



युनाइटेड इंडिया इश्यूरेंस कंपनी लिमिटेड UNITED INDIA INSURANCE COMPANY LIMITED

(भारत सरकार का उपक्रम) / (Government of India Undertaking)

पंजीकृत कार्यालय : 24, वाइट्स रोड, चेन्नै - 600 014 Regd. Office : 24, Whites Road, Chennai - 600 014

प्रधान कार्यालय : 19, 'नालंदा' IV लेन, नुंगम्बाक्कम, चेन्नै - 600 034 Head Office : 19, 'NALANDA' IV Lane, Nungambakkam, Chennai - 600 034

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. 17,644 crores. A rapidly growing company with more than 1500 offices including service hubs throughout the country.

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

1. Vacancies:

a. Discipline Wise Vacancies:

| Sl. No. | Discipline | Count of Vacancies |
|--------------|---|--------------------|
| 1. | Legal Specialists | 25 |
| 2. | Accounts / Finance Specialists | 24 |
| 3. | Company Secretaries | 3 |
| 4. | Actuaries | 3 |
| 5. | Doctors | 20 |
| 6. | Engineers (Civil/Automobile/Mechanical/Electrical and Electronics/ECE/Computerscience/Information technology/Information science) | 22 |
| 7. | Agriculture Specialists | 3 |
| Total | | 100 |

b. Vertical Reservation of Vacancies:

| Sl. No. | Doctors (20 vacancies) | | Others (80 vacancies) | |
|----------------------|------------------------|-----------|-----------------------|-----------|
| | Category | Vacancies | Category | Vacancies |
| 1. | SC | 2 | SC | 12 |
| 2. | ST | 3 | ST | 3 |
| 3. | OBC | 2 | OBC | 13 |
| 4. | EWS | 3 | EWS | 8 |
| 5. | UR | 10 | UR | 44 |
| Total Doctors | | 20 | Total Others | 80 |

Abbreviations Used: SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, EWS - Economically Weaker Sections, UR - Unreserved Category

Disclaimer: "EWS vacancies are tentative and subject to further directives of Government of India and outcome of any litigation. The appointment is provisional and is subject to the Income & Asset certificate being verified through the proper channels."

c. Horizontal Reservation of Vacancies: Reservation for Persons with Benchmark Disabilities of 4% as per the provisions of RPWD Act 2016



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Notes:

- (i) The discipline wise numbers mentioned above are provisional/indicative. The Company reserves the right not to select any candidate from any of the disciplines 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 / service 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.
- (iii) 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 initial period of posting would be for a minimum period of five years and no request for transfer to place of choice would be entertained during the said period. The company's decision would be final in all the cases and the candidates are liable to be posted anywhere across the Country.

2. Eligibility Conditions: (As on 31.03.2023)

a. Nationality / Citizenship:

- (i) a Citizen of India or
- (ii) a subject of Nepal or
- (iii) a subject of Bhutan or
- (iv) a Tibetan Refugee who came over to India before 1st January 1962 with the intention of permanently settling in India or
- (v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India

Provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

b. Educational Qualification:

Candidates must possess certificate in proof of passing the qualifying examination as on 31.03.2023. The minimum Educational Qualification required for various disciplines are:

| Sl. No | Discipline | Minimum Qualification |
|--------|------------------|---|
| 1. | Legal Specialist | Bachelor Degree in law with 60% marks (55% for SC/ST category) from a recognized University or any equivalent qualification recognized as such by Central Government. |



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| Sl. No | Discipline | Minimum Qualification |
|--------|--|--|
| | | or Master degree in law from a recognized University or any equivalent qualification recognized as such by Central Government. [3 Years' experience as a practicing lawyer (2 years for SC / ST Candidates) is preferable] The candidate must be registered with Bar Council of India. |
| 2. | Accounts / Finance Specialist | Chartered Accountant (ICAI) / Cost Accountant (ICWA) or B.Com. with 60% marks (55% for SC / ST category) from a recognized University or M.Com. from a recognized University |
| 3. | Company Secretary | Graduation in any discipline with minimum 60% marks for General & OBC candidates ,55% for SC/ST candidates and candidates should have passed the Final examination of Institute of Company Secretaries of India. |
| 4. | Actuary | Bachelor degree in Statistics / Mathematics / Actuarial Science or any other quantitative discipline with 60% marks (55% for SC/ST category) from a recognized University or Master degree in Statistics / Mathematics / Actuarial Science or any other quantitative discipline from a recognized University |
| 5. | Doctor | MBBS / BAMS / BHMS with 60% marks (55% for SC/ST category) from a recognized University The candidate must be registered with Indian Medical Association Further the candidates should have finished internship under MBBS degree on or before 31-03-2023 |
| 6. | Engineer (Civil/Automobile/ Mechanical /Electrical and Electronics/ECE/ Computerscience/ | B.Tech. / BE (in Civil / Automobile / Mechanical Engineering/Electrical and Electronics/ECE/Computer science/ Information technology/Information science) with 60% marks (55% for SC/ST category) from a recognized University |



