

RECRUITMENT OF 205 ADMINISTRATIVE OFFICERS (GENERALISTS) SCALE I

National Insurance Company Ltd. invites applications for recruitment of **205 (Two Hundred Five)** Officers in Scale I cadre from open market.

Please note the Important Dates:

On line Registration commences from	30.03.2017
Last Date for Online Registration	20.04.2017
Payment of Application fees	30.03.2017-20.04.2017
Date of online Examination – Phase I	3 rd / 4 th June, 2017(TENTATIVE)
Downloading of call letters for examination commences from	10 days prior to the date of examination
Date of online Examination – Phase II	2 nd July, 2017(TENTATIVE)

Candidates should apply through On-Line mode only. No other means/mode of application will be accepted.

Vacancies (Tentative):

Total No. of Posts	UR	SC	ST	OBC	Out of which PWD		
					HI	OC	VI
205	113	31	16	45	2	2	2

Abbreviations stand for: **UR:** Un-reserved; **SC:** Scheduled Caste; **ST:** Scheduled Tribe; **OBC:** Other Backward Classes. **PWD:** persons with disabilities; **HI:** Hearing Impaired; **VI:** Visually Impaired; **OC:** Orthopedically Challenged

The above vacancies are provisional and the Company reserves the right to vary the same according to the actual requirements of the Company at the material time.

Note

- *Candidates belonging to OBC category but coming in the “CREAMY LAYER” are not entitled to OBC reservation and age relaxation. They should indicate their category as GENERAL. In respect of posts reserved for OBC category, a sub Quota of 4.5% reservation for minorities is applicable as per DOPT guidelines. The same shall be subject to prevailing guidelines issued from time to time.
- Reservation for Persons with Disabilities (PWD) shall be as per prevailing government rules.

Nationality

A candidate applying for recruitment in the Company must be either:—

- a citizen of India, or
 - a subject of Nepal, or
 - a subject of Bhutan, or
 - a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or
 - 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 (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

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, nationality, 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.

1. Service Conditions

The service conditions will be applicable as per the prevalent rules of the company from time to time. Selected candidates on appointment may be posted or transferred to any place in India as may be decided by the Company. The minimum stay at the initial place of posting will be 5 years.

2. Probation

A candidate appointed in the Officers' cadre on regular pay rolls of the Company shall be on probation for a period of one year from the date of joining the duty. The probation period may be extended twice by a further period of six months at a time stretching up to one year.

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/her 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.

The Company reserves the right to terminate the services 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.

3. Guarantee Bond

Before joining as probationer, the selected candidates will be required to give an undertaking to serve the Company for a **minimum period of four years** including probation 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 on the length of service rendered. Besides, he/she will have to submit a stamped Bond duly executed by two sureties (not blood relatives) of sound financial standing for an amount equivalent to one year's gross salary.

Candidates resigning from the Company during the probation period and candidates whose services are terminated by the Company during the probation period shall be liable to pay the salary received by them during their entire service in the Company in addition to an amount of **Rs.25,000/-** towards partial cost of training. No lien/bond executed to retain a substantive post with present employer will be binding upon the Company and no Leave Salary or Pension Contribution will be made.

4. Emoluments & Benefits

The starting Basic pay would be Rs. 32,795 /- in the scale of Rs. 32795-1610(14)-55335-1745(4)-62315 and such other allowances as may be admissible under the rules in force from time to time in the company.. Total emoluments will be approximately Rs.51,000/- p.m. in Metropolitan Centers. Other benefits such as Pension under New Pension system governed by PFRDA, Gratuity, LTS, Medical Benefits, Group Personal Accident Insurance etc. shall be as per rules. The Officers are also entitled for Company's / leased accommodation as per norms.

5. Educational Qualification (as on 20.04.2017)

Candidate should possess certificate in proof of passing the qualifying examination as on 20.04.2017.

A candidate must possess the minimum qualification of a Graduate/Post Graduate in any discipline from a recognized University OR any equivalent qualification recognized as such by Central Government with at least 60% marks in either of the degree examination (at least 55% for SC/ST) candidates.

