



## United India Insurance Company Ltd.

Regd. & Head Office : 24, Whites Road, Chennai - 600 014 www.uiic.co.in

United India Insurance Company, is a leading Public Sector General Insurance Company wholly owned by Government of India with a gross premium of about Rs.12,000 crores. A rapidly growing company with more than 1600 offices, highest network in the non-life insurance industry throughout the country.

The company proposes to recruit young and dynamic candidates for its offices all over India for its requirement in Generalist and Specialist discipline. Applications are invited from eligible Indian Citizens for the post of **Administrative Officer (Scale I)**.

### **(1) Total No of Vacancies:**

Discipline	No. of Posts	SC	ST	OBC	UR	PWD		
						VI	HI	OC
Finance	43							
Civil Engineering	05							
Legal	15							
Mechanical & Electrical Engineering	15							
Actuary	02							
Total Specialist	80							
Generalist	220							
Total Vacancies	300	37	21	77	165	3	3	0



**Note:**

- i) The discipline wise numbers mentioned above are provisional/indicative. The Company reserves the right not to select any candidate from any of the discipline mentioned above. The discipline wise numbers indicated above may vary and/or can be interchanged at any stage of recruitment process.
- ii) Not more than one application should be submitted by any candidate. In case of multiple Applications across or within disciplines, only the latest valid (completed) application will be retained and the application fee/intimation charges paid for the other multiple registration(s) will stand forfeited. Multiple attendance/ appearances in the online examination and/ interview will be summarily rejected/ candidature cancelled.

The vacancies indicated above are only tentative and actual may vary. The vacancies are substantially in Western and Southern Zones of the Country and the candidates selected will be posted mostly to the offices in Southern/Western zones. The candidates cannot have any right or preference for posting in any particular State of his choice as the selection and posting is on All India basis. The company's decision would be final in all these cases and the candidates are liable to be posted anywhere across the Country.

**(2) Eligibility conditions: (As on 31/03/2016)**

Candidates should possess certificate in proof of passing the qualifying examination as on **31/03/2016**.

- a) For Generalist Stream, a candidate must possess the minimum qualification of a Degree in any discipline from a recognized University OR any equivalent qualification recognized as such by Central Government.
- b) For Specialist Stream, a candidate must possess the minimum qualification of Degree in the relevant discipline from a recognized University OR any equivalent qualification recognized as such by Central Government.



The minimum Educational Qualification required for various disciplines are:

S.No	Discipline	Minimum Qualification
1	Finance	Chartered Accountant (ICAI)/Cost Accountant (ICWA)/MBA Finance* /M.Com/B.Com
2	Mechanical & Electrical Engineering	B.Tech /BE (in Mechanical/Electrical)
3	Civil Engineering	B.E/B.Tech in Civil Engineering OR Graduate in Mechanical Engineering with Diploma (at least one year duration) in Civil Engineering
4	Legal	Degree in law from a recognized University or any equivalent qualification recognized as such by Central Government. (3 Years experience as a practicing Layer (2 yrs for SC/ST) is preferable).
5	Actuary	Bachelors degree in Statistics/Mathematics/Actuarial Science or any other quantitative discipline
6	Generalist	Graduate in any stream

\*MBA Finance candidates must furnish certificate from University confirming their specialization in Finance at the time of interview, failing which they will not be allowed to appear for the Interview.

**Note:**

- (i) Qualifications mentioned above should be from any recognized University / Institute in India duly approved by UGC / AICTE as the case may be with appropriate pattern like 10+2+3 or its equivalent pattern.
- (ii) Other things being equal, preference will be given to candidates having post qualification experience in their area of specialization and/or having qualification in non-life Insurance.
- (iii) The candidates should have completed the qualification mentioned above on or before 31.03.2016. Those who have written the examination as on 31.03.2016 and whose results are declared after 31.03.2016 are not eligible to apply.
- (iv) Working knowledge of Computer is a must.



