



# UNITED INDIA INSURANCE COMPANY LTD. (UIICL)

## ONLINE EXAMINATION - RECRUITMENT OF ADMINISTRATIVE OFFICERS IN VARIOUS STREAMS

### 1.Generalist

### Specialists

1. Risk Management

2. Finance and Investment

3. Automobile Engineers

4. Chemical Engineers/Mechatronics

Engineers

5. Data Analytics

6. Legal

## INFORMATION HANDOUT

This handout contains details pertaining to various aspects of the online exam you are going to undertake and important instructions about related matters. You are advised to study the handout carefully as it will help you in preparing for the examination.

The on-line examination will comprise the following descriptive and objective type multiple choice tests as stated below:

### Test Structure for the post of Generalists

Sr. No	Name of Test	Type of test	No. of Questions	Maximum Marks	Duration	Version
1	Reasoning	Objective	50	50	40 Minutes	Bilingual i.e. Hindi and English  except for the tests of English Language
2	English Language	Objective	50	60	40 Minutes	
3	Quantitative Aptitude	Objective	40	50	30 Minutes	
4	General Awareness	Objective	40	50	25 Minutes	
5	Computer Knowledge	Objective	20	40	15 Minutes	
	<b>Total</b>		<b>200</b>	<b>250</b>	<b>150 Minutes</b>	
6	Test of English Language	Descriptive	2	30	30 Minutes	

### Test Structure for the specialist streams

Sr. No.	Name of Test	Type of test	No. of Questions	Maximum Marks	Duration	Version
1	Reasoning	Objective	25	25	20 Minutes	Bilingual i.e. Hindi and English except for the tests of English Language
2	English Language	Objective	40	40	30 Minutes	
3	Quantitative Aptitude	Objective	25	25	20 Minutes	
4	General Awareness	Objective	20	20	15 Minutes	
5	Computer Knowledge	Objective	30	20	20 Minutes	
6	Technical/Professional Knowledge	Objective	60	120	45 Minutes	
	<b>Total</b>		<b>200</b>	<b>250</b>	<b>150 Minutes</b>	
7	Test of English Language	Descriptive	<b>2</b>	<b>30</b>	<b>30 Minutes</b>	

The total time for the test is 180 minutes (09.00 AM- 12.00 PM); however, you may have to be at the venue for approximately 240 minutes including the time required for logging in, collection of the call letters, going through the instructions etc. All tests except test of English Language will be provided in English and Hindi. Each test is separately timed. Candidates can attempt questions in a particular test during the time allotted for that test only. All the questions in objective tests will have multiple choices. Out of the five answers to a question only one will be the correct answer. **You have to select the most appropriate answer and 'mouse click' that alternative which you feel is appropriate/ correct. The alternative/ option that you have clicked on will be treated as your answer to that question. There will be penalty for wrong answers marked by you. For every wrong answer marked by you, 1/4<sup>th</sup> of the marks assigned to that question will be deducted as penalty.**

**Descriptive test would be online. Candidates will have to type the answer using keyboard.**

The Scores of Online Examination will be 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 points upto two digits.

**Important Note:** Each candidate will be required to obtain a minimum score for each section of objective test separately for short listing for the Descriptive test evaluation/Interview. Descriptive answer script would be evaluated only in respect of those candidates who qualify the objective test. Depending on the number of vacancies available, cut offs will be decided for Descriptive paper evaluation.

Each candidate will be required to obtain a minimum total score (to be decided by the Company according to number of vacancies) in the objective test (main examination) and qualify in the descriptive test for short listing for the Interview.

**A candidate shall be required to qualify in the descriptive test, but the marks in the descriptive test will not be counted towards short listing for interviews or final selection.**

**Please note that the types of questions in this handout are only illustrative and not exhaustive. In the actual examination you will find questions of a higher difficulty level on some or all of these types and also questions on the types not mentioned here.**

Some sample questions are given below.



## TEST OF ENGLISH LANGUAGE

This is a test to see how well you know English. Your English language ability would be tested through questions on grammar & vocabulary, synonyms, antonyms, sentence completion, comprehension of a passage etc.

**Q.1-2.** Read each sentence to find out whether there is any grammatical or idiomatic error in it. The error, if any, will be in one part of the sentence. The number of that part is the answer. If there is no error, the answer is 'No error'. (Ignore the errors of punctuation, if any).

**Q.1.** Most of the third world / country are experiencing / the ethnic or communal problem/  
(1) (2) (3)  
in varying degrees. / No error  
(4) (5)

**Q.2.** The regaining of freedom / as we well know has given rise for / many dormant issues /  
(1) (2) (3)  
and conflicts in our society. No error  
(4) (5)

**Q.3-4.** Pick out from the words given below each sentence the word which would complete the sentence correctly and meaningfully.