Note :

- a) Qualification mentioned above should be from any of the recognized Indian Universities duly approved by the UGC or any of the recognized Indian Institutes duly approved by AICTE.
- b) The candidate must possess valid Mark-sheet / Degree Certificate of the necessary qualification as on 20.04.2017.
- c) The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all semester(s)/year(s) by aggregate maximum marks in all the subjects irrespective of honours/optional/additional optional subject, if any. This will be applicable for those Universities also where Class/Grade is decided on basis of Honours marks only. The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60%.

- d) Where CGPA/OGPA are awarded, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.

6. Age as on 01.03.2017

Minimum Age: 21 years **Maximum Age:** 30 years, as on 01.03.2017

i.e. a candidate must have been born not earlier than 02.03.1987 and not later than 01.03.1996 (both dates inclusive).

Relaxation in upper age limit shall be as follows:

Sl.	Category	Age Relaxation
1.	SC/ST	5 years
2.	Other Backward Classes (OBC)	3 years
3.	PWD	10 years
4.	Persons domiciled in Kashmir Division of Jammu & Kashmir State during the period from 1-1-80 to 31-12-89	5 years
5.	Ex-Serviceman, Commissioned Officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (SSCOs) who have rendered at least five years Military Service as on 01.03.2017 and have been released; (a) on completion of assignment (including those whose assignment is due to be completed within one year from 01.03.2017) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency; or (b) on account of physical disability attributable to Military Service; or (c) on invalidment.	5 years.
6.	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
7.	Existing confirmed employees of Public Sector General Insurance Companies (including GIC & Agriculture Insurance Company of India Ltd.)	8 years

Note

- 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 except as specified in Point No.5 above where the maximum age would be 50 years..
- ii. Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) and produce the original certificate(s) for verification at the time of interview and/or any subsequent stage of recruitment process.

Note for Ex-Servicemen

- i. 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 re-employment, his Ex-servicemen status for the purpose of re-employment in Government ceases.
- ii. 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.
- iii. There is no reservation for Ex-servicemen in Officer Cadre.

7. Definitions

- A. **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.

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

I. Visually Impaired (VI)

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

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

II. Deaf & Hearing Impaired (HI)

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

III. Orthopedically Challenged (OC)

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

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

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

Guidelines for Persons with Disabilities using a Scribe

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

- The candidate will have to arrange his/her own scribe at his/her own cost.
- The scribe arranged by the candidate should not be a candidate for the same examination .If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.
- A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- The scribe may be from any academic stream. However for Specialist Officers' posts the scribe should be from an academic stream different from that prescribed for the post.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfills 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.

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).

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. Selection Procedure

A) The selection procedure comprises of the following-

Phase-I : Preliminary Examination

Preliminary Examination consisting of Objective Tests for 100 marks will be conducted online. This test would be of 60 minutes duration consisting of 3 sections as follows :

S. No	Name of Test (Not in Sequence)	Type of test	Max. Marks	Duration	Version
1	English Language	Objective	30	60 minutes	English
2	Reasoning Ability	Objective	35		Eng/Hindi
3	Quantitative Aptitude	Objective	35		Eng/ Hindi
	Total (Aggregate)		100		

Candidates have to qualify in each test by securing passing marks to be decided by the Company. Adequate number of candidates in each category as decided by the Company (approximately 15 times the numbers of vacancies subject to availability) will be shortlisted for the Main Examination.

Phase – II : Main Examination

Main Examination will consist of Objective Tests for 200 marks and Descriptive Test for 30 Marks. Both the Objective and Descriptive Tests will be online. Candidates will have to answer Descriptive Test by typing on the computer. Immediately after completion of Objective Test, Descriptive Test will be administered.

(i) **Objective Test : The Objective Test of 2 hours duration consists of 5 sections for total 200 Marks :**

S. No	Name of Test	Type of test	No. of Questions	Maximum Marks	Medium of Exam	Duration
1	Reasoning	Objective	40	40	Eng/ Hindi	120 mins
2	English Language	Objective	40	40	Eng	
3	General Awareness	Objective	40	40	Eng/ Hindi	
4	Computer Knowledge	Objective	40	40	Eng/ Hindi	
5	Quantitative aptitude	Objective	40	40	Eng/ Hindi	
	Total (Aggregate)			200		
6	English Language(Essay, Precis and Comprehension)	Descriptive	3	30	Eng	30 mins

(ii) **Descriptive Test :** the Descriptive Test of 30 Minutes duration with 30 marks will be a Test of English Language (Essay, Precis and Comprehension). The descriptive test will be in English and will be conducted through on line mode.