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| Sl. No | Discipline | Minimum Qualification |
|--------|---|---|
| | Information technology/Information science) | or M.Tech. / ME (in Civil / Automobile / Mechanical Engineering/ /Electrical and Electronics/ECE/Computer science/ Information technology/Information science) with from a recognized University |
| 7. | Agriculture Specialist | Bachelor degree in Agriculture Discipline with 60% marks (55% for SC/ST category) from a recognized University or Master degree in Agriculture Discipline from a recognized University |

Notes:

- Qualifications mentioned above should be obtained 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.
- 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.
- The candidates should have completed the qualification mentioned above on or before 31.03.2023. Those who have written the final examination for the minimum education qualification as on 31.03.2023 and whose results are declared after 31.03.2023 are not eligible to apply.
- Working knowledge of Computer is a must.

c. Age:

A candidate must be of the Minimum Age of 21 years and the Maximum Age of 30 years as on 31.03.2023. Candidate must have been born not earlier than 01.04.1993 and not later than 31.03.2002 (both days inclusive).

Relaxation in upper age limit shall be as follows:

| Sl. No. | Category | Age relaxation |
|---------|--|----------------|
| 1. | Scheduled Caste / Scheduled Tribe | 5 years |
| 2. | Other Backward Classes (if eligible for reservation) | 3 years |
| 3. | Persons with Benchmark Disability | 10 years |



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| | | |
|----|--|---------|
| 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 invalidation. | 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.) | 8 years |

Notes:

- (i) 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.
- (ii) 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.
- (iii) The age relaxation for Emergency Commissioned Officers (ECOs)/Short Service Commissioned Officers (SSCOs) shall be as applicable to Ex-Servicemen.

d. Definitions:

1. Definition of 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.



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(iii) Notes:

- (1) The candidates are required to submit the appropriate certificates in support of the above at the time of Interview.
- (2) The date of discharge from service for Ex-servicemen candidates should be on or before 31st March, 2023.
- (3) In case of an Ex-serviceman who has once joined in a Govt. job on the civil side after availing the benefits given to him as an Ex-serviceman for his/her re-employment, his/her Ex-servicemen status for the purpose of re-employment in Government ceases. However, he/she will be eligible for age relaxation as applicable to ex-servicemen.
- (4) An Ex- serviceman, who applies for various vacancies before joining any civil employment, can avail the benefit of reservation as ex-serviceman for any subsequent employment. However, to avail of this benefit, an ex-serviceman, as soon as he/she joins any civil employment, should give self declaration/undertaking to the concerned employer about the date-wise details of application for various vacancies for which he/she had applied for before joining the initial civil employment. Further, this benefit would be available only in respect of vacancies which are filled on direct recruitment and wherever reservation is applicable to the ex-servicemen.

II. Definition of Persons with Benchmark Disabilities:

Under section 34 of "The Rights of Persons with Disabilities Act, 2016", persons with benchmark disabilities are eligible for Reservation. All the above posts are identified suitable for the Persons under categories of disabilities as defined in the Schedule of RPWD Act 2016 and notified by the Department of Empowerment of Persons with Disabilities (Divyangjan) from time to time.

(i) "OC" category:

A person's inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both, including Leprosy Cured, Cerebral Palsy, Dwarfism, Muscular Dystrophy and Acid Attack Victims. Orthopedically challenged persons are covered under locomotor disability with following bench mark:

- (1) "**Leprosy cured person**" means a person who has been cured of leprosy but is suffering from:
 - (a) Loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity;



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- (b) Manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;
- (c) extreme physical deformity as well as advanced age which prevents him/her from undertaking any gainful occupation, and the expression "leprosy cured" shall be construed accordingly;
- (2) "**Cerebral palsy**" means a Group of non-progressive neurological conditions affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth;
- (3) "**Dwarfism**" means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimetres) or less;
- (4) "**Muscular dystrophy**" means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterised by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissue;
- (5) "**Acid attack victims**" means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.
- (ii) **Visual Impairment ("VI" Category):**
Only those Visually Impaired (VI) persons who suffer from any one of the following conditions, after best correction, are eligible to apply.
- (1) **Blindness:**
- (a) Total absence of sight; OR
- (b) Visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; OR
- (c) Limitation of the field of vision subtending an angle of less than 10 degree.
- (2) **Low Vision:**
- (a) Visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10/200 (Snellen) in the better eye with best possible corrections; OR
- (b) Limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree.
- (iii) **Hearing Impaired ("HI" Category):**
- (1) **Deaf:** means person having 70 DB hearing loss in speech frequencies in both ears.
- (2) **Hard of Hearing:** means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears.
- (iv) **"ID" Category:**
Only those persons, who suffer from any one of the following types of disabilities, are eligible to apply under this category:



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(1) Intellectual disability:

- (a) **“Autism Spectrum disorder” (ASD)** means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviors.
- (b) **“Specific Learning Disability” (SLD)** means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia.
- (c) **“Mental Illness” (MI)** means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behavior, capacity to recognize reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterized by sub normality of intelligence.

- (v) **“Multiple Disabilities”** means multiple disabilities amongst sub-clause (i); (ii); (iii) and (iv)(1).

Note: Only persons with benchmark disabilities would be eligible for reservation. “Benchmark disability” means a person with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes the persons with disability, where disability has been defined in a measurable term, as certified by the certifying authority. A person who wants to avail benefit of reservation will have to submit a disability certificate issued by a Medical Board appointed by the Central/State Govt. Such certificate will be subject to verification/ re-verification as may be decided by the competent authority. The allocation of reserved vacancies for the persons with benchmark disabilities will be as prescribed in the “The Rights of Persons with Disabilities Act, 2016” and as per vacancies prescribed by the Company.

e. Reservation for Economically Weaker Sections (EWSs):

- I. Persons who are not covered under the existing scheme of reservations to the Scheduled Castes, the Schedule Tribes and the Other Backward Classes (Central List) and whose family has gross annual income below Rs.8.00 lakh (Rupees eight lakh only) are to be identified as EWSs for benefit of reservation. The income shall include income from all sources i.e. salary, agriculture, business, profession etc. and it will be income for the financial year prior to the year of application. Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:



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- (i) 5 acres of Agricultural Land and above;
 - (ii) Residential flat of 1000 sq. ft. and above;
 - (iii) Residential plot of 100 sq. yards and above in notified municipalities;
 - (iv) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
- II. The property held by a "Family" in different locations or different places / cities would be clubbed while applying the land or property holding test to determine EWS status.
- III. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the Authorities as notified by the Government of India in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS. The candidates shortlisted for interview will be required to submit necessary certificate(s) in original/ copies at the time of Interview and at any stage of the recruitment process as required by the Company, failing which they will not be allowed to appear in the interview/their candidature is liable to be rejected at any stage.
- IV. The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

Disclaimer: EWS Vacancies are tentative and subject to further directives of Government of India and outcome of any litigation.

3. Application Fee / Service Charges:

The applicants shall be required to pay the application fee / service charges as indicated below:

| Category of Applicant | Amount (Non-refundable) |
|--|---|
| All Applicants other than SC / ST / PwBD, Permanent Employees of COMPANY | Rs.1000/- (Application fee including service charges) + GST as applicable |
| SC / ST / Persons with Benchmark Disability (PwBD), Permanent Employees of COMPANY | Rs.250/- (service charges only) + GST as applicable |

4. Important Dates:

| | |
|---|--|
| Online Registration commences from | 24 th August 2023 |
| Last Date of online Registration | 14 th September 2023 |
| Payment of Application Fees / Service charges | 14 th September 2023 |
| Downloading of Call letters for Online Test | 7 days prior to the actual date of Online Test (Tentative) |

Note: Date of Online Test will be during the 2nd week of October month 2023. Exam date may be on weekdays/holidays. Candidates may require to check our website uiic.co.in for the exact date

5. Application Procedure:



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Detailed guidelines / procedures for (i) application registration, (ii) payment of fees and (iii) scanning / uploading the Photograph & Signature have been provided in Annexure - I. Candidates are advised to read and follow the same scrupulously.

6. Selection Procedure:

- The selection (for all disciplines except doctors) will be made on the basis of overall performance in Online Examination and Interview.
- For Doctors the selection will be made on the basis of performance in interview only and there will be no written test.**
- The candidates other than Doctors will be called for Online Examination which would comprise of the following.

| Sr. No. | Name of Tests | No. of Questions | Marks | Duration |
|--------------|--|------------------|------------|---------------------------|
| 1 | Reasoning | 25 | 25 | Composite time of 2 hours |
| 2 | English Language | 25 | 25 | |
| 3 | Quantitative Aptitude & Computer Literacy | 25 | 25 | |
| 4 | General Awareness (with special reference to Financial Sector) | 25 | 25 | |
| 5 | An additional test to assess technical & professional knowledge in relevant discipline | 50 | 100 | |
| Total | | 150 | 200 | |

- 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 as penalty. However, there shall not be any penalty for the unanswered questions. The alternative/option that is clicked on will be highlighted and will be treated as the answer to that question.
 - 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.



