UNITED INDIA INSURANCE COMPANY LIMITED

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

United India Insurance Co. Ltd. is a leading Public sector General insurance company wholly owned by Governmentof India with a gross premium of more than Rs.16,000 Crores. A rapidly growing company with more than 2100 offices, highest network in the non life insurance industry throughout the country.

Company proposes to recruit young and dynamic candidates for its Offices all over India. Applications are invited from eligible Indian citizens for the post of ***ASSISTANT.***
Please note the important dates:

Online Registration commences from	14th August 2017
Last Date for Registration of Online applications	28th August 2017
Dates for Payment of Application Fee	28th August 2017
Tier-I – Online Examination (Preliminary)	22nd September 2017 (Tentative)
Tier-II – Online Examination (Main)	23rd October 2017 (Tentative)
Download of Call Letters	10 days prior to the date of each examination (Tentative)(Preliminary exam as well as main exam)

Candidates can apply for vacancies in one State only and can opt for a Centre of that particular state only.

Total No. of Vacancies :696 (Provisional).

STATE	UR	SC	ST	OBC	TOTAL	PERSONS WITH DISABILITIES (CROSS RESERVATION)			EX-SERVICEMEN (CROSS RESERVATION)	
						VH	HH	OH	EXM	DXM
ANDAMAN & NICOBAR ISLANDS	2	0	0	0	2	1	0	0	0	0
ANDHRA PRADESH	14	7	5	6	32	1	2	1	3	1
ASSAM	5	1	3	6	15	1	1	0	1	0
BIHAR	6	0	0	0	6	1	0	0	0	0
CHATTISGARH	7	1	5	2	15	0	1	0	1	0
GOA	3	0	0	0	3	0	0	0	0	0
GUJARAT	42	8	0	20	70	1	2	0	7	3
HARYANA	4	3	0	2	9	0	0	0	0	0
HP	2	0	0	0	2	1	0	0	0	0
JHARKHAND	2	0	0	0	2	1	0	0	0	0
KARNATAKA	35	9	5	12	61	0	1	0	6	2
KERALA	26	0	0	12	38	0	2	0	3	1
M.P.	14	1	3	2	20	1	1	0	2	0
MAHARASHTRA	64	19	9	15	107	1	5	1	10	4
MANIPUR	1	0	0	0	1	1	0	0	0	0
MEGHALAYA	1	0	0	0	1	1	0	0	0	0
MIZORAM	1	0	0	0	1	1	0	0	0	0
NAGALAND	1	0	0	0	1	1	0	0	0	0
NEW DELHI	14	8	4	5	31	0	1	2	3	1
ODISHA	9	1	0	0	10	1	1	0	1	0
PUDUCHERRY	6	1	0	0	7	0	0	0	0	0
PUNJAB	4	9	0	0	13	1	1	0	1	0
RAJASTHAN	15	3	5	7	30	1	1	0	3	1
SIKKIM	0	0	1	1	2	1	0	0	0	0
TAMIL NADU	82	31	0	18	131	3	3	0	13	5
TELANGANA	13	3	4	0	20	1	1	1	2	0
TRIPURA	1	0	0	0	1	1	0	0	0	0
UT OF CHANDIGARH	2	0	0	0	2	1	0	0	0	0
UTTAR PRADESH	23	0	2	12	37	2	1	1	3	1
UTTARAKHAND	6	0	1	2	9	1	0	0	0	0
WEST BENGAL	9	5	3	0	17	1	1	1	1	0
TOTAL	**414**	**110**	**50**	**122**	**696**	**27**	**25**	**7**	**60**	**19**

Abbreviations : UR-Unreserved, SC-Scheduled Caste, ST- Scheduled Tribe, OBC- Other Backward Classes. The above vacancies are provisional subject to change at the time of final selection.

Reservation for Person with Disabilities (PwD) and Ex-Servicemen(EXM)/Disabled /Dependent Ex-Servicemen (DXM)will be as per the prevailing Government guidelines at the time of finalization of result.