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**Age:** A candidate must be of the Minimum Age of 21 years and the Maximum Age of 30 years as on 31.03.2016. Candidate must have been born not earlier than 01/04/1986 and not later than 31/03/1995 (both days inclusive). Relaxation in upper age limit shall be as follows:

Sr. No.	Category	Age relaxation
1	Scheduled Caste/Scheduled Tribe	5 years
2	Other Backward Classes (eligible for reservation)	3 years
3	Persons With Disability	10 years
4	Ex-Servicemen, Commissioned Officers including Emergency Commissioned Officers (ECOs)/Short Service Commissioned Officers (SSCO) who have rendered at least 5 years military service and have been released on completion of assignment otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment.	5 Years
5	Defence service personnel disabled in operation during the hostilities with any foreign country or in a disturbed area and released as consequence thereof.	3 years
6	Widows, Divorced women and women legally separated from their husbands who have not remarried	9 years
7	Persons ordinarily domiciled in the Kashmir Division of the State of Jammu & Kashmir during the period 1-1-80 to 31-12-89	5 years
8	Existing Confirmed Employees of Public Sector General Insurance Companies (including GIC & Agriculture Insurance Company of India Ltd.)	8years



**Note:**

- a) In case of a candidate who is eligible for relaxation under more than one of the above categories, the age relaxation will be available on a cumulative basis subject to the maximum age not exceeding 45 years.
- b) Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) for verification at the time of Interview and/or any subsequent stage of recruitment process.
- c) The age relaxation for Emergency Commissioned Officers (ECOs)/Short Service Commissioned Officers (SSCOs) shall be as applicable to Ex-Servicemen.

**DEFINITION OF EX-SERVICEMEN (EXSM)**

- i. **EX-SERVICEMEN (EXSM):** Only those candidates shall be treated as Ex-servicemen who fulfill the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel & Administrative Reforms Notification No.36034/5/85 Estt. (SCT) dated 27.01.1986 as amended from time to time.
- ii. **DISABLED EX-SERVICEMEN (DISXS):** Ex-servicemen who while serving in Armed Forces of the union were disabled in operation against the enemy or in disturbed areas shall be treated as DISXS.

*Note: The candidates are required to submit the appropriate certificates in support of the above at the time of Interview.*

***The date of discharge from service for Ex-servicemen candidates should be on or before 31<sup>st</sup> August, 2016.***



## **DEFINITION OF PERSONS WITH DISABILITIES**

Under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995 only such persons would be eligible for reservation who suffer from not less than 40% of relevant disability and are certified by a Medical Board appointed by the Central/State Govt. Accordingly, candidates with the following disabilities are eligible to apply:-

### **Visually Impaired (VI)**

Blindness refers to condition where a person suffers from any of the following conditions namely (1) Total absence of sight, (ii) Visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses. (iii) Limitation of the field of vision subtending in angle of 20 degrees or worse.

Low vision means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning of execution of a task with appropriate assistive device.

### **Deaf & Hearing Impaired (HI)**

The deaf are those persons in whom the sense of hearing is non- functional for ordinary purposes of life i.e. total loss of hearing in both ears. They do not hear; understand sounds at all even with amplified speech. Hearing impairment means loss of sixty decibels or more in the better ear in the conversational range of frequencies.

### **Orthopedically Challenged (OC)**

Locomotors Disability means disability of bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.

Cerebral Palsy means a group of non-progressive conditions of person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal or infant period of development.

All the cases of Orthopedically Challenged Persons would be covered under the category of 'Locomotors disability or cerebral palsy'.



## **GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE**

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination, subject to limits as in (ii) and (iii) below. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his/her own scribe at his/her own cost.
- The scribe arranged by the candidate should not be a candidate for the same examination .If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.
- A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- The scribe may be from any academic stream. However for Specialist Officers' posts the scribe should be from an academic stream different from that prescribed for the post.**
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
- Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

### (ii) Guidelines for Candidates with locomotors disability and cerebral palsy

A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotors disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40%impairment).

### (iii) Guidelines for Visually Impaired candidates

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.
- The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.