**Q.3.** Continuous unemployment has induced in the people a kind of \_\_\_\_\_ which is most depressing.  
(1) laziness (2) encouragement (3) satisfaction (4) anger (5) awakening

**Q.4.** He wants me to look \_\_\_\_\_ his garden during his absence.  
(1) at (2) over (3) after (4) into (5) from

**Q.5-10.** In the following passage there are blanks, each of which has been numbered. These numbers are printed below the passage and against each, five words are suggested, one of which fits the blank appropriately. Find out the appropriate word in each case.

The true (5) of rights is duty. If we all (6) our duties, rights will not be (7) to seek. If leaving duties unperformed we run (8) rights, they will (9) us like an elusive person. The more we pursue them, the farther (10) they fly.

**Q.5.** (1) end (2) source (3) joy (4) purpose (5) power

**Q.6.** (1) deny (2) devote (3) discharge (4) imagine (5) fulfill

**Q.7.** (1) far (2) close (3) easy (4) against (5) common

**Q.8.** (1) as (2) after (3) at (4) from (5) for

**Q.9.** (1) hold (2) grab (3) fight (4) escape (5) chase

**Q.10.** (1) off (2) can (3) did (4) could (5) towards

## TEST OF GENERAL AWARENESS

This test is designed to measure your awareness about the past and present events.

**Q.1.** R. K. Laxman is famous for \_\_\_\_\_  
(1) Painting (2) Cartoons (3) Screenplay Writing  
(4) Film Direction (5) Other than those given as options

**Q.2.** "Kumbh-Mela" is held in our country after every \_\_\_\_\_  
(1) 6 years (2) 10 years (3) 12 years  
(4) 14 years (5) Other than those given as options

- Q.3.** Who among the following is the current Finance Minister of India ?  
 (1) Shri Arun Jaitley (2) Shri Narendra Modi (3) Shri P. Chidambram  
 (4) Shri Amit Shah (5) Other than those given as options
- Q.4.** Which of the following stands for I in IRDA ?  
 (1) Indian (2) International (3) Insurance (4) Income (5) Institute
- Q.5.** The famous Gomateshwar idol is in which of the following states ?  
 (1) Maharashtra (2) Madhya Pradesh (3) Uttar Pradesh (4) Orissa (5) Karnataka
- Q.6.** 'OSCAR AWARDS' are given for best performance in which of the following fields ?  
 (1) Literature (2) Science & Technology (3) Motion picture (4) Sports (5) Social Service

### TEST OF QUANTITATIVE APTITUDE

This test is designed to measure how fast and accurate you are in dealing with numbers, viz. computation, quantitative reasoning, interpretation of tables and graphs.

**Directions :** In each of the following questions one number is missing. The place where the number is missing is shown by a question mark (?). You have to find out which one of the answers shown against 1, 2, 3 and 4 can replace the question mark. If none of these four can replace the question mark, you will indicate (5) i.e. 'Other than those given as options' as your answer.

- Q.1.**  $\frac{24}{65} \times \frac{13}{56} \times \frac{5}{7} = ?$   
 (1)  $\frac{3}{49}$  (2)  $\frac{15}{245}$  (3)  $\frac{3}{77}$  (4)  $\frac{15}{56}$  (5) Other than those given as options
- Q.2.**  $(27 + 498) \div 25 = ?$   
 (1) 17 (2) 25 (3) 21 (4) 12 (5) Other than those given as options
- Q.3.** If the profit made by selling a pen for Rs.10 is as much as its cost, what is the cost price of the pen ?  
 (1) Rs.3/- (2) Rs.5/- (3) Rs.10/- (4) Rs.20/- (5) Other than those given as options

Also, there may be some questions based on graphs and tables.

**Directions :** Given below is a table showing percentages out of a total of 700 employees ranking six attributes that help promotion. Rank I is the highest. Study the table carefully and answer questions that follow :

% of Employees Giving Different Ranks						
Attribute	I	II	III	IV	V	VI
Seniority	32	17	22	19	5	5
Perseverance	14	19	17	9	27	14
Efficiency	15	19	21	14	14	17
Intelligence	10	14	10	14	17	35
Honesty	24	17	7	9	27	16
Sociability	5	14	23	35	10	13

- Q.4.** Which attribute for promotion has received the highest rank ?  
 (1) Perseverance (2) Seniority (3) Honesty (4) Sociability (5) Efficiency
- Q.5.** How many employees gave rank III to intelligence ?  
 (1) 119 (2) 98 (3) 77 (4) 70 (5) 10