The above vacancies are provisional and may vary according to the actual requirement of the Company at the material time. Merit list will be drawn up State-wise and Category-wise. **The candidates who qualify in the Pre-recruitment Tests (Tier-I and Tier-II) should qualify in the Regional Language Test also subsequently.**

Salient features of the post are given below:

1. **Scale of pay** :Rs.14435-840(1)-15275-915(2)-17105-1030(5)-22255-1195(2)-24645-1455(3)-29010-1510(2)-32030-1610(5)-

2. **Emoluments:** Total emoluments works out to approximately Rs.23,000/- p.m. in the initial stage ina Metro city. Other allowances may vary depending upon the place of posting. Apart from allowances, other benefits such as

   Lump sum Domiciliary Medical Benefits, Membership of Group Mediclaim Policy for reimbursement of Hospitalisation expenses, Leave Travel Subsidy and other Staff welfare schemes would be as per the rules of the Company.

3. **Educational Qualification:(As on 30.06.2017)**

   Graduate from a recognized University

   AND

   Knowledge of Reading, Writing and Speaking of Regional language of the State of Recruitment is essential.

4. **Age (as on 30.6.2017)**
   i. Minimum Age : 18 years and Maximum Age : 28 years (as on 30.06.2017).Candidates born not earlier than 1st July, 1989 and not later than 30th June, 1999 (both days inclusive) are only eligible to apply.
   ii. The upper age limit will be relaxed as under :
   Maximum age limit: 28 years

S. No.	Category	Age Relaxation
1	SC/ST	5 years
2	OBC	3 years
3	PwD (Gen)	10 years
4	PwD(SC/ST)	15 years
5	PwD (OBC)	13 years
6	Resident of Assam State during the period from 01.01.1980 to 15.08.1985	Maximum age shall be 33 years
7	Persons domiciled in Jammu & Kashmir during the period from 01.01.1980 to 31.12.1989	Gen:5 years OBC:8 years SC/ST:10 years
8	Ex-servicemen, Disabled Ex-servicemen	The maximum age may be enhanced by the number of years of service put in by the candidates in the Armed Forces plus 3 years, provided that the maximum age in these cases do not exceed 45 years
9	Displaced persons from East Pakistan who have migrated to India on or after 01.01.1964	Maximum age shall be 33 years
10	Existing employees of the Company	5 years

Candidates seeking age relaxation are required to submit copies of necessary certificate(s) at the time of Regional Language Test.

iii. Cumulative age relaxation will not be available either under above items or in combination with any other item.

Definition:

Ex-Serviceman: Only those candidates shall be treated as Ex-Serviceman who fulfill the revised definition aslaid down in Government of India, Ministry of Home Affairs, Department of Personnel and Administrative Reforms NotificationNo.36034/5/85/Estt (SCT) dated 27th October 1986 as amended from time to time.

Disabled Ex-Serviceman: Ex-Serviceman who, while serving in Armed Forces of the Union disabled inoperation against the enemy in disturbed areas shall be treated as Disabled Ex-Serviceman.

Dependents of Serviceman killed in Action: Servicemen killed in the following operations would be deemedto have been killed in action attributable to Military Service (a) war (b) warlike operations or border skirmishes either with Pakistan on cease fire line or any other country (c) Fighting against armed hostiles in a counter insurgency environment viz. Nagaland, Mizoram, etc. (d) Serving with peace-keeping mission abroad

(e) Laying or clearance of mines including enemy mines as also mine sweeping operation between one month before and three months after conclusion of an operation (f) Frost-bite during actual operations or during the period specified by the Government (g) Dealing with agitating Para-Military forces personnel (h) IPKF personnel killed during the operations in Sri Lanka.

Note: The candidates are required to submit the appropriate certificates in support of the above at the time of Regional Language Test.

The date of discharge from service for Ex-servicemen candidates should be on or before 31ST October, 2017

NOTE FOR EX-SERVICEMEN:

(a) In case of an Ex-serviceman who has once joined in a Government job on the civil side after availing the benefits given to him as an Ex-serviceman for his re-employment, his Ex-servicemen status for the purpose of re-employment in Government ceases.

(b) 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.

6. Reservation for Persons with Disability (PwD)

Vacancies are reserved for Disabled (Physically Challenged) Persons under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) as per government guidelines. Candidates with following disabilities are eligible to apply as per the definitions given in the above act:

a) Blindness b) Low Vision c) Hearing Impairment d) Locomotor Disability or Cerebral Palsy

Only such persons would be eligible for reservation in services/posts who suffer from not less than 40% of relevant disability. A person who wants to avail the benefit of reservation will have to submit a Disability Certificate issued by Medical Board duly constituted by Central or State Government. The certificate should be dated on or before last date of registration of application i.e.28/08/2017.

