

**LIC Mutual Fund Asset Management Company Ltd.**

**Investment Managers to:**



**Industrial Assurance Bldg. 4<sup>th</sup> floor, Opp. Churchgate Station, Mumbai 400 020. [www.licmutual.com](http://www.licmutual.com)**

**RECRUITMENT OF RELATIONSHIP MANAGERS**

LIC Mutual Fund Asset Management Company Ltd. is looking for young bright achievers having aptitude in sales especially of financial products and services, with good communication skills and interested in marketing mutual fund products, for recruitment for the posts of Relationship Manager for its **Area offices & Business Centres** spread all over India.

**NO. OF VACANCIES AREA OFFICE WISE (including Business Centres): (TOTAL: 60)**

<b>Area Offices (including Business Centres)</b>	<b>No. of Posts</b>	<b>Area Offices (including Business Centres)</b>	<b>No. of Posts</b>
Mumbai I	01	Ernakulam	03
Mumbai II	01	Jaipur	01
Ahmedabad	04	Madurai	03
Pune	01	Lucknow	05
Kolkata	02	Bangalore	03
Nashik	01	Mangalore	02
Delhi	03	Ludhiana	04
Bhubaneshwar	02	Raipur	02
Guwahati	04	Hyderabad	03
Dehradun	04	Ranchi	01
Siliguri	02	Rajkot	01
Gurgaon	01	Hubli	02
Chennai	04	<b>TOTAL</b>	<b>60</b>

For detailed information with regard to likely place of posting within the jurisdiction of each of aforesaid Area Office, please check Appendix I on the last page.

**Scale of pay: Rs.7370-485(3)-8825-540(15)-16925.**

**Emoluments & Benefits:** Total emoluments at the minimum of the scale will be Rs.13,300/- p.m. (apprx.) plus reimbursement of conveyance charges (other benefits such as P.F., Gratuity, Encashment of Leave, LTC, mediclaim etc. are applicable as per Company's policy), performance linked incentives.

**ELIGIBILITY CONDITIONS:**

- 1) **Age (as on 01/04/2010):** Minimum 21 years and Maximum 30 years i.e. persons born between 01/04/1980 and 01/04/1989, both dates inclusive, will be eligible in terms of age.
- 2) **Qualifications:**
  - a) At least Bachelor's degree from a recognized university with minimum 55% marks. (If any university awards grades instead of marks, applicants should clearly mention the numerical equivalent of the grades in terms of aggregate marks) AND
  - b) The Candidates must possess knowledge of PC operation and working experience in MS Office;

**Note:** Candidates having experience in Sales & Marketing of financial service products especially of mutual fund/ life insurance will be given preference.

- 3) **APPLICATION FEES:** A Non – refundable amount of Rs.100/- (Rupees one hundred only) by way of Demand Draft drawn in favour of "LICMF AMC Ltd.", payable at Mumbai, should be enclosed with the application. Incomplete applications or applications with defective demand drafts shall be liable for rejection.
- 4) **SELECTION PROCEDURE:** Eligible candidates will be called for a personal interview to be conducted at the Area Offices at Bangalore, New Delhi, Kolkata, Guwahati and Mumbai as may be notified by the company.

Candidates will be short listed for personal interview on the basis of qualification and experience in sales and marketing. The number of candidates to be called for interview shall be restricted to five times of the total number of vacancies notified for each Area Office. Candidates will have to apply for one Area Office only. Candidates will have to attend the personal interview at the notified centres at their own cost.

Candidates are advised to ensure before applying that they fulfill the eligibility conditions as regards to age, qualification etc. and if found ineligible, their candidature will be cancelled at any stage of recruitment.

Candidates called for interview shall be required to furnish a non-refundable amount of **Rs.400/- (Rupees Four hundred only)** vide **Demand Draft** drawn in favour of "**LIC MF AMC Ltd.**" payable at Mumbai, along with other documents as called for.

**Date of interview:** Exact date will be communicated to short listed candidates in due course.

Place : Mumbai

Date : 12<sup>th</sup> June 2010

**A. G. M. (Administration)**

CANDIDATES SATISFYING THE ELIGIBILITY CONDITIONS MAY SEND THEIR APPLICATIONS IN THE FORMAT GIVEN BELOW (Please read the General Instructions before filling the Application Form):

**APPLICATION FOR THE POST OF “RELATIONSHIP MANAGER” IN LIC MUTUAL FUND ASSET MANAGEMENT COMPANY LTD.**

Paste  
Passport  
size colour  
photograph

1. Name (capital letters) in full (as it appears in SSC mark-sheet):

\_\_\_\_\_

\_\_\_\_\_

2. Father's Name: \_\_\_\_\_

3. Name & Occupation of the spouse, if married:  
\_\_\_\_\_  
\_\_\_\_\_

4. Address for correspondence:  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Numbers:  
(Residential/Office): \_\_\_\_\_ Mobile: \_\_\_\_\_  
E-mail ID: \_\_\_\_\_