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- 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 up to two digits.

c. Guidelines For Persons With Benchmark Disabilities Using A Scribe

The visually impaired candidates and candidates With Benchmark Disabilities 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 "g"; "h"; and "l" below. In all such cases where a scribe is used, the following rules will apply:

- IV. The candidate will have to arrange his/her own scribe at his/her own cost.
- V. The scribe arranged by the candidate should not be a candidate for the same examination. The scribe may be from any academic stream. The qualification of the scribe should be one step below the qualification of the candidate taking the 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.
- VI. A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- VII. 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.
- VIII. 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.
- IX. 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.
- X. During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.

d. Guidelines for Candidates with locomotors disability and cerebral palsy



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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).

e. Guidelines for Visually Impaired candidates

- XI. 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.
- XII. The facility of viewing the contents of the test in magnifying font will be available to Visually Impaired candidates who use the services of a Scribe for the examination.

f. Guidelines for Candidates with Intellectual Disability (ID):

A Compensatory time of twenty minutes per hour of examination, either availing the services of a scribe or not, shall be permitted to the candidates with more than 40% Intellectual Disability (autism, intellectual disability, specific learning disability and mental illness).

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

g. Examination Centers:

- XIII. Competitive Online Written Examination will be held at specific centers in India. The candidates may choose any one of the centers mentioned in Annexure - II which must be indicated in the application form. Candidates will appear for the examination at the examination center at his/her own risk and expenses.
- XIV. The candidates shall appear in the online exam at the venues given in their call letters only.
- XV. No request for change of center/venue/date/session for Examination shall be entertained.
- XVI. The Company however, reserves the right to cancel any of the Examination Centers and / or add some other Centers, at its discretion, depending upon the response, administrative feasibility, etc.
- XVII. The Company also reserves the right to allot the candidate to any center other than the one he / she has opted for.
- XVIII. Candidate will appear for the examination at an Examination Centre at his / her own risks and expenses and Company will not be responsible for any injury or losses etc. of any nature.
- XIX. Choice of center once exercised by the candidate will be final.
- XX. If sufficient number of candidates do not opt for a particular center for "Online examination", Company reserves the right to allot any other adjunct center to those candidates OR if the number of candidates is more than the capacity available for online exam for a center, Company reserves the right to allot any other center to the candidate.



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h. Downloading the Call letter:

Candidates will have to visit the Company website(uiic.co.in) 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.

i. Reporting at Examination Centre:

Candidates are advised to report at the Examination Centre well before the reporting time specified on their call letter. 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 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 etc.

j. 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 identity proofs for this Examination/interview.

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



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changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the names 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, have to produce original Gazette notification / their original marriage certificate / affidavit in original for the same, in order to allow them to appear for Examination/Interview.

k. Interview:

- XXI.** The candidates qualified in the Competitive Online Written Examination will be called for interview up to 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. Interview will be conducted at select centres.
- XXII.** 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. In case a candidate is called for interview and is found not satisfying the eligibility criteria (Age, Educational Qualification etc.) he/ she will neither be allowed to appear for the interview nor be entitled for reimbursement of any travelling expenses.
- XXIII.** 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.

l. Biometric Verification:

- XXIV.** The Company, at various stages, may capture photo and thumb impression/ IRIS Scan of the candidates in digital format for biometric verification of the candidates. Candidate will ensure that his/ her correct thumb impression/ IRIS Scan is captured at various stages as any inconsistency will lead to rejection of their candidature. Accordingly, candidates are advised to follow the guidelines that shall be provided to them in their call letter. In case, if any candidate is found not to be genuine, then apart from taking legal actions against him/ her, his/ her/ their candidature will be cancelled. Further, the candidate is advised not to apply any external matter like mehadi, ink, chemical etc. on his/ her hands.

m. Other Important Points:

- XXV.** Candidates are advised to regularly visit the Company's website www.uiic.co.in under Recruitment Section for updates/ notices/ instructions.
- XXVI.** Decision of the Company in respect of all matters pertaining to this recruitment would be final and binding on all the candidates.
- XXVII.** Any notice/ communication meant for the candidates displayed on the Company's Website or sent by Registered/ Speed Posts or conveyed to the email id mentioned in the application at the time of registration with the Company, shall be deemed to be sufficient service of communication upon the candidate, for all purposes.