7. Use of Scribe

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

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

(ii)Guidelines for Candidates with locomotor disability and cerebral palsy

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

(iii)Guidelines for Visually Impaired candidates

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

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

8. Probation period:

The newly appointed employees will be on probation for a minimum period of 6 months. Before the probation period comes to an end the performance of the newly recruited employees will be evaluated and the probation period of those employees whose performance fails to meet Company's expectation, may be extended as per rules.

9. Selection Procedure:

All eligible candidates should apply on-line before the last date for registration of application.

The selection process will consist of On-line examination (Preliminary and Main Examination). Candidates qualifying in the Main Examination will be further shortlisted for Regional Language test before final selection.

Tier-I: Preliminary Examination:

The Preliminary Examination (On-line Objective Test) for 100 marks, would be of ONE Hour duration and will consist of 3 sections as follows:

S.NO.	NAME OF THE TEST	NO. OF QUESTIONS	MARKS
1	Test of English Language	30	30
2	Test of Reasoning	35	35
3	Test of Numerical Ability	35	35
	TOTAL	100	100

The questions in objective tests, except for the test of English Language, will be made available in English and Hindi. Candidates will have to qualify in each test by securing the minimum qualification marks as decided by the Company. Adequate number of candidates State-wise and Category-wise equal to 7 times of the respective number of vacancies will be shortlisted for Tier-II - Main Examination.

Tier-II: Main Examination:

The Main Examination (On-line Objective Test) for 250 marks, would be of TWO Hours duration and will consist of 5 sections as follows:

S.NO.	NAME OF THE TEST	NO. OF QUESTIONS	MARKS
1	Test of Reasoning	40	50
2	Test of English Language	40	50
3	Test of General Awareness	40	50
4	Computer Knowledge	40	50
5	Test of Numerical Ability	40	50
	TOTAL	200	250

(i) The questions in objective tests, except for the test of English Language, will be made available in English and Hindi. Candidates will have to qualify in each test/subject by securing the minimum qualification marks as decided by the Company in the Main Examination.

(ii) Candidates qualifying in the On-line Main Examination will further qualify in the Regional Language Test, before final selection. However, no separate marks will be awarded for Regional Language Test. This test will be only qualifying in nature. Valid AADHAR card (or) E-Aadhar Card should be produced during the Regional Language Test

(iii) Final selection will be made on the basis of performance in the On-line Main Examination subject to qualifying the Regional Language Test. Merely satisfying the eligibility norms do not entitle a candidate to be called for On-line Examination and Regional Language Test.

NOTE:

- There will be a Penalty for wrong answers (applicable to both Preliminary and Main Examination) – For each question for which a wrong answer has been given by the candidate, ¼ th of the marks assigned to that question will be deducted as penalty to arrive at corrected score. However, no marks will be deducted for unattempted questions.
- The Company reserves the right to modify the structure of the examination which will be intimated through its Website.

The final Merit List State-wise and Category-wise shall be prepared in descending order of the marks secured by the candidates in the On-line Main Examination subject to qualifying the Regional Language Test. Candidates who fall within the number of vacancies in the Merit List shall be considered for provisional selection subject to Medical Fitness. Candidates will be intimated of the same through the Company's Website. **The candidates are advised to check the Company's Website regularly.**

The contingency list of candidates not exceeding 50% of the respective number of vacancies may

also be prepared and may be utilized in the event of non acceptance of employment offer by the candidates selected in the final merit list.

