



LIC NOMURA MUTUAL FUND

LIC NOMURA MUTUAL FUND ASSET MANAGEMENT CO. LTD.
Investment Managers to LIC NOMURA MUTUAL FUND

Industrial Assurance Bldg, 4th floor, Opp. Churchgate Station, Mumbai 400 020. www.licnomuramf.com

RECRUITMENT OF EXECUTIVE ASSISTANTS

LIC Nomura Mutual Fund Asset Management Company Ltd. is looking for young first class graduates having good command over spoken as well as written English, for recruitment for the posts of Executive Assistants. Their initial posting will be at Mumbai but AMC reserves the right to transfer them anywhere in India for its exigencies.

NO. OF VACANCIES - 10.

SCALE OF PAY : Rs. 11425-755(3)-13690-840(15)-26290.

EMOLUMENTS & BENEFITS: Total emoluments at the minimum of the scale will be Rs.18,700/- p.m. (apprx.) at Mumbai (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 01/04/2011):** Minimum 21 years and Maximum 28 years i.e. persons born between 01/04/1983 and 01/04/1990, both dates inclusive, will be eligible in terms of age.

2. Qualifications:

- At least Bachelor's degree from a recognized university with minimum 60% 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
- The Candidates must have good command over spoken as well as written English, should have proficiency on keyboard, should be well versed with MS Office (MS Word, MS Excel, MS Power point, MS Access), Internet Explorer, Business Correspondences etc.
- The candidate should have good office etiquette.

3) **APPLICATION FEES:** A Non – refundable amount of Rs. 100/- (Rupees one hundred only) by way of Demand Draft drawn in favour of "LIC NOMURA MF 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 Mumbai. No TA/DA/Stay arrangement shall be provided by AMC.

The number of candidates to be called for interview shall be restricted to five times of the total number of vacancies notified hereinabove.

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 Nomura 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 : 18th June 2011

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 FORMAT

APPLICATION FOR THE POST OF "EXECUTIVE ASSISTANT" IN LIC NOMURA 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 01/04/2011): _____

7. Qualifications:

Name of the Board/University	Exam Passed	Month & Year of passing	Aggregate % of marks
SSC			
HSC			
Graduation			
Post Graduation (if any)			

8. Any other technical/ professional qualification: _____

9. Experience if any (with details) i.e. post held, name of present/past employer, type of job etc. (Not mandatory)

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

10. Proof of Residence _____

(enclose xerox copy of Ration-card/Pass-port/Voter I.D./Driving License)

11. 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 _____

12. 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:

- Application should be on a foolscap paper neatly typed or hand-written in CAPITAL LETTERS and in the above format only.
- The envelope containing the application should be superscribed "Application for the post-LIC NOMURA MF EXECUTIVE ASSISTANCE"
- Enclose self-attested copies of (i) SSC certificate showing date of birth (ii) Degree/post graduate certificate/s and mark sheets (iii) A demand draft for Rs. 100/-.
- 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.
- The Candidates by virtue of their mere participation in the selection process or even the subsequent selection does not get any automatic 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.
- Applications complete in all respects together with the enclosures should be addressed to "The AGM, Recruitment Cell, LIC NOMURA Mutual Fund AMC Ltd., 4th Floor, Industrial Assurance Bldg., Opp. Churchgate Station, Mumbai – 400 020" and must reach on or before 5th July 2011. Applications received after the due date for any reason whatsoever will be rejected.
- 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.
- No correspondence/enquiries regarding receipt/ non-receipt of individual applications and/or non-selection shall be entertained.