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- XXVIII.** Mobile Phones and / or any other electronic devices are banned in the Campus of Examination / Interview Hall
- XXIX.** 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.
- XXX.** 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.
- XXXI.** 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 center or for any candidate.
- XXXII.** The responses (answers) of individual candidates would be analyzed with those 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, Company reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
- XXXIII.** 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.
- XXXIV.** Canvassing in any form will disqualify the candidate for consideration for the posts.

7. 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:

- Using unfair means **OR**
- Impersonating or procuring impersonation by any person **OR**
- 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**
- Resorting to any irregular or improper means in connection with his/ her candidature **OR**



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- e. Obtaining support for his/ her candidature by unfair means **OR**
- f. 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:

- (i) To be disqualified from the examination for which he / she is a candidate
- (ii) To be debarred either permanently or for a specified period from any examination conducted by Company
- (iii) For termination of service, if he/ she has already joined the Company.

Note: Company does not Authorize any agency /Individual in connection with his/her candidature. Company is not responsible for any compensation or guarantee

8. 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 on the discretion of the Company.

The Company reserves the right to terminate the service of the candidate if found unsuitable at any time during the probation period or the extended probation period without any notice or assigning any reason thereof. During the probation 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.

9. 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 five 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.35,000/- towards partial cost of training.

Candidates resigning from the Company during the probationary period/Extended probation Period or Terminated shall be liable to pay the salary received by them during their entire



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service in the Company in addition to an amount of Rs. 35,000/- towards partial cost of training. No lien/bond executed to retain a substantive post with their new employer will be binding upon the Company and no Leave Salary or Pension Contribution will be made.

In Case of Doctors, before Joining as probationer , the selected candidates will be required to give an undertaking to serve the company for a minimum period of two years including probationary period .He/She shall execute an agreement to serve the Company for a minimum period of two years and in the event of their resigning from the Company before the expiry of the bond period,they will be liable to pay liquidated damages of Rupees one lakhs . A bank guarantee secured from Nationalized bank or a fixed deposit in a Nationalized bank with lien of the Company shall be produced at the time of joining the services.The bank guarantee/Fixed deposit live for two years in the event of failure to serve the minimum period, the bank guarantee/Fixed deposit will be invoked.

No lien/bond executed to retain a substantive with present employer will be binding upon the company and no leave salary or pension contribution will be made.

10. Emoluments and Benefits:

Basic pay in the scale of Rs. 50925-2500(14)-85925-2710(4)-96765 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.

Gross pay will be Rs.88,000/- p.m. (approx.) at Metropolitan centers.

11. Service Conditions:

The selected candidates shall have to conform with the rules / regulations / laws 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; no requests / representations shall be entertained in this regard.

12. Other Rules:

- a. The Company reserves the right to cancel the recruitment process entirely or for any particular Post at any stage.
- b. The Competent Authority for the issue of the certificate to SC / ST / OBC / PERSONS WITH BENCHMARK DISABILITIES/ EWS is as under (as notified by GOI from time to time):
 - I. For Scheduled Castes / Scheduled Tribes / Other Backward Classes: (i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate (not below the rank of First Class Stipendiary Magistrate) / Taluk Magistrate / Executive Magistrate / Extra Assistant Commissioner (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate (iii) Revenue



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- Officer not below the rank of Tehsildar (iv) Subdivisional officer of the Area where the candidate and or his family normally resides.
- II. For Persons with Benchmark Disabilities: Authorized certifying authority will be the Medical Board at the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopedic /Ophthalmic/ ENT Surgeon or any person designated as certifying authority by appropriate government.
- III. For Economically Weaker Sections(EWSs): The Income and Asset Certificate issued by any one of the following authorities in the prescribed format as given in Annexure- I shall only be accepted as proof of candidate's claim as belonging to EWS: -
- District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ 1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ extra Assistant Commissioner.
 - Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.
 - Revenue Officer not below the rank of Tehsildar.
 - Sub- Divisional Officer of the area where the candidate and/or his family normally resides. Candidates belonging to SC / ST / OBC / PWBD / EWS categories have to submit certificates in support of it at the time of Interview and at any stage as demanded by the Bank.
- c. Candidates belonging to SC / ST / OBC / PWBD / EWS categories will have to submit certificates in support of the claimed category at the time of Interview and at any stage as demanded by the Company.
- d. The candidate belonging to the state of Maharashtra and claiming the benefits/concessions available to SC/ST/OBC category shall have to produce the Caste validity Certificate issued by the appropriate authority.
- e. 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.
- f. 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".
- g. 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.
- h. 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



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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.

