

Ref: NICL/KCO/HRD/2081-82/RECRT/02

DATE: 25/07/2024

Recruitment Notice

National Insurance Co. Ltd, Nepal invites application for **recruitment as Officers(Assistant Manager)** and **Relationship Officer(marketing)** to be posted across our Nepal Offices.

The above vacancies are provisional and may vary according to the actual requirement of company at the material time.

Note: The Company reserves the right to accept or reject any application without assigning any reason thereof.

Nationality:

A candidate applying for the recruitment must be a citizen of **Nepal**.

Important Dates:

Publication of Notice	25th July 2024
Last date of receipt of application through mail/hard copy (inbox to ceosect@nicnepal.com.np ; pankaj.gulati@nicnepal.com.np)	02 nd Aug 2024 by 01:00 PM
Tentative date of Screening process/ Interview	To be intimated

Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. At the time of interview, the Candidates must necessarily produce the relevant documents in original and a self-attested photocopy in support of their identity and eligibility pertaining to category, nationality, age, educational qualifications etc. as indicated in the online application form. Please note that no change of application data will be permitted at any stage after submission of application at KCO. Merely applying for the post and being shortlisted for interview and/ or subsequent processes does not imply that a candidate will necessarily be offered employment in the Company. No request for considering the candidature under any category / post other than the one in which applied will be entertained.

1. Vacancies

Assistant Manager-Underwriting

Age as on 1.07.2024: Between 21-35 years

Location: Kathmandu

Qualification: Graduate in any discipline with experience in handling computers, Ms Office is desirable. Excellent communication and interpersonal skills required.

Desirable: Technical qualification in insurance/Post Graduate/ Professional qualification or higher

Experience: Atleast 3- 5 years of experience in underwriting department of General Insurance company.

Remuneration: As per company norms.

Assistant Manager-Reinsurance

Age as on 1.07.2024: Between 21-35 years

Location: Kathmandu

Graduate in any discipline with experience in handling computers, Ms Office is desirable. Excellent communication and interpersonal skills required

Desirable: Technical qualification in insurance/Post Graduate/ Professional qualification or higher

Experience: Atleast 3- 5 years of experience in reinsurance department of General Insurance company.

Remuneration: As per company norms.

Assistant manager-Legal

Age as on 1.07.2024: Between 21-35 years

Location: Kathmandu

LLB with experience in handling computers, Ms Office is desirable. Excellent communication and interpersonal skills required

Desirable: Technical qualification in insurance/Post Graduate/ Professional qualification.

Experience: Atleast 3- 5 years of experience in Legal department of General Insurance Company/Other company/law firm.

Remuneration: As per company norms.

Assistant Manager-Accounts

Age as on 1.07.2024: Between 21-35 years

Location: Kathmandu

CA/ACCA/CS/ICWA with experience in handling computers, Ms Office is desirable. Excellent communication and interpersonal skills required

Desirable: Technical qualification in insurance/Post Graduate.

Experience: Atleast 3- 5 years of experience in Accounts department of General Insurance company/Other company.

Remuneration: As per company norms.

Assistant manager-Agriculture

Age as on 1.07.2024: Between 21-35 years

Location: Kathmandu

Graduate in agriculture with experience in handling computers, Ms Office is desirable. Excellent communication and interpersonal skills

Desirable: Technical qualification in insurance/Post Graduate.

Experience: Atleast 3- 5 years of experience in Agriculture field/ department of General Insurance Company/Other company.

Remuneration: As per company norms.

Assistant Manager- Marketing

Age as on 1.07.2024: Between 21-35 years

Location: Pokhara, Butwal, Nepalgunj and Narayanghat

Graduate in any department with flair in marketing and experience in handling computers, Ms Office is desirable. Excellent communication and interpersonal skills required.

Desirable: Technical qualification in insurance/Post Graduate.

Experience: Atleast 3 years of experience in marketing department of General Insurance Company.

Remuneration: As per company norms.

Relationship officers (Marketing):

Age as on 1.07.2024: Between 21-35 years

Locations: Biratnagar, Kathmandu, Dhangadhi, Birtamod.

Qualification: Graduate in any discipline with flair in Marketing. Excellent communication and interpersonal skills

Desirable: Technical qualification in insurance/Post Graduate/ Professional qualification or higher

Experience: Marketing in General insurance products will be added advantage.

Remuneration: As per company norms.

2. Service Conditions:

The service conditions will be applicable as per prevalent rules of the company from time to time. Selected Applicant on appointment may be posted or transferred to any place in Nepal as may be decided by the company.