10. Examination Centers : FOR PRELIMINARY EXAMINATION :

S.No	Centre	S. No	Centre
1	**Andaman & Nicobar Islands**	**16**	**Maharashtra**
	Port Blair		Aurangabad
2	**Andhra Pradesh**		Amravati
	Chirala		Kolhapur
	Srikakulam		Mumbai/Navi
	Guntur		Mumbai/Thane/
	Kadapa		Greater Mumbai
	Kurnool		Nagpur
			Nanded
	Nellore		Nasik
	Rajahmundry		Pune
	Vijayawada		Satara
	Vishakhapatnam		Sangli
	Tirupati		Ratnagiri
	Kakinada		Chandrapur
	Chittor		Jalgaon
	KanchiKacherla		Latur
	Eluru		Dhule
	Vizianagaram		**Manipur**
3	Arunachal Pradesh		Imphal
	Itanagar – Naharlaun	**17**	**Meghalaya**
4	**Assam**		Shillong
	Dibrugarh	**18**	**Mizoram**
	Guwahati		Aizwal
	Jorhat	**19**	**Nagaland**
	Silchar		Kohima
	Tezpur	**20**	**New Delhi**
5	**Bihar**		Delhi – NCR
	Arrah	**21**	**Odisha**
	Bhagalpur		Berhampur(Ganjam)
	Darbhanga		Bhubaneshwar
	Gaya		Cuttack
	Muzaffarpur		Sambalpur
	Patna		Baripada
	Purnea		Jharsuguda
	Samastipur		Dhenkanal
	Biharsharif		Balasore
6	**Chandigarh**		Rourkela
	Chandigarh – Mohali	**22**	**Puducherry**
7	**Chattisgarh**		Puducherry
	Durg – Bhilai	**23**	**Punjab**
	Bilaspur		Amritsar
	Raipur		Bhatinda
8	**Goa**		Jalandhar
	Panaji		Ludhiana
9	**Gujarat**		Mohali
	Ahmedabad/Gandhinagar		Patiala
	Anand		Sangrur
	Bhavnagar	**24**	**Rajasthan**
	Himmatnagar		Ajmer
	Mehsana		Bharatpur
	Navsari		Bikaner
	Jamnagar		Jaipur
	Rajkot		Jodhpur
	Surat		Kota
	Vadodara		Sikar
10	**Haryana**		Udaipur
	Hisar		Alwar
	Faridabad		
	Gurgaon	**25**	**Sikkim**
	Karnal		Gangtok – Bardang
	Kurukshetra		
	Sonipat	**26**	**Tamilnadu**
	Ambala		Chennai
	Bhadurgarh		Coimbatore
	Panipat		Madurai
11	**Himachal Pradesh**		Salem
	Bilaspur		Thanjavur
	Hamirpur		Thiruchirapalli
	Dharamsala		Tirunelvelli
	Kullu		Dindigul
	Shimla		Nagercoil
	Solan		Perambalur
	Una		Kanyakumari
	Mandi	**27**	**Telangana**
	Kangra		Hyderabad/Rangareddy
12	**Jharkhand**		Karimnagar
	Bokaro		Warangal
	Dhanbad		Khammam
	Hazaribagh	**28**	**Tripura**
	Jamshedpur		Agartala
	Ranchi	**29**	**Uttar Pradesh**
13	**Karnataka**		Agra
	Bengaluru		Aligarh
	Bidar		Allahabad
	Dharwad		Bareilly
	Hassan		Faizabad
	Gulbarga		Gorakhpur
	Hubli		Ghaziabad
	Mangalore		Jhansi
	Mysore		Kanpur
	Shimoga		Lucknow
	Udipi		Mathura
			Meerut
			Muradabad
			Muzaffarnagar
14	**Kerala**		Noida/Greater Noida
	Alappuzha		Sitapur
	Ernakulam/Kochi		Varanasi
	Kannur	**30**	**Uttarakhand**
	Kottayam		Roorkee
	Kozhikode		Haridwar
	Malappuram		Dehradun
	Pallakad		Haldwani
	Thrichur	**31**	**West Bengal**
	Thiruvananthapuram		Asansol
	Kollam		Bardhaman
15	**Madhya Pradesh**		Berhampur
	Ujjain		Durgapur
	Sagar		Hooghly
	Bhopal		Howrah
	Gwalior		Kalyani
	Indore		Kolkata/Greater Kolkata
	Jabalpur		Siliguri
	Satna		
	Rewa		

Notes:

1. The examination will be conducted online in venues given in the respective call letters.
2. No request for change of centre/venue/date/session for Examination shall be entertained.
3. UIIC however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
4. UIIC also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
5. Candidate will have to appear for the examination at an Examination Centre at his/her own risk & expenses and UIIC will not be responsible for any injury or losses etc. of any nature.
6. Choice of centre once exercised by the candidate will be final.
7. **Examination centres for Main Examination will be limited.**
8. Centre and dates of examinations are liable to be changed at the discretion of the Company. In the event of cancellation of examinations at any centre, the Company may at its discretion allot an alternative centre to the candidates concerned. Separate call letters will be issued for Preliminary and Main Examinations and

Cont.

(Courtesy : and.uiic.in /employmantnews.gov.in)

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