### **3. Application Fee/Intimation charges:**

A Fee as indicated below is to be made thro' Online

Category of Applicant	Amount (Non-refundable)
SC/ ST/ Persons with Disability (PWD), Permanent Employees of UIIC	Rs. 100/- (Intimation charges only)
All others	Rs. 600/- (Application fee including Intimation charges)

### **4. Important Dates: (TENTATIVE)**

Publication of Advertisement in Newspaper	29/04/2016
Online Registration commences from	6.5.16
Last Date of online Registration	17.5.16
Payment of Application Fees/Intimation charges	6.5.16 TO 17.5.16
TENTATIVE Date of Objective Exam & Descriptive test	12.6.16
TENTATIVE Downloading of Call letters for Main Exam & descriptive test	5 days prior to exam

### **(5) Emoluments and Benefits:** Rs.48,000/- p.m. (approx) in Metropolitan centres.

Basic pay in the scale of Rs.32795-1610(14)-55335-1745(4)-62315 and other admissible allowances as applicable. Besides emoluments, other benefits like Gratuity, LTS, Medical Benefits, Group Personal Accident Insurance, Performance Linked Incentive (PLI) and National Pension System (NPS), leased accommodation would be extended as per rules of the Company.





## **6. Service Conditions:**

As applicable in the Company from time to time. Posts are permanent and the selected candidates on appointment may be posted or transferred to any place in India as may be decided by the Company. The vacancies are substantially in Western and Southern Zones of the Country and the candidates selected will be posted mostly to the offices in Southern/Western zones. The candidates cannot have any right or preference for posting in any particular State of his choice as the selection and posting is on All India basis. The company's decision would be final in all these cases and the candidates are liable to be posted anywhere across the Country.

## **7. Selection Procedure:**

The final selection will be made on the basis of overall performance in Online Examination and Interview.

The candidates will be called for Online Examination tentatively on 12.06.2016 which would comprises of the following.

### **(i) Structure of Examination (for Generalist)**

Sr. No.	Name of Tests	No. of Qs.	Marks	Duration
1	Reasoning	50	50	Composite time of 2 hours
2	English Language	40	40	
3	Quantitative Aptitude	50	50	
4	General Awareness (with special reference to Financial Sector)	40	40	
5	Computer Literacy	20	20	
	Total	200	200	

### **(ii) Structure of Examination (for Specialist)**

Sr. No.	Name of Tests	No. of Qs.	Marks	Duration
1	Reasoning	40	40	Composite time of 2 hours
2	English Language	40	40	
3	Quantitative Aptitude & Computer Literacy	40	40	
4	General Awareness (with special reference to Financial Sector)	40	40	
5	An additional test to assess technical & professional knowledge in relevant discipline	40	40	
	Total	200	200	



**(iii) Descriptive Test: (common for both generalists and specialists)**

Sr. No.	Name of Tests	No. of Qs.	Marks	Duration
1	Essay writing and Letter writing	2	Maximum 30 marks (Essay 20 marks and letter 10 marks) qualifying marks ( for GEN 15 Marks & for SC/ST 13.5 Marks)	30 minutes

In (i), and (ii) above, all the questions will be of objective type with alternative choices out of which one will be the correct answer. The candidate has to select the **correct** answer and 'mouse click' that alternative which he/she feels is correct. There will be a penalty for wrong answers marked by the candidates. The objective tests except test on "English Language" will be bilingual (in English and Hindi). For each wrong answer marked one fourth of the marks assigned to the question will be deducted from those obtained. The alternative/option that is clicked on will be highlighted and will be treated as the answer to that question.

**Descriptive test will be provided only in English. Descriptive questions will be displayed on the screen of your computer. Answers are to be typed using the keyboard. Please check all key functions of the keyboard, before starting typing answers to questions in Descriptive test. You will get 30 minutes to answer the questions in the descriptive test.**

The Scores of Online Examination will be obtained by adopting the following procedure :

1. Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers.
2. The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores\*  
\*Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.
3. Test wise scores and scores on total is reported with decimal points upto two digits.  
Note : Cutoffs may be applied in two stages :
  - a. On Test wise scores and Total Score of objective tests.
  - b. On descriptive test

**Descriptive test will only be evaluated for those candidates who qualify in the objective type of tests and are placed adequately high as per total marks in the objective tests. Evaluation of descriptive tests will be in proportion to vacancies.**



## **8. Interview:**

A candidate shall be required to qualify in descriptive test, but the marks in descriptive paper shall not count for final selection. The finally qualified candidates will be called for interview upto three times the vacancies of the respective categories/discipline and final selection will be made on the basis of performance in the online objective test and interview. Outstation candidates called for interview will be reimbursed to and fro second class rail fare/bus fare by the shortest route from the station of residence to the place of interview on production of evidence of having undertaken journey for interview purpose.

