

**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 2024.

**Note:** For other terms & conditions, please visit [www.iafpensioners.gov.in](http://www.iafpensioners.gov.in)