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 i.e. Descriptive answer script would be evaluated only in respect of those candidates who qualify the objective test. There will also be a separate cut-off marks for the Descriptive Test.

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 interview or final selection.

Penalty for Wrong Answers (Applicable to both – Preliminary and Main Examination)

There will be penalty for wrong answers marked in the Objective Tests. Each question for which a wrong answer has been given by the candidate, one-fourth of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that question.

The Company reserves the right to modify the structure of the examination which will be intimated through its website.

Candidates will be shortlisted for Interview on the basis of overall marks scored in Main Examination after evaluation as above.

Note: All the questions will be objective type with alternative choices out of which one will be correct answer. The candidate has to select the **correct** answer and “mouse click” that alternative which he or she feels correct. There will be penalty for wrong answers marked by the candidates. The objective test except on “English Language” will be bilingual (in English and in Hindi). For each wrong answer marked ¼ of the marks assigned to the question will be deducted as penalty to arrive at the corrected score. If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that question. The alternative/option that is clicked on will be highlighted and will be treated as answered to that question.

The Descriptive English Test will be conducted only through online mode. Questions will be displayed on the screen of the computer. Answers are to be typed using the keyboard. Before start of typing answers to questions in Descriptive Paper please check all key functions of the keyboard. The Candidates will get 30 minutes to answer the questions.

Candidates will have to appear for the online examination at their own expenses.

The Company reserves the right to modify the structure of the examination which will be intimated through its website. Selection would be based on the performance in the on-line test & interview .The final merit list shall be prepared in descending order of the consolidated marks secured by the candidates. Candidates who fall within the number of vacancies in the merit list shall be considered for appointment. The selected candidates may be appointed in more than one batch as per the discretion of the Management. The seniority of the selected candidates will be as per the merit / select list. A Waiting List of candidates not exceeding 50% of the 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. The decision to select the candidates from waiting list is solely at the discretion of the management.

Please note that candidates will not be permitted to appear for the online examination without the following documents (All Documents are compulsory) :

- (1) Valid Call Letter for the respective date and session of Examination**
- (2) Photo-identity proof (as specified below) in original bearing exactly the same name and other information as it appears on the call letter/application form**
- (3) Photocopy of the above photo-identity proof**
- (4) E-Aadhar Card**

***IDENTITY VERIFICATION**

In the examination hall as well as at the time of interview, the call letter along with the original and a photocopy of the candidate's currently valid photo identity such as PAN Card/ Passport/ Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/ valid recent Identity Card issued by a recognized college/ university/ Aadhar card/ E Aadhar with a photograph/ Employee ID/ Bar Council Identity card with photograph should be submitted to the invigilator and the original shall be produced 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.

Ration card is not valid id proof for this process.

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 and also interview, without which they will not be allowed to take up the examination and also interview. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination.

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 60 minutes for

Phase-I & 150 minutes for Phase-II, candidates may be required to be at the venue for a longer duration for completion of various formalities such as verification and collection of various requisite data/documents, logging in, giving of instructions, etc.

BIOMETRIC DATA –Capturing and Verification

It has been decided to capture the biometric data (thumb impression) and the photograph of the candidates on the day of the Main Examination (before and after the examination) for the candidates who qualify after the preliminary examinations (Phase-I) and appear for the main examination.

The biometric data and photograph will be verified subsequently. Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

Candidates are requested to take care of the following points in order to ensure a smooth process

- If fingers are coated (stamped ink/mehndi/coloured...etc), ensure to thoroughly wash them so that coating is completely removed before the exam / interview / joining day.
- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- If the primary finger (thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre. In such cases impression of other fingers, toes etc may be captured.