3. Probation:

A candidate appointed in Assistant Manager cadre shall be on probation for a minimum period of Twelve months from the date of joining of duty and Relationship officer shall be on probation for a minimum period of Six months from the date of joining of duty.

The company reserves the right to terminate the services of the Applicant if found unsuitable at any time during the probation period without assigning any reason thereof.

4. Guarantee Bond:

Before joining as probationer, the selected candidate will be required to give an undertaking to serve the Company for a **minimum period of five years** including probation period and other terms and conditions are applicable

Candidate resigning from the Company during the probation period and candidates whose services are terminated by the Company during the probation period shall be liable to pay the salary received by them during their entire service in the Company in addition to an amount of **NRs.25,000/-** towards partial cost of training.

5. Emoluments & Benefits:

Salary as per company norms.

Other benefits such as coverage under Social Security, Gratuity, LTS, Medical Benefits, Group Personal Accident Insurance etc. shall be as per rules.

Note: The salary is due for revision in near future.

6. Selection Procedure:

It will be based on the qualification and marks obtained in Interview. However there may be preliminary written screening test followed by test of computer proficiency if found deem fit by management. Final procedure may be communicated to Applicants through internal channels in due course.

7. Competent Authority reserves the right to amend any of the eligibility criteria mentioned above & to scrap the exercise without assigning any reason thereof.

8. Dully filled applications must reach on the following address on or before last date as specified above:

MsSulochana Tuladhar
HoD, HR & Admin

Note : Regarding qualification

- a) Educational qualifications should be from a University/ Institution/ Board recognised by Govt. Of Nepal/ approved by Govt. Regulatory Bodies and the result should have been declared on or before 01.07.2024.
- b) Proper document from Board / University for having declared the result on or before 01.07.2024 has to be submitted at the time of interview.
- c) The Applicant must possess valid Mark-sheet / Degree Certificate of the necessary qualification as on 01.07.2024.
- d) The percentage marks shall be arrived at by dividing the total marks obtained by the Applicant in all the subjects in all semester(s)/year(s) by aggregate maximum marks in all the subjects irrespective of honours / optional / additional optional subject, if any. This will be applicable for those Universities also where Class / Grade is decided on basis of Honours marks only. The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60%.
- e) Where CGPA / OGPA are awarded, the Applicant will have to produce a certificate issued by the appropriate authority inter alia stating the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the Applicant in terms of norms
- f) If the candidate has done education from outside Nepal or foreign university based out of Nepal. In Nepal he has to submit TU equivalent certificate also.

LIST OF DOCUMENTS TO BE PRODUCED AT THE TIME OF INTERVIEW (AS APPLICABLE):

The following documents in original and self attested photocopies in support of the Applicant's eligibility and identity are to be invariably submitted at the time of interview failing which the Applicant may not be permitted to appear for the interview. **Non submission of requisite documents by the Applicant at the time of interview will debar his candidature from further participation in the recruitment process.**

- i) Printout of the valid Interview Call Letter
- ii) Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authorities or SSLC/ Std. X Certificate with DOB)
- iii) Photo Identify Proof as indicated in the Recruitment Notice
- iv) Mark-sheets & certificates for Std X, XII, Graduation and Post-Graduation (if any) or equivalent qualification(s) etc. Proper document from Board / University for having declared the result on or before 01.07.2024 has to be submitted. Where CGPA / OGPA are awarded, the Applicant will have to produce a certificate issued by the appropriate authority inter alia stating the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the Applicant in terms of norms
- v) Disability certificate in prescribed format issued by the authorized certifying authority in case of Persons with Benchmark Disability category. The authorized certifying authority will be the Medical

Board at the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopedic / Ophthalmic / ENT Surgeon.

vi) Any other relevant documents in support of eligibility

vii) Proof of Nationality

Note:

- 1. Applicant will not be allowed to appear for the interview if he/ she fails to produce the relevant eligibility documents as mentioned above.**
- 2. Applicant if called for interview will be paid to & fro Bus fares on production of valid tickets.**

10. Religion: *Hindu/ Islam/ Jain/ Baudha/ Parsi/ Other* _____

11. EDUCATIONAL BACKGROUND (Academic/Technical/Professional)

Sr. No.	Qualification	Passed Year BS/ AD	Division/ Grade	Board/ University/Institution	Remarks

12. EXTRA CURRICULAM/Training:

Sr. No.	Curriculum	Year	Reference	Remarks

13. Experience(Starting from present employer)(You can use additional sheet for this)

Name of the Employer	Position held	From	To	Remuneration