- i. 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.
- j. 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.
- k. Company reserves the right not to call any candidates to appear at the online examination and interview.
- l. Applications once made will not be allowed to be withdrawn and fee / service charges paid shall not be refunded under any circumstances.
- m. 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.
- n. The Company shall not entertain any correspondence or personal enquiries.
- o. Any resulting dispute arising out of this process / advertisement shall be subject to the sole jurisdiction of the Courts situated in Chennai.
- p. In case an applicant is not short-listed, no claim for refund of cost of application or fee shall be entertained.
- q. Candidates serving in Govt. / Quasi Govt. / Public Sector Undertakings are required to produce No Objection Certificate from their employer at the time of interview if shortlisted for interview. Moreover, in case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of joining the Company.
- r. The Company will be comparing the responses of a candidate with those of other candidates to detect patterns of similarity. If as per the laid down procedure it is suspected that responses have been shared and scores obtained are not genuine/valid, the Company reserves right to cancel the candidature of the concerned candidates and such candidates will be disqualified. No representation in this regard shall be entertained.
- s. Request for change of contact number / address / email ID / online examination center / interview center will not be entertained.



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- t. 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.

Place: Chennai

Date: _____

DEPUTY GENERAL MANAGER (HR)

APPLICATION PROCEDURE

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

HOW TO APPLY

DETAILED GUIDELINES/PROCEDURES FOR

- A. APPLICATION REGISTRATION
- B. PAYMENT OF FEES
- C. DOCUMENT SCAN AND UPLOAD

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

- (i) scan their:
 - photograph (4.5cm × 3.5cm)
 - signature (with black ink)
 - left thumb impression (on white paper with black or blue ink) (If a candidate is not having left thumb, he/she may use his/ her right thumb. If both thumbs are missing, the impression of one of the fingers of the left hand starting from the forefinger should be taken. If there are no fingers on the left hand, the impression of one of the fingers of the right hand starting from the forefinger should be taken. If no fingers are available, the impression of left toe may be taken. In all such cases where left thumb impression is not uploaded, the candidate should specify in the uploaded document the name of finger and the specification of left/right hand or toe).
 - a hand written declaration (on a white paper with black ink) (text given below) (The hand written declaration has to be in the candidate's hand writing and in English only. If it is written by anybody else and uploaded or in any other language, the application will be considered as invalid. (In the case of candidates who cannot write, may get the text of declaration typed and put their left hand thumb impression (if not able to sign also) below the typed declaration and upload the document as per specifications.)

ensuring that the all these scanned documents adhere to the required specifications as given ahead in the section.

(ii) Signature in CAPITAL LETTERS will NOT be accepted.

(iii) The left thumb impression should be properly scanned and not smudged.

(iv) The text for the hand written declaration is as follows –

"I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."

(v) The above mentioned hand written declaration has to be in the candidate's hand writing and in English only **and should not be in Capital Letters**. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid.

(vi) Keep the necessary details/documents ready to make **Online Payment** of the requisite application fee/intimation charges

(vii) **Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process.** All official communication will be sent to the registered e-mail id of the candidate. Under no circumstances, a candidate should share with/mention e-mail ID to / of any other person. 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.

A. APPLICATION REGISTRATION

1. Candidates to go to the Recruitment Section of Company's and 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 **COMPLETE REGISTRATION 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 '**COMPLETE REGISTRATION**' 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 containing fee details. 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 DOCUMENTS

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.
- If the photo is not uploaded at the place of Photo, Admission for Examination will be rejected / denied. Candidate him/herself will be responsible for the same.
- Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

Signature, left thumb impression and hand-written declaration Image:

- The applicant has to sign on white paper with Black Ink pen.
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- The applicant has to write the declaration in English clearly on a white paper with black ink
- **The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.**
- The signature will be used to put on the Call Letter and wherever necessary.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- **Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.**

Left thumb impression:

- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- The left thumb impression should be of the applicant and not by any other person.
 - File type: jpg / jpeg
 - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e. 3 cm * 3 cm (Width * Height)

- File Size: 20 KB – 50 KB

Hand-written declaration:

- Hand written declaration content is to be as expected.
- Hand written declaration should not be written in CAPITAL LETTERS.
- The applicant has to write the declaration in English clearly on a white paper with black or blue ink.
- The hand written declaration should be of the applicant and not by any other person.
- Hand written Declaration
 - File type: jpg / jpeg
 - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e. 10 cm * 5 cm (Width * Height)
 - File Size: 50 KB – 100 KB

Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
 - Set Colour to True Colour.
 - Crop the image in the scanner to the edge of the left thumb impression / hand written declaration, 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 documents in .jpeg format by using MS Paint or MSOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.
- **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, signature, left thumb impression and hand written declaration.**

Procedure for uploading the documents

- While filling in the Online Application Form the candidate will be provided with separate links for uploading left thumb impression and hand written declaration
- Click on the respective link "Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned left thumb impression / hand written declaration 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 Left thumb impression and hand written declaration as specified.
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Note:

- (1) **In case the left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.**
- (2) **After uploading the left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her thumb impression / hand written declaration, prior to submitting the form.**

- (3) After registering online, candidates are advised to take a printout of their system generated online application forms.