Phase – III : Interview

Candidates who have been shortlisted based on online Phase – II (mains examination) will subsequently be called for an Interview to be conducted by the Company. Interview will be conducted at select centres. The centre, address of the venue, time & date of Interview will be informed to the shortlisted candidates in the call letter. Candidates are required to download their interview call letters from company's website. Please note that any request regarding change in date, centre etc. of interview will not be entertained. However the company reserves the right to change the date/ venue/ time/ centre etc. of interview or hold supplementary process for particular date / session / venue / centre / set of candidates at its discretion, under unforeseen circumstances, if any.

LIST OF DOCUMENTS TO BE PRODUCED AT THE TIME OF INTERVIEW (AS APPLICABLE):

The following documents in original and self attested photocopies in support of the candidate's eligibility and identity are to be invariably submitted at the time of interview failing which the candidate may not be permitted to appear for the interview. **Non submission of requisite documents by the candidate at the time of interview will debar his candidature from further participation in the recruitment process.**

- i) Printout of the valid Interview Call Letter
- ii) Valid system generated printout of the online application form registered for the online examination.
- iii) Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authorities or SSLC/ Std.X Certificate with DOB)
- iv) Photo Identify Proof as indicated in ***IDENTITY VERIFICATION** of the advertisement
- v) Mark-sheets & certificates for Std X, XII and Graduation or equivalent qualification etc. Proper document from Board / University for having declared the result on or before 20.04.2017 has to be submitted
- vi) Caste Certificate, along with caste validity certificate, issued by the competent authority in the prescribed format as stipulated by Government of India in the case of SC / ST / OBC category candidates.

In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil posts & services under Government of India. OBC caste certificate containing the Non-creamy layer clause should be valid as on the date of online registration as given in point no. 13(b). Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.

Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation. They should indicate their category as General in the online application form.

- vii) Disability certificate in prescribed format issued by the District Medical Board in case of Persons With Disability category

If the candidate has used the services of a Scribe at the time of online examination, the duly filled in details of the Scribe in the prescribed format as available in our website.

- viii) An Ex-serviceman candidate has to produce a copy of the Service or Discharge book along with pension payment order and documentary proof of rank last / presently held (substantive as well as acting) at the time of interview. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defence services, on or before 29.03.2018.
- ix) Candidates serving in Government / quasi govt. offices/Public Sector Undertakings (including Nationalised Banks and Financial Institutions) are required to produce a "No Objection certificate" from their employer at the time of interview, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
- x) Persons eligible for age relaxation under 6 (4) above must produce the domicile certificate at the time of interview from the District Jurisdiction where he / she had ordinarily resided or any other authority designated in this regard by the Government of Jammu & Kashmir to the effect that the candidate had ordinarily domiciled in the Kashmir Division of the State of J&K during the period from 01.01.80 to 31.12.89.
- xi) Experience certificates, if any
- xii) Persons falling in categories (b), (c), (d) and (e) of Nationality criteria should produce a certificate of eligibility issued by the Govt. Of India
- xiii) Any other relevant documents in support of eligibility

Note: Candidate will not be allowed to appear for the interview if he/she fails to produce the relevant eligibility documents as mentioned above.

FINAL SELECTION :

The combined final score of candidates shall be arrived at on the basis of scores obtained by the candidates in the online main examination(Objective and Descriptive Section) and interview. The weightage (ratio) of online Main Examination and Interview will be 80:20 respectively. Scores of the candidates failing to secure minimum qualifying scores or otherwise barred from the interview or further process may not be disclosed. A candidate should be sufficiently high in the merit to be shortlisted for subsequent recruitment process, details of which will be made available subsequently on Company's website.

The candidates are advised to satisfy themselves before they apply, that they fulfill requirement as to age and qualification (**final result for the qualification must have been published on or before 20.04.2017**) and if found ineligible, their candidature will be cancelled at any stage of recruitment process. Appearing in the ONLINE MAIN EXAMINATION & INTERVIEW will not automatically confer any right of being selected for the said post.

9. Application Fee (Non-Refundable)

Payable on-line from **30.03.2017** to **20.04.2017** (both dates inclusive)

SC/ ST / PWD	Rs. 100/- (Intimation Charges Only)
All candidates other than SC/ ST / PWD	Rs. 600/- (Application fee including intimation charges)

*The transaction charge, if applicable, is to be borne by the candidate.