## **9. Examination Centres :**

Competitive Online Written Examination will be held at specific centres in India. The candidates may choose any one of the centres mentioned in **Annexure I** which must be indicated in the application form. Candidates will appear for the examination at the examination centre at his/her own risk and expenses.

## **(10) Probation:**

Selected candidates if certified to be medically fit, may be appointed as ADMINISTRATIVE OFFICER (SCALE-I) on probation for a period of one year which may be extended by a further period of six months.

The Company reserves the right to terminate the service of the candidate if found unsuitable at any time during the probationary period or the extended probationary period without any notice or assigning any reason thereof. During the probationary period, candidates may be required to undergo theoretical / practical training as may be prescribed / arranged for them.

During the probation period the Officers would be required to pass the non-life "Licentiate Examination" conducted by Insurance Institute of India. Only after passing the said examination the Officer will be eligible for confirmation of his services in the Company. Failure to pass the said Examination within the extended probation period will render the officer liable to be terminated from service on expiry of the period so specified.

## **(11) Guarantee Bond:**

Before joining as probationer, the selected candidates for appointment on regular pay-rolls of the Company will be required to give an undertaking to serve the Company for a minimum period of **four years including probationary period**. In the event of their resigning from the Company before the expiry of the bond period, they will be liable to pay liquidated damages equivalent to one year's gross salary paid to them during the year of probation which could be proportionately reduced depending upon the length of service rendered. Besides, he/she will have to submit a stamped Bond duly executed by two sureties of sound financial standing, for an amount equivalent to one year's gross salary in addition to an amount of Rs.25,000/- towards partial cost of training.



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Candidates resigning from the Company during the probationary period shall be liable to pay the salary received by them during their entire service in the Company in addition to an amount of Rs. 25000/- towards partial cost of training. No lien/bond executed to retain a substantive post with present employer will be binding upon the Company and no Leave Salary or Pension Contribution will be made.

### **12. HOW TO APPLY**

#### **DETAILED GUIDELINES/PROCEDURES FOR**

- A. APPLICATION REGISTRATION**
- B. PAYMENT OF FEES**
- C. PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD**

**Candidates can apply online only from 06.05.2016 to 17.05.2016 (Both days inclusive) and no other mode of application will be accepted.**

#### **IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION**

Before applying online, candidates should-

- i. Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guideline for photograph & signature scan and upload.
- ii. Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Company may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.
- iii. **APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE)**  
**PAYMENT OF FEE ON LINE : 06.05.2016 TO 17.05.2016 (Both days inclusive)**

Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

#### **A. APPLICATION PROCEDURE:**

1. Candidates to go to the **Company website: uiic.co.in** click on the option “**APPLY ONLINE**” which will open a new screen.
2. To register application, choose the tab “**Click here for New Registration**” and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.



3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.
5. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
10. Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

## **B. PAYMENT OF FEES**

### **ONLINE MODE**

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
3. After submitting your payment information in the online application form, **PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE**
4. On successful completion of the transaction, an e-Receipt will be generated.
5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.



6. Candidates are required to take a **printout of the e-Receipt** and online Application Form. **Please note that if the same cannot be generated, online transaction may not have been successful.**
7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. **There is facility to print application form containing fee details after payment of fees.**

**C. Guidelines for scanning and Upload of Photograph (4.5cm × 3.5cm) & Signature**

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

**Photograph Image:**

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.



**Signature Image:**

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Attendance sheet and wherever necessary.
- The applicant's signature obtained on the call letter and attendance sheet at the time of the examination should match the uploaded signature. In case of mismatch, the applicant may be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb
- Ensure that the size of the scanned image is not more than 20kb
- Signature in CAPITAL LETTERS shall NOT be accepted.