NOTE: Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination, etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with utmost care as no correspondence regarding change of details will be entertained. The Company will not be responsible for any consequences arising out of furnishing of incorrect and/or incomplete details in the application or omission to provide the required details in the application form.

An online application which is incomplete in any respect such as without proper passport size photograph, signature, left thumb impression and the hand written declaration uploaded in the online application form/ unsuccessful fee /intimation charges payment will not be considered as valid. Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee / intimation charges to avoid the possibility of disconnection/ inability/ failure to log on to the website on account of heavy load on internet/website jam. The Company does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason. Please note that the above procedure is the only valid procedure for applying. No other mode of application would be accepted. Incomplete applications would be rejected.

Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

EXAM CENTRE LIST

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|-----------|------------------------------|
| 1. | Andaman & Nicobar |
| 1.1. | Port Blair |
| 2. | Andhra Pradesh |
| 2.1. | Chirala |
| 2.2. | Srikakulam |
| 2.3. | Guntur |
| 2.4. | Kadapa |
| 2.5. | Kurnool |
| 2.6. | Nellore |
| 2.7. | Rajahmundry |
| 2.8. | Vijayawada |
| 2.9. | Vishakhapatnam |
| 2.10. | Tirupati |
| 2.11. | Kakinada |
| 2.12. | Chittoor |
| 2.13. | Eluru |
| 2.14. | Vizianagaram |
| 3. | Arunachal Pradesh |
| 3.1. | Itanagar |
| 4. | Assam |
| 4.1. | Dibrugarh |
| 4.2. | Guwahati |
| 4.3. | Jorhat |
| 4.4. | Silchar |
| 4.5. | Tezpur |
| 5. | Bihar |

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| 5.1. | Arrah |
| 5.2. | Bhagalpur |
| 5.3. | Darbhanga |
| 5.4. | Gaya |
| 5.5. | Muzaffarpur |
| 5.6. | Patna |
| 5.7. | Purnea |
| 5.8. | Samastipur |
| 5.9. | Biharsharif |
| 5.10. | Aurangabad |
| 6. | Chandigarh |
| 6.1. | Chandigarh |
| 7. | Chattisgarh |
| 7.1. | Bhilai |
| 7.2. | Bilaspur |
| 7.3. | Durg |
| 7.4. | Raipur |
| 8. | Goa |
| 8.1. | Panaji |
| 9. | Gujarat |
| 9.1. | Ahmedabad/Gandhinagar |
| 9.2. | Anand |
| 9.3. | Bhavnagar |
| 9.4. | Himmatnagar |
| 9.5. | Mehsana |
| 9.6. | Jamnagar |
| 9.7. | Rajkot |

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| 9.8. | Surat |
| 9.9. | Vadodara |
| 10. | Haryana |
| 10.1. | Hisar |
| 10.2. | Faridabad |
| 10.3. | Gurgaon |
| 10.4. | Kurukshetra |
| 10.5. | Ambala |
| 11. | Himachal Pradesh |
| 11.1. | Bilaspur |
| 11.2. | Hamirpur |
| 11.3. | Kullu |
| 11.4. | Shimla |
| 11.5. | Solan |
| 11.6. | Una |
| 11.7. | Mandi |
| 11.8. | Kangra |
| 11.9. | Baddi |
| 12. | Jammu & Kashmir |
| 12.1. | Samba |
| 12.2. | Jammu |
| 13. | Jharkhand |
| 13.1. | Bokaro |
| 13.2. | Dhanbad |
| 13.3. | Hazaribagh |
| 13.4. | Jamshedpur |
| 13.5. | Ranchi |

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| 14. | Karnataka |
| 14.1. | Bengaluru |
| 14.2. | Belgaum |
| 14.3. | Bellary |
| 14.4. | Hubli/Dharwad |
| 14.5. | Gulbarga |
| 14.6. | Hubli |
| 14.7. | Mangalore |
| 14.8. | Mysore |
| 14.9. | Shimoga |
| 14.10. | Tumkur |
| 14.11. | Udipi |
| 14.12. | Bagalkot |
| 15. | Kerala |
| 15.1. | Alappuzha |
| 15.2. | Ernakulam/Kochi |
| 15.3. | Kannur |
| 15.4. | Kottayam |
| 15.5. | Kozhikode |
| 15.6. | Malappuram |
| 15.7. | Pallakad (Palakkad) |
| 15.8. | Thrichur |
| 15.9. | Thiruvananthapuram |
| 15.10. | Kollam |
| 16. | Madhya Pradesh |
| 16.1. | Ujjain |