Fee/ Intimation charges once paid will NOT be refunded on any account nor can it be held reserve for any other examination or selection.

10. (a) Examination Centers:

- The examination will be conducted online in venues given in the respective call letters.
- No request for change of centre/venue/date/session for Examination shall be entertained.
- Company, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
- Company also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- 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.
- Tentative list of centres for Preliminary examination (Phase-I) is given below :

Examination Centers For Phase-I (Provisional):

Sl. No	State	Centres
1	Andhra Pradesh	Vijayawada
		Vishakhapatnam
		Ongole
2	Assam	Guwahati
		Dibrugarh
		Silchar
		Jorhat
3	Arunachal Pradesh	Itanagar
4	Bihar	Patna
		Gaya
		Bhagalpur
5	Chandigarh	Chandigarh/Mohali
6	Chhattisgarh	Raipur
		Bilaspur
7	Delhi- NCR	Delhi-NCR
8	Goa	Panaji
9	Gujarat	Ahmedabad/Gandhi Nagar
		Vadodara
		Surat
		Rajkot
10	Haryana	Hissar
		Faridabad
		Gurgaon
11	Himachal Pradesh	Shimla
		Dharamsala
		Mandi
		Palampur
12	Jammu & Kashmir	Srinagar
		Jammu
		Leh
13	Jharkhand	Ranchi
		Jamshedpur
14	Karnataka	Bengaluru
		Hubli
		Mangalore
		Mysore
		Gulbarga
15	Kerala	Ernakulum/Kochi
		Thiruvananthapuram
		Kozhikode
16	Madhya Pradesh	Bhopal
		Indore

Sl. No	State	Centres
		Gwalior
		Jabalpur
17	Maharashtra	Mumbai/Navi Mumbai/Thane/Greater Mumbai
		Nagpur
		Pune
		Aurangabad
		Nasik
18	Manipur	Imphal
19	Meghalaya	Shillong
20	Mizoram	Aizawl
21	Nagaland	Kohima
		Dimapur
22	Odisha	Bhubaneshwar
		Cuttack
		Rourkela
		Berhampur
23	Puduchery	Puduchery
24	Punjab	Amritsar
		Ludhiana
		Bhatinda
25	Rajasthan	Jaipur
		Jodhpur
		Bikaner
26	Sikkim	Gangtok
27	Tamil Nadu	Chennai
		Coimbatore
		Madurai
28	Telangana	Hyderabad/ Rangareddy
		Warangal
29	Tripura	Agartala
30	Uttar Pradesh	Lucknow
		Allahabad
		Kanpur
		Noida/Greater Noida
31	Uttarakhand	Dehradun
		Haridwar
		Haldwani
32	West Bengal	Kolkata/ Greater Kolkata
		Siliguri
		Asansol
33	Andaman & Nicobar	Port Blair

Examination Centers For Phase-II (Provisional):

Sl. No	State	Centres
1	Assam	Guwahati
2	Chandigarh	Chandigarh/Mohali
3	Delhi- NCR	Delhi-NCR
4	Gujarat	Ahmedabad
5	Jammu & Kashmir	Jammu
6	Karnataka	Bengaluru
7	Maharashtra	Mumbai
8	Madhya Pradesh	Bhopal
9	Tamil Nadu	Chennai
10	Uttar Pradesh	Lucknow
11	West Bengal	Kolkata/ Greater Kolkata

Note: The above mentioned examination centers are provisional, Company reserves the right to add or delete any centers as per requirement.

Centre and dates of Examinations are liable to be changed at the Company's discretion. 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 Phase-I & Phase-II examinations and should be downloaded by the candidates from the link provided in the Company's website i.e. www.nationalinsuranceindia.com at appropriate time. Candidates will not be admitted to the examinations without the Call Letters.

Note: If sufficient numbers of candidates do not opt for a particular centre for "Online" Main Examination (Phase-II), Company reserves the right to allot any other adjunct centre to those candidates or if the number of candidates is more than the capacity available for online Main Exam (Phase-II) for a centre, Company reserves the right to allot any other centre to the candidate.

