

VACANCY NOTIFICATION

Employer	182025 Life Insurance Corporation
Name of the Post	Zonal Security Officer in Zonal Office, Hyderabad
No. of Vacancy	01
Eligibility	Retired defence personnel in any Commissioned Rank in Army, Navy and Air Force
Age	Less than 56 years as on 01/01/2025
Last date to apply	15 Jan 2025
Remarks	See detailed notification attached below

How to Apply: - 1. All **Eligible** Ex-Servicemen officers need to forward two Copies of Willingness Format, available at vacancy page, on Email ID: dgrjobofficers@desw.gov.in

- (i) One Format should be in PDF format duly signed by the applicant and signed by the witnesses too.
(ii) The second one should be in Excel Format without changing the Format, without signatures and without witnesses.

2. All the required document such as Willingness cum Undertaking Formats as mentioned above, Copy of PPO/ Release Order & CV/ Bio Data should be forwarded to this office on above Email ID before the last date mentioned in the vacancy.

3. **(For Zila Sainik Welfare Officer/ RSB Director vacancy only):** An additional Undertaking for Kendriya Sainik Board (KSB) should also be forwarded to this office along with the above (via Email Only). The Undertaking format for KSB is available on DGR website in format section under the head of Job Assistance for Officers.

Note 1:- All willing and **Eligible** JCOs/ OR may forward their application in Officer's willingness format through their ZSB/ RSB only, else name will not be accepted under any circumstances.

Note 2:- **Willingness format must be as per instructions mentioned above.**

In the event of non-receipt of all the required documents as mentioned above within the due date of the vacancy, the candidature of the applicant will not be entertained under any circumstances.

DUTIES OF ZONAL SECURITY OFFICERS

1. To train, supervise and control the Watch & Ward Staff of the Corporation to ensure proper security of the premises, effects etc. of the Corporation.
2. To review the existing security and protective arrangements and to suggest measures to improve the same, especially to improve efficiency of Watch & Ward Staff and to remove any deficiency in the existing arrangement including Cash Counters and/or transit of cash.
3. To suggest guidelines for provision of police squads/sentries and/or such other escorts, wherever necessary, and establish liaison with local police, CID, CBI, and other agencies.
4. To conduct periodical studies/ reviews in respect of losses, thefts etc. of the Corporation's property and to maintain proper record of the same, so as to tighten the security systems and procedures.
5. To help recruit, whenever necessary, the Building Maintenance Staff including inspectors and ensure that the premises of the Corporation are maintained properly including cleanliness aspects of the buildings.
6. To ensure that proper and adequate Fire Fighting arrangements are existing around and in the premises of the Corporation including residential buildings and advise Maintenance Section regarding minimum security and fire fighting requirements for the new premises likely to be hired, purchased or constructed in the area.
7. To arrange for training and educational programme for educating staff and security personnel about security and maintenance including fire fighting.
8. To report to Estate Department measures to be provided against flooding and leakages particularly during monsoon.
- 9 (A) To take appropriate steps to prevent unauthorized persons from entering the premises of the Corporation.
- (B) To inform measures to be taken to avoid encroachment or nuisance on the Corporation's property and premises under his care.
10. To enumerate steps to be taken in emergency situation like fire, rowdyism etc.
11. To perform such other duties as may be prescribed from time to time, in the matter of security arrangement of LIC's offices and properties and supervision of functions performed by Watch & Ward employees.
12. Coordinate and liaison with Civic/Police Authorities to ensure the area(s) around office is free from encroachment.
13. Maintain liaison with Fire Authorities.

S.No.	Benefits	Zonal Security Officer
1	Terms of appointment	Contractual appointment for a period of 3 years renewable at the sole discretion of Corporation (Maximum Term 7 years) but in any case not beyond the age of 60 years. The appointment can be terminated by either party, giving 30 days notice or salary in lieu thereof without assigning any reason whatsoever.
2	Salary	Basic Pay(ADM cadre) of Rs.145640/- in the scale of Rs.145640-4385(1)-150025-4750(6)-178525-6265(4)-203585. In addition to the basic pay other allowances such as DA, HRA and CCA as applicable to ADM cadre (tier III) Officers of the Corporation.
3	P.F.Benefits	10% of Basic pay
4	Staff Quarters	Unfurnished Residential accommodation may be provided and in that case no HRA will be payable but a licence fee will be collected as per Corporation's rules. However, if the Officer has his own house/flat at Hyderabad, he will not be entitled for Staff Quarters or leased accommodation facility.
5	Residential Telephone	Residential Telephone will be provided at the expense of the Corporation subject to condition that the call charges in excess of free calls permitted by telephone department will have to be borne by the Officer, in case of personal use.
6	Leave Travel Concession	For the first term of 3 years, LTC is allowed only once and after completion of 2 years. If the contract is renewed for further 2 years then one more LTC can be availed (Not more than 2 times for the contract period of (3+2) years). 3 rd LTC is allowed in the second extended term of contract (6 th & 7th year).
7	Entertainment Allowance	As applicable to Divisional Manager's Cadre
8	Newspaper reimbursement	As applicable to Divisional Manager's Cadre
9	Reimbursement for purchase of Brief case	As applicable to Divisional Manager's Cadre
10	Conveyance Allowance	Rs.1000/- p.m. fixed. No other transport allowance is payable.
11	Expenses for shifting the family	Expenses for shifting the family on appointment will be allowed as is applicable to DM cadre Officers of LIC as per rules.
12	PL encashment	Subject to a maximum of 100 days on completion of tenure.
13	Air Travel on tour	On official tours, air travel is allowed.
14	T.E.	As applicable to Divisional Manager's Cadre.
15	Household Help Reimbursement	As applicable to Divisional Manager's Cadre.