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| 16.2. | Sagar |
| 16.3. | Bhopal |
| 16.4. | Gwalior |
| 16.5. | Indore |
| 16.6. | Jabalpur |
| 16.7. | Satna |
| 17. | Maharashtra |
| 17.1. | Aurangabad (Chattrapati Sambaji Nagar) |
| 17.2. | Amravati |
| 17.3. | Kolhapur |
| 17.4. | Mumbai/Navi Mumbai/Thane/Greater Mumbai |
| 17.5. | Nagpur |
| 17.6. | Nanded |
| 17.7. | Nasik |
| 17.8. | Pune |
| 17.9. | Satara |
| 17.10. | Sangli |
| 17.11. | Ratnagiri |
| 17.12. | Chandrapur |
| 17.13. | Solapur |
| 17.14. | Latur |
| 17.15. | Dhule |
| 18. | Manipur |
| 18.1. | Imphal |
| 19. | Meghalaya |
| 19.1. | Shillong |
| 20. | Mizoram |

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| 20.1. | Aizawl |
| 21. | Nagaland |
| 21.1. | Kohima |
| 22. | New Delhi |
| 22.1. | Delhi - NCR |
| 23. | Odisha |
| 23.1. | Balasore |
| 23.2. | Berhampur(Ganjam) |
| 23.3. | Bhubaneshwar |
| 23.4. | Baripada |
| 23.5. | Jharsuguda |
| 23.6. | Dhenkanal |
| 23.7. | Balasore |
| 23.8. | Angul |
| 23.9. | Bargarh |
| 23.10. | Rourkela |
| 24. | Puducherry |
| 24.1. | Puducherry |
| 25. | Punjab |
| 25.1. | Amritsar |
| 25.2. | Bhatinda |
| 25.3. | Jalandhar |
| 25.4. | Ludhiana |
| 25.5. | Mohali |
| 25.6. | Patiala |
| 26. | Rajasthan |
| 26.1. | Ajmer |

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| 26.2. | Bikaner |
| 26.3. | Jaipur |
| 26.4. | Jodhpur |
| 26.5. | Kota |
| 26.6. | Sikar |
| 26.7. | Udaipur |
| 26.8. | Alwar |
| 27. | Tamilnadu |
| 27.1. | Chennai |
| 27.2. | Coimbatore |
| 27.3. | Dharampuri |
| 27.4. | Madurai |
| 27.5. | Salem |
| 27.6. | Thanjavur |
| 27.7. | Thiruchirapalli |
| 27.8. | Tirunelveli |
| 27.9. | Tiruvallur |
| 27.10. | Tiruvannamalai |
| 27.11. | Vellore |
| 27.12. | Thirupur |
| 27.13. | Erode |
| 27.14. | Virudhunagar |
| 27.15. | Dindigul |
| 27.16. | Namakkal |
| 27.17. | Nagercoil |
| 27.18. | Perambalur |

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| 27.19. | Pudokottai |
| 27.20. | Kanyakumari |
| 27.21. | Tuticorin |
| 27.22. | Cuddalore |
| 27.23. | Villupuram |
| 28. | Telangana |
| 28.1. | Hyderabad/Rangareddy |
| 28.2. | Karimnagar |
| 28.3. | Warangal |
| 28.4. | Khammam |
| 29. | Tripura |
| 29.1. | Agartala |
| 30. | Uttar Pradesh |
| 30.1. | Agra |
| 30.2. | Aligarh |
| 30.3. | Allahabad |
| 30.4. | Bareilly |
| 30.5. | Faizabad |
| 30.6. | Ghaziabad |
| 30.7. | Gorakhpur |
| 30.8. | Noida/Greater Noida |
| 30.9. | Jhansi |
| 30.10. | Kanpur |
| 30.11. | Lucknow |
| 30.12. | Mathura |
| 30.13. | Meerut |

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| 30.14. | Muradabad |
| 30.15. | Muzaffarnagar |
| 30.16. | Noida |
| 30.17. | Sitapur |
| 30.18. | Varanasi |
| 31. | Uttarakhand |
| 31.1. | Roorkee |
| 31.2. | Dehradun |
| 31.3. | Haldwani |
| 32. | West Bengal |
| 32.1. | Asansol |
| 32.2. | Bardhaman |
| 32.3. | Berhampur |
| 32.4. | Durgapur |
| 32.5. | Hooghly |
| 32.6. | Howrah |
| 32.7. | Kalyani |
| 32.8. | Kolkata/Greater Kolkata |
| 32.9. | Siliguri |