10 (b) Pre-Examination training (NON-RESIDENTIAL): SC/ST/OBC (Non-Creamy Layer) candidates who wish to avail the benefit of pre-examination training may register their names and other details with the Regional offices of National Insurance Co Ltd. convenient to them. The Regional Offices will inform the registered candidates the date and venue of the training. Such candidates would have to attend the training at their own cost on the appointed dates and at the venue advised to them. The candidates are required to refer to our website <http://www.nationalinsuranceindia.com> for details of our Regional Offices and format of application for Training.

11. HOW TO APPLY

Detailed Guidelines/Procedures for:

- A. Application Registration
- B. Payment of Fees
- C. Photograph & Signature Scan and Upload

Candidates can apply online only from 30.03.2017 to 20.04.2017 and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

- i. Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guideline for photograph & signature scan and upload.
- ii. Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. All official communication will be sent to the registered e-mail id of the candidate. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line and must maintain the email account and mobile number.

A. Application Procedure

1. Candidates to go to the Company's website <http://www.nationalinsuranceindia.com> 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. All the information given by the candidate in the application is treated as final and no correction is allowed after the final submission. Candidates are advised to carefully fill and verify the details in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.
5. The Name of the candidate and his /her Father/ Husband etc. should be spelt correctly in the application and should be the same as it appears in the Certificates/ Mark sheets as well as on the photo id. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "**C**".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
10. Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature has been 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 Only)

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 Photograph & Signature Scan and Upload

- IN CASE THE FACE IN THE PHOTOGRAPH / SIGNATURE IS UNCLEAR, THE APPLICATION MAY BE REJECTED.
- CANDIDATE MAY EDIT THE APPLICATION AND RE-UPLOAD THE PHOTOGRAPH/ SIGNATURE IN SUCH CASE.

PHOTOGRAPH IMAGE

- Photograph of the applicant must be a recent passport size colour picture.
- The picture should be in colour, 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-50kb.
- Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

SIGNATURE IMAGE

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

SCANNING THE PHOTOGRAPH & SIGNATURE

- Set the scanner resolution to a minimum of 200 dpi (dots per inch). Set Color to True Color
- File Size as specified above.
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg.
- Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon. Candidates using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using '**Save As**' option in the File menu and size can be reduced below 50KB (photograph) & 20KB (signature) by using crop and then resize option [Please see **point "C"** above for the pixel size] in the 'Image' menu. Similar options are available in other photo editors also.

If the file size and format are not as prescribed, an error message will be displayed.

While filling in the Online Application Form the candidate will be provided with a link to upload his photograph and signature.

Procedure for Uploading the Photograph and Signature

- There will be two separate links for uploading Photograph and Signature.
- Click on the respective link "Upload Photograph / Signature".
- Browse & Select the location where the Scanned Photo/ Signature file has been saved.
- Select the file by clicking on it.
- Click the 'Upload' button

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 size photograph and signature uploaded in the online application form/ unsuccessful fee 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.

Download of Call Letters

Candidates will have to visit our website <http://www.nationalinsuranceindia.com> for downloading call letters for online test (separately for Phase-I, II & Interview). 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 in original as stipulated earlier under Identity Verification and also specified in the call letter and (iii) a photocopy of the same Photo Identity Proof as brought in original.

12. Action against candidates found guilty of misconduct

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 online examination, Interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of:

i) Using unfair means or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination/interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or (iv) resorting to any irregular or improper means in connection with his/her candidature or (v) obtaining support for his/her candidature by any unfair means or (vi) carrying mobile phones or similar electronic devices of communication in the examination / interview hall, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:

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

13. Special Instructions for SC/ST/OBC/PWD

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

Note: Caste validity certificate in original, from the appropriate authorities of the state/union territory from which the caste certificate was issued along with self attested Photostat copy is to be submitted at the time of interview.

b) Candidates seeking reservation as OBC are required to submit a certificate regarding his/her "OBC Status & Non-Creamy Layer Status" issued by an authority mentioned in DOPT OM No. 36012/22/93-Estt.(SCT) dated 15/11/1993. {Amended vide OM No. 36033/3/2004-Estt.(Res.) dated 14/10/2008}. Certificate should contain the "Non Creamy Layer Clause" based on the Income for the financial year ending on 31/03/2016. Such candidates should also submit a declaration in addition to certificate issued by the Competent Authority in the following format:

"I, _____ son/daughter of Shri _____ resident of Village/town/city _____ District _____ State _____ hereby declare that I belong to the _____ community which is recognised as a backward class by the Government of India for the purpose of reservation in services as per rules contained in Department of Personnel and Training Office Memorandum No.36012/22/93-Estt.(SCT) dated 08/09/1993" {Amended vide OM No. 36033/3/2004-Estt.(Res.) dated 14/10/2008}. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated : 8.9.1993, O.M. No. 36033/3/2004-Estt.(Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt.(Res.) dated 14th October, 2008."