**Scanning the photograph & signature:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is : image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
  
- Candidates using MS Windows/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MsOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50 kb (photograph) & 20 kb(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.
  
- If the file size and format are not as prescribed, an error message will be displayed.
  
- While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.





**Procedure for Uploading the Photograph and Signature**

- There will be two separate links for uploading Photograph and Signature
- Click on the respective link “Upload Photograph / Signature”
- Browse and Select the location where the Scanned Photograph / Signature file has been saved.
- Select the file by clicking on it
- Click the ‘Open/Upload’ button

**Your Online Application will not be registered unless you upload your photograph and signature as specified.**

Note:

- (1) In case the face in the photograph or signature is unclear the candidate’s application may be rejected. After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form.
- (2) After registering online candidates are advised to take a printout of their system generated online application forms.

**13. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/  
USE OF UNFAIR MEANS**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been ) found guilty of –

- (i) using unfair means or
- (ii) impersonating or procuring impersonation by any person or





(iii) misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or

(iv) resorting to any irregular or improper means in connection with his/ her candidature or

(v) obtaining support for his/ her candidature by unfair means, or

(vi) carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :

(a) to be disqualified from the examination for which he/ she is a candidate

(b) to be debarred either permanently or for a specified period from any examination conducted by UIIC.

(c) for termination of service, if he/ she has already joined the Company.

#### **14 (A). DOWNLOAD OF CALL LETTER**

Candidates will have to visit the **Company** website for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as stipulated in clause (14(B)) below and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.

**CANDIDATES REPORTING LATE** i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is **2 ½ hours**, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.



## **14 (B). IDENTITY VERIFICATION**

In the examination hall as well as at the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazette Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhar card with a photograph/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

E-Aadhar Card and Ration Card are **not** valid id proofs for this project.

**Note:** Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

## **14 (C) CENTRE CLAUSES:**

1. The examination will be conducted online in venues given in the respective call letters.
2. No request for change of centre/venue/date/session for Examination shall be entertained.
3. The Company however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
4. The Company also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
5. Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and UIIC will not be responsible for any injury or losses etc. Of any nature.
6. Choice of centre once exercised by the candidate will be final.



If sufficient number of candidates does not opt for a particular centre for “Online” examination, UIIC reserves the right to allot any other adjunct centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, United India reserves the right to allot any other centre to the candidate.

#### **14. (D). OTHER CLAUSES**

1. The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
2. **Decision of the Company in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Company in this behalf.**
3. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.
4. UIIC would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by UIIC in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, UIIC reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
5. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead of disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the Company’s recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.



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6. Process for Arriving at Scores

The Scores of Online Examination are obtained by adopting the following procedure:

(i) Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers.

(ii) The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores\*

\* Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.

(iii) Test wise scores and scores on total is reported with decimal point upto two digits.

Note: Cutoffs are applied in two stages:

- i. on scores in individual tests
- ii. on Total Score

**15. OTHER RULES:**

1. The candidates called for interview would be required to submit the attested copies of certificates as per the details given below in proof of their age/date of birth, educational qualifications, community to which they claim to belong etc., at the time of interview.

- a. Caste Certificate in respect of SC/ST/OBC candidates is to be obtained from the following Authorities:
  - i. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Deputy Collector / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (Not below the rank of First Class Stipendiary Magistrate)
  - ii. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
- iii. Revenue Officer not below the rank of Tehsildar
- iv. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
- v. In so far as the Scheduled Tribes communities of Tamil Nadu are concerned, only the Certificate given by the Revenue Divisional Officer (instead of Tehsildar) would be accepted.