- Q.6. Which attribute is considered the least important for promotion ?  
(1) Honesty (2) Intelligence (3) Perseverance (4) Efficiency (5) Sociability

### COMPUTER KNOWLEDGE

- Q.1. Every component of your computer is either \_\_\_\_\_  
(1) software or CPU / RAM (2) hardware or software  
(3) application software or system software (4) an input device or output device  
(5) Other than those given as options
- Q.2. The function of CPU is —  
(1) to provide external storage of text  
(2) to create a hard copy  
(3) to create a new software  
(4) to read, interpret and process the information and instruction  
(5) Other than those given as options
- Q.3. The full form of LAN is —  
(1) Local Access Network (2) Local Area Network (3) Long Area Node  
(4) Local Area Node (5) Other than those given as options

### TECHNICAL/PROFESSIONAL KNOWLEDGE

Questions in this test will be based on the area of specialization. The tentative syllabus for the same has been uploaded on UIIC's website.

### TEST OF ENGLISH LANGUAGE - DESCRIPTIVE PAPER

- Q.1. Write a letter on any **ONE** of the following
- Write a letter to your younger brother explaining him how Insurance Sector has changed in the last decade in India.
  - Write a letter to the Branch Manager of your Insurance company sharing a good experience of customer service in settling a claim (Based on year experience or reading).
- Q.2. Write an essay on any **ONE** of the following topics
- Three effective measures to eradicate illiteracy in India. Explain how the measures suggested by you will be effective.
  - It is often said that computerization results in unemployment. Do you agree? Explain.

#### **Details of the online Examination : (Objective Tests)**

- (1) The examination would be conducted on-line i.e. on a computer.
- (2) All tests except English language test will be in English and Hindi.
- (3) All the questions will have multiple choices. Out of the five answers to a question only 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. The alternative/ option that is clicked on will be treated as the answer to that question. Answer to any question will be considered for final evaluation, only when candidates have submitted the answers by clicking on "Save & Next" or "Mark for Review & Next".**
- (4) The clock has been set at the server and the countdown timer at the top right corner of your screen will display the time remaining for you to complete the exam. When the clock runs out the exam ends by default - you are not required to end or submit your exam.

(5) The Question Palette displayed on the right side of screen will show the status of each question using one of the following symbols:

-  You have not visited the question yet.
-  You have not answered the question.
-  You have answered the question.
-  You have NOT answered the question, but have marked the question for review.
-  The question(s) "Answered and Marked for Review" will be considered for evaluation.

The Marked for Review status for a question simply indicates that you would like to look at that question again. *If a question is answered and Marked for Review, your answer for that question will be considered in the evaluation.*

(6) To select a question to answer, you can do one of the following :

- (a) Click on the question number on the question palette at the right of your screen to go to that numbered question directly. Note that using this option **does NOT save your answer** to the current question.
- (b) Click on '**Save & Next**' to save answer to current question and to go to the next question in sequence.
- (c) Click on '**Mark for Review and Next**' to save answer to current question, mark it for review, and to go to the next question in sequence.

(7) To select your answer, click on one of the option buttons.

(8) To change your answer, click another desired option button.

(9) To save your answer, you MUST click on **Save & Next**.

(10) To deselect a chosen answer, click on the chosen option again or click on the **Clear Response** button.

(11) To mark a question for review click on **Mark for Review & Next**. *If an answer is selected for a question that is Marked for Review, the answer will be considered in the final evaluation.*

(12) To change an answer to a question, first select the question and then click on the new answer option followed by a click on the **Save & Next** button.

**(13) Questions that are saved or marked for review after answering will ONLY be considered for evaluation.**

(14) The candidates are requested to follow the instructions of the "Test Administrator" carefully. If any candidate does not follow the instructions / rules, it would be treated as a case of misconduct/ adoption of unfair means and such a candidate would be liable for debarment from appearing for examinations for a period as decided by UIICL.

(15) The candidates may ask the Test Administrator about their doubts or questions only before the commencement of the test. No query shall be entertained after the commencement of the examination.

(16) You cannot shuffle between tests during the examination as tests are separately timed.

(17) After the expiry of the duration of a particular test, the candidates will not be able to attempt any question or check their answers. The answers of the candidate would be saved automatically by the computer system even if he/she has not clicked the "Submit" button.