5. Permanent Address:  
\_\_\_\_\_  
\_\_\_\_\_

6. Date of Birth: \_\_\_\_\_  
Age in completed years (as on 01/04/2010): \_\_\_\_\_  
\_\_\_\_\_

7. Qualifications:

Name of the Board/University	Exam Passed	Month & Year of passing	Aggregate % of marks	No. of Attempts
SSC HSC Graduation Post Graduation				

8. Whether qualified MBA [Yes/No]. If 'Yes',

Name of the Institution/ University	Stream/ Subject	Month & Year of passing	Duration of the programme (1yr./2yr./3yr.)	Whether full time or part time

9. If AMFI test passed, details thereof:

Module (Basic/Advisors)	Date of Passing	Marks secured (%)	ARN if any

10. Any other technical/ professional qualification:

\_\_\_\_\_

\_\_\_\_\_

11. Marketing experience if any (with details) i.e. post held, name of present/past employer, type of job etc.

Post held	Name of the employer	Type of job	Completed no. of years of experience

12. Proof of Residence \_\_\_\_\_  
(enclose xerox copy of Ration-card/Pass-port/Voter I.D./Driving License)

13. Place (Within jurisdiction of Area Office) applied for:

\_\_\_\_\_

14. Is there any criminal case/complaint/FIR instituted or pending against you and/or have you ever been arrested or convicted in any criminal case \_\_\_\_\_ (yes/no). If yes give details \_\_\_\_\_

15. Application Fees of Rs.100/-.

Bank Draft No. \_\_\_\_\_ Date: \_\_\_\_\_ Name of the Bank \_\_\_\_\_

\_\_\_\_\_ Amount Rs. \_\_\_\_\_ Address of the issuing

Bank: \_\_\_\_\_

\_\_\_\_\_

I hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. I undertake that in the event of any information being found false or incorrect, my candidature for the applied post is liable to be cancelled/rejected at any stage of recruitment.

Date :

Place : \_\_\_\_\_ (Signature of the applicant)

**GENERAL INSTRUCTIONS:**

1. Application should be on a foolscap paper neatly typed or hand-written in CAPITAL LETTERS and **in the above format only**. The application form can also be downloaded from our web site – www.licmutual.com.
2. The envelope containing the application should be superscribed **“Application for the post – LIC MF Relationship Manager” for \_\_\_\_\_(Area Office)**.
3. Enclose self-attested copies of (i) SSC certificate showing date of birth (ii) Degree/post graduate certificate/s and mark sheets (iii) Experience certificate/s (iv) A Demand draft for Rs.100/-.
4. Furnishing false information or suppression of any factual information in the Application Form or the Certificate would be a disqualification and will render the candidate unfit for employment and his/her services would be terminated.
5. The Candidates by virtue of their mere participation in the selection process or even the subsequent selection does not get any indefeasible right to the appointment and the Company shall, at its discretion, cancel the Recruitment/ Selection at any time prior to the actual posting of the selected candidates.
6. Applications complete in all respects together with the enclosures should be addressed to **“The AGM, Recruitment Cell, LIC Mutual Fund AMC Ltd., 4<sup>th</sup> Floor, Industrial Assurance Bldg., Opp. Churchgate Station, Mumbai – 400 020” and must reach on or before 30<sup>th</sup> June 2010**. Applications received after the due date for any reason whatsoever will be rejected.
7. Applications should be sent only through Registered/ Speed post. Applications sent through any other mode including hand delivery/ courier service etc. will not be accepted.
8. No correspondence/enquiries regarding receipt/ non-receipt of individual applications and/or non-selection shall be entertained.

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## **Appendix –I**

### **Likely Places of Posting**

<b>Sr. No.</b>	<b>Area Office</b>	<b>Likely Places of Posting</b>
1	Mumbai	Borivali, Vashi
2	Hyderabad	Hyderabad, Kurnool & Anantapur
3	Ahmedabad	Ahmedabad, Mehsana, Vapi & Bhuj
4	Rajkot	Rajkot
5	Pune	Pimpri Chinchwad
6	Kolkata	Kolkata
7	Siliguri	Siliguri/Jalpaiguri
8	Nashik	Nashik
9	Delhi	Delhi
10	Gurgaon	Gurgaon
11	Bhubaneshwar	Bhubaneshwar
12	Guwahati	Guwahati, Shillong & Silchar
13	Dehradun	Dehradun, Saharanpur & Mandi
14	Chennai	Chennai, Pondicherry, Vellore
15	Ernakulam	Ernakulam
16	Jaipur	Alwar
17	Madurai	Madurai, Erode & Coimbatore
18	Lucknow	Lucknow, Bareilly, Moradabad & Faizabad
19	Bangalore	Bangalore, Raichur & Davangere
20	Hubli	Hubli
21	Mangalore	Mangalore, Chikmagalur
22	Ludhiana	Ludhiana, Patiala & Jalandhar
23	Raipur	Raipur, Jagdalpur
24	Ranchi	Ranchi