- b. For claiming reservation under OBC category, candidate should belong to such Caste or Community, which are common to both the lists in respect of Central and the State Governments List from the State of their Origin (as per the list published by the Central Government). The benefits of reservation shall not apply to persons/sections belonging to "Creamy Layer" as specified vide Column 3 of the Schedule of the Department of Personnel and Training OM No.36012/22/93-Estt (SCT) dated 08.09.1993. Candidates should produce certificate (at the time of interview, if called) as per the proforma prescribed by Ministry of Personnel, Public Grievances and Pensions, Government of India, which should include that they do not belong to "Creamy Layer".
  - c. The SC/ST candidates shall produce latest permanent caste certificates and OBC candidates shall produce latest fresh caste certificates in support of their claim to belong to SC/ST/OBC as the case of the competent authority. The said certificates shall be produced at the time of interview, if called at a later stage.
- 2. Company reserves the right to fix minimum eligibility standard/bench mark and restrict the number of candidates to be called for the main exam/interview taking into account various factors like number of vacancies, performance of the candidates etc., and decide to determine the qualifying marks for selecting candidates for interview. The company also reserves the right to fix minimum eligibility standard/cut-off marks while finalizing such candidates to be called for the main exam/interview as well as selecting the candidates for final selection after the interview. The decision of the company in this regard shall be final and binding and no correspondence in this regard would be entertained with the candidates.**
3. Company has its Offices throughout India and the Company shall have the prerogative to decide on allotment and posting of the selected candidates depending on the requirement and not at the candidate's choice and no requests in this regard would be entertained.
  4. The decision of the Company will be final and binding in all matters. The Company takes no responsibility for any delay in receipt of or non receipt of application or communication at any point of time during the recruitment exercise.
  5. Company reserves the right not to call any candidates to appear at the online examination and interview.
  6. Applications once made will not be allowed to be withdrawn and fee/intimation charges paid shall not be refunded under any circumstances.
  7. In case it is found at any stage of recruitment the candidate does not fulfill the eligibility criteria and/or he/she has furnished any incorrect/false/incomplete information or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings detected even after appointment, his/her services are liable to be terminated forthwith. Before applying for any post, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in this advertisement. The decision of the Company in respect of matters concerning eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of conduct of interview, selection and any other matter relating to recruitment will be final and binding on the candidate.



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8. The Company shall not entertain any correspondence or personal enquiries.
9. Any resulting dispute arising out of this process / advertisement shall be subject to the sole jurisdiction of the Courts situated in Chennai.
10. In case an applicant is not short-listed, no claim for refund of cost of application or fee shall be entertained.
11. Candidates serving in Govt/Quasi Govt/Public Sector Undertakings are not required to send the application through proper channel, but they have to produce No Objection Certificate from their employer at the time of interview if shortlisted for interview.
12. 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, 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 completion of registration process of the online application. Merely applying for the post and being shortlisted in the online examination and/or in the subsequent 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.

**Canvassing in any form will disqualify the candidate for consideration for the posts.**

**Place: Chennai.**

**Date: 29.04.2016**

**DEPUTY GENERAL MANAGER (HR)**



**United India Insurance Company Ltd.**

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**ANNEXURE – I**

**EXAM CENTRE LIST**

<b>1</b>	<b>Andaman &amp; Nicobar</b>
	Port Blair
<b>2</b>	<b>Andhra Pradesh</b>
	Chirala
	Srinakulam
	East Godavari
	Guntur
	Kadapa
	Kurnool
	Nellore
	Rajahmundry
	Vijayawada
	Vishakhapatnam
	Tirupati
	Kakinada
	Chittor
	KanchiKacherla
	Eluru
	Vizianagaram
<b>3</b>	<b>Arunachal Pradesh</b>
	Itanagar
<b>4</b>	<b>Assam</b>
	Dispur
	Dibrugarh
	Guwahati
	Jorhat
	Kamrup
	Silchar
	Tezpur