**(18) Please note :**

- (a) **Candidates will not be allowed to "finally submit" unless they have exhausted the actual test time.**
- (b) **Under no circumstances should a candidate click on any of the 'keyboard keys' once the exam starts as this will lock the exam.**

#### DETAILS ABOUT PAPER II DESCRIPTIVE TYPE

- 1. No separate login is required to take the test.
- 2. This test will start automatically upon auto-submission of objective test.

3. Questions will be displayed on computer monitor.
4. Only one question will be displayed at a time.
5. The questions will be in English and answers are to be typed in space provided for the same using keyboard.

**Please Note : “While typing if you press the ‘Space bar’ and then press the ‘Enter’ key, the cursor will not move to next line. However, if you press the ‘Enter’ key immediately after the last word, the cursor will move to the next line. You should also note in case the ‘Space bar’/ ‘Enter’ key is pressed multiple times in a single instance only a single keystroke (i.e. one space and one enter to the next line) will be taken by the system.”**

**During Objective Type Papers, Do not click on ‘Keyboard Keys’.**

**B] General Instructions:**

- (1) Please note Date, Reporting time and Venue address of the examination given in the call letter.
- (2) You may visit the venue one day before the Online Examination to confirm the location so that you are able to report on time (as printed on the call letter) on the day of the examination. Latecomers will not be allowed.
- (3) The call letter should be brought with you to the examination venue along with your recent passport size photograph duly pasted on it. (Preferably the same photograph as was as uploaded).
- (4) You must scrupulously follow the instructions of the Test Administrator and UIICL Representative at the examination venue. If you violate the instructions, you will be disqualified and will be asked to leave the examination venue.
- (5) No use of calculators (separate or with watch), smart watch, books, note books or written notes, cell phones (with or without camera facility) or any other electronic device will be allowed during the examination. For the “Finance and Investment” stream, a simple calculator may be required. Such calculator will be made available online to the candidates of “Finance and Investment” stream, on the screen during the test of “Technical/Professional Knowledge”.
- (6) Please bring the call letter with your photograph affixed thereon, currently valid Photo identity proof in original and a photocopy of the same ID proof which you bring in original - THIS IS ESSENTIAL. Please hand over this call-letter alongwith photocopy of photo identity proof duly stapled together to the invigilator. Currently valid photo identity proof may be PAN Card/Passport/ Permanent Driving License/Voter’s Card with photograph/Bank Passbook with photograph/Photo Identity proof issued by a Gazetted 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/Aadhaar Card/E-Aadhaar Card with a photograph/Employee ID in original/Bar Council Identity card with photograph. Please Note - Ration Card and Learner’s Driving License will not be accepted as valid ID proof for this purpose. Please note that your name as appearing on the call letter (provided by you 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 you will not be allowed to appear for the exam. In case of candidates who have changed their name will be allowed only if they produce Gazette notification/their marriage certificate/ affidavit.
- (7) Biometric data (Right thumb impression) and photograph will be captured twice at the examination venue i.e. before the start of exam and after completion of exam. Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates. **Refusal to participate in the process of biometric data capturing / verification on any occasion may lead to cancellation of candidature.** With regards to the same, please note the following :
  - (a) If fingers are coated (stamped ink/mehndi/coloured...etc), ensure to thoroughly wash them so that coating is completely removed before the exam day.
  - (b) If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
  - (c) Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
  - (d) If the primary finger (Right thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre.(Any failure to observe these points will result in non-admittance for the examination)

- (8) Your responses (answers) will be analysed with responses of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted in this regard, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, your candidature may be cancelled. Any candidate who is found copying or receiving or giving assistance or engaging in any behaviour unbecoming of a candidate will not be considered for assessment. The UIICL may take further action against such candidates as deemed fit by it.
- (9) You must bring with you a ball-point pen. You can bring an ink stamp pad (blue/black) with you. A sheet of paper will be provided which can be used for rough work or taking down the question number you would like to review at the end of the test before submitting your answers. After the test is over you MUST handover this sheet of paper to the Test Administrator before leaving the venue.
- (10) The possibility for occurrences 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 problems, which may include the conduct of another examination if considered necessary. The decision of the test conducting body in this regard shall be final. Candidates not willing to accept such change shall lose his/her candidature for this exam.
- (11) 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 is required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.
- (12) Anyone found to be disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of test contents in any form or any information therein in whole or part thereof or by any means verbal or written, electronic or mechanical or taking away the papers supplied in the examination hall or found to be in unauthorised possession of test content is likely to be prosecuted.
- (13) Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection, process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any recruitment process of the UIICL in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.
- (14) Candidates are advised to take note of "The Public Examinations (Prevention of Unfair Means) Act, 2024".

**WISH YOU GOOD LUCK!**