secretary, AFGIS Bhavan, Subroto Park, New Delhi – 110010 duly mentioning on the envelope in bold “APPLICATION FOR THE POST OF JUNIOR ASSISTANT / SENIOR ASSISTANT (EDP)”.

3. Last Date of Receipt of Application The candidates willing to apply should send their bio-data along with necessary academic documents so as to reach the Society latest by 01 Jan 24.

Note: For other terms & conditions, please visit www.iafpensioners.gov.in.

**OTHER TERMS AND CONDITIONS FOR EMPLOYMENT OF
THREE JUNIOR ASSISTANT AND ONE SENIOR ASSISTANT (EDP) ON
PERMANENT BASIS**

1. **Salary :** Entry Pay will be Rs.18000 and Rs. 23000 per month for the post of Junior Asst and Senior Asst (EDP) respectively. 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 of 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.