<b>5</b>	<b>Bihar</b>
	<i>Arrah</i>
	<i>Bhagalpur</i>
	<i>Darbhanga</i>
	<i>Gaya</i>
	<i>Hajipur</i>
	<i>Muzaffarpur</i>
	<i>Patna</i>
	<i>Purnea</i>
	<i>Samastipur</i>
	<i>Biharsharif</i>
	<i>Siwan</i>
	<i>Aurangabad</i>
	<i>Chapra</i>
<b>6</b>	<b>Chandigarh</b>
	<i>Chandigarh</i>
<b>7</b>	<b>Chattisgarh</b>
	<i>Bhilai</i>
	<i>Bilaspur</i>
	<i>Durg</i>
	<i>Raipur</i>
<b>8</b>	<b>Goa</b>
	<i>Panaji</i>
	<i>Verna</i>
<b>9</b>	<b>Gujarat</b>
	<i>Ahmedabad/Gandhinagar</i>
	<i>Anand</i>
	<i>Bhavnagar</i>
	<i>Himmatnagar</i>
	<i>Mehsana</i>
	<i>Nadiad</i>
	<i>Navsari</i>
	<i>Jamnagar</i>
	<i>Rajkot</i>
	<i>Surat</i>
	<i>Vadodara</i>
<b>10</b>	<b>Haryana</b>
	<i>Hisar</i>
	<i>Faridabad</i>
	<i>Gurgaon</i>
	<i>Karnal</i>
	<i>Kurukshetra</i>



	<i>Rohtak</i>
	<i>Sonipat</i>
	<i>Ambala</i>
	<i>Bhadurgarh</i>
	<i>Palwal</i>
	<i>Panipat</i>
<b>11</b>	<b><i>Himachal Pradesh</i></b>
	<i>Bilaspur</i>
	<i>Hamirpur</i>
	<i>Dharamsala</i>
	<i>Kullu</i>
	<i>Shimla</i>
	<i>Solan</i>
	<i>Una</i>
	<i>Sirmaur</i>
	<i>Mandi</i>
	<i>Kangra</i>
	<i>Baddi</i>
<b>12</b>	<b><i>Jammu &amp; Kashmir</i></b>
	<i>Samba</i>
	<i>Jammu</i>
<b>13</b>	<b><i>Jharkhand</i></b>
	<i>Bokaro</i>
	<i>Dhanbad</i>
	<i>Hazaribagh</i>
	<i>Jamshedpur</i>
	<i>Ranchi</i>
<b>14</b>	<b><i>Karnataka</i></b>
	<i>Bengaluru</i>
	<i>Belgaum</i>
	<i>Bellary</i>
	<i>Bidar</i>
	<i>Bijapur</i>
	<i>Chickballapur</i>
	<i>Dharwad</i>
	<i>Gadag</i>
	<i>Hassan</i>
	<i>Haveri</i>
	<i>Gulbarga</i>
	<i>Hubli</i>
	<i>Mangalore</i>
	<i>Mysore</i>

	<i>Shimoga</i>
	<i>Tumkur</i>
	<i>Udipi</i>
	<i>Bagalkot</i>
	<i>Kolar</i>
	<i>Haliyal</i>
	<i>Mandya</i>
<b>15</b>	<b><i>Kerala</i></b>
	<i>Alappuzha</i>
	<i>Pathanamthitta</i>
	<i>Ernakulam/Kochi</i>
	<i>Kannur</i>
	<i>Kasaragod</i>
	<i>Kottayam</i>
	<i>Kozhikode</i>
	<i>Malappuram</i>
	<i>Pallakad</i>
	<i>Thrichur</i>
	<i>Thiruvananthapuram</i>
	<i>Kollam</i>
<b>16</b>	<b><i>Madhya Pradesh</i></b>
	<i>Ujjain</i>
	<i>Sagar</i>
	<i>Bhopal</i>
	<i>Gwalior</i>
	<i>Indore</i>
	<i>Jabalpur</i>
	<i>Satna</i>
	<i>Rewa</i>
<b>17</b>	<b><i>Maharashtra</i></b>
	<i>Aurangabad</i>
	<i>Amravati</i>
	<i>Kolhapur</i>
	<i>Mumbai/Navi Mumbai/Thane/Greater Mumbai</i>
	<i>Nagpur</i>
	<i>Nanded</i>
	<i>Nasik</i>
	<i>Pune</i>
	<i>Satara</i>
	<i>Sangli</i>
	<i>Ratnagiri</i>

	<i>Chandrapur</i>
	<i>Solapur</i>
	<i>Latur</i>
	<i>Dhule</i>
<b>18</b>	<b><i>Manipur</i></b>
	<i>Imphal</i>
<b>19</b>	<b><i>Meghalaya</i></b>
	<i>Shillong</i>
<b>20</b>	<b><i>Mizoram</i></b>
	<i>Aizawl</i>
<b>21</b>	<b><i>Nagaland</i></b>
	<i>Kohima</i>
<b>22</b>	<b><i>New Delhi</i></b>
	<i>Delhi - NCR</i>
<b>23</b>	<b><i>Odisha</i></b>
	<i>Balasore</i>
	<i>Berhampur(Ganjam)</i>
	<i>Bhubaneshwar</i>
	<i>Khurda</i>
	<i>Baripada</i>
	<i>Jharsuguda</i>
	<i>Dhenkanal</i>
	<i>Balasore</i>
	<i>Angul</i>
	<i>Bargarh</i>
	<i>Rourkela</i>
	<i>Kendrapada</i>
<b>24</b>	<b><i>Puducherry</i></b>
	<i>Puducherry</i>
<b>25</b>	<b><i>Punjab</i></b>
	<i>Amritsar</i>
	<i>Bhatinda</i>
	<i>Jalandhar</i>
	<i>Ludhiana</i>
	<i>Mohali</i>
	<i>Patiala</i>
	<i>Phagwara</i>
	<i>Fatehgarh Sahib</i>
	<i>Sangrur</i>
<b>26</b>	<b><i>Rajasthan</i></b>
	<i>Ajmer</i>
	<i>Bhilwara</i>

	<i>Bikaner</i>
	<i>Chittorgarh</i>
	<i>Jaipur</i>
	<i>Jodhpur</i>
	<i>Kota</i>
	<i>Sikar</i>
	<i>Udaipur</i>
	<i>Alwar</i>
	<i>Jhunjhunu</i>
<b>27</b>	<b><i>Tamilnadu</i></b>
	<i>Chennai</i>
	<i>Coimbatore</i>
	<i>Dharampuri</i>
	<i>Kumbakonam</i>
	<i>Madurai</i>
	<i>Salem</i>
	<i>Thanjavur</i>
	<i>Thiruchirapalli</i>
	<i>Tirunelveli</i>
	<i>Tiruvallur</i>
	<i>Tiruvannamalai</i>
	<i>Vellore</i>
	<i>Thirupur</i>
	<i>Erode</i>
	<i>Virudhunagar</i>
	<i>Dindigul</i>
	<i>Namakkal</i>
	<i>Nagercoil</i>
	<i>Perambalur</i>
	<i>Pudokottai</i>
	<i>Kanyakumari</i>
	<i>Tuticorin</i>
	<i>Cuddalore</i>
	<i>Villupuram</i>
<b>28</b>	<b><i>Telangana</i></b>
	<i>Hyderabad/Rangareddy</i>
	<i>Karimnagar</i>
	<i>Warangal</i>
	<i>Khammam</i>
<b>29</b>	<b><i>Tripura</i></b>
	<i>Agartala</i>

<b>30</b>	<b>Uttar Pradesh</b>
	<i>Agra</i>
	<i>Aligarh</i>
	<i>Allahabad</i>
	<i>Barabanki</i>
	<i>Bareilly</i>
	<i>Faizabad</i>
	<i>Ghaziabad</i>
	<i>Gorakhpur</i>
	<i>Noida/Greater Noida</i>
	<i>Jhansi</i>
	<i>Kanpur</i>
	<i>Lucknow</i>
	<i>Mathura</i>
	<i>Meerut</i>
	<i>Muradabad</i>
	<i>Muzaffarnagar</i>
	<i>Noida</i>
	<i>Raebareli</i>
	<i>Sitapur</i>
	<i>Sultanpur</i>
	<i>Unnao</i>
	<i>Varanasi</i>
<b>31</b>	<b>Uttarakhand</b>
	<i>Roorkee</i>
	<i>Haridwar</i>
	<i>Dehradun</i>
	<i>Haldwani</i>
<b>32</b>	<b>West Bengal</b>
	<i>Asansol</i>
	<i>Bardhaman</i>
	<i>Berhampur</i>
	<i>Durgapur</i>
	<i>Hooghly</i>
	<i>Howrah</i>
	<i>Kalyani</i>
	<i>Kolkata/Greater Kolkata</i>
	<i>Siliguri</i>