- c) For Persons with Disabilities: Authorised 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.

- d) Please refer to Annexure for the prescribed formats of (SC, ST, OBC, PWD, EX-Servicemen) certificates to be submitted at the time of interview etc. Candidates belonging to these categories are required to produce the certificates strictly in these formats only.

14. General Information

- a) The possibility for occurrences of some problem(s) in 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 the problem, which may include shifting the candidates to the other centres or conducting another examination if considered necessary. Decision of the Company in this regard shall be final. Candidates not willing to accept such change shall lose their candidature for this exam.
- b) Decision of the Company in all matters relating to recruitment will be final and binding on the candidates. No correspondence or personal enquiries shall be entertained in this regard.
- c) If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.
- d) The responses (answers) of individual candidates will be analyzed & compared 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, the Company reserves the right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
- e) Instances of 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 NIC (National Insurance Company Ltd.) 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 effect.
- f) While applying on-line for the post, the applicant should ensure that he/she fulfills the eligibility and other norms mentioned above as on the specified dates and that the particulars furnished by him/her are correct in all respects. **In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material facts, his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.**
- g) Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability/failure to log on to the website on account of heavy load on internet or website jam.
- h) Company does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of any reason whatsoever.
- i) Applicants are advised to register online themselves and to keep their e-mail id and mobile number active during the entire recruitment exercise. The candidates should give their active mobile number in the application form for SMS service from the company.
- j) The selection of the candidates will be on the basis of Online Tests & Interview. The Company reserves the right to hold any other test wherever deemed necessary as well as the right to add, delete or allot any centre at its discretion.
- k) **Admission to Online Test will be purely provisional without verification of age / qualification / category (SC/ST/OBC/PWD etc.) etc. of the candidates with reference to documents.**
- l) Documents relating to Age/Qualification/Category etc. will have to be submitted at the time of Interview by the candidates called for Interview. **Caste certificate accompanied with caste validity certificate** must be submitted by candidates seeking reservation as SC/ST/OBC in the prescribed proforma from the competent authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognised as SC/ST/OBC and the village/town the candidate is originally a resident of.
- m) **At any stage if falsification of caste certificate is noticed, the candidature will stand cancelled automatically.**
- n) Candidates serving in Government / Quasi Government Offices, Public Sector undertakings including Nationalised Banks and financial institutions will be required to submit "No Objection Certificate" from their employer at the time of Interview, failing which their candidature may not be considered and travelling expenses, if any otherwise admissible, will not be paid. Candidates who are selected are required to submit discharge letter / relieving letter from their employer (Govt/Public sector / Private) at the time of joining the company, WITHOUT WHICH THEY WILL NOT BE ALLOWED TO JOIN.
- o) The candidates will have to appear for the tests at their own cost. Candidates called for INTERVIEW are entitled to sleeper class to & fro railway fare/bus fare by shortest route, from their place of residence, on production of evidence of travel (Rail/bus ticket/receipt etc.)
- p) **Appointment of selected candidates is subject to their being found medically fit as per the requirements of the Company. Such appointment will also be subject to the service and conduct rules of the Company.**

- q) Decisions of the Company in all matters regarding eligibility, conduct of online examination, other tests, interview and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the Company in this regard.
- r) The Company reserves right to transfer any candidate anywhere in India even before the expiry of 5 year period at the initial place of posting.
- s) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in responses thereto can be instituted only in Kolkata. Courts/ Tribunals/Forums at Kolkata only shall have sole and exclusive jurisdiction to try any cause/dispute.
- t) Selected candidates will be governed by the terms and conditions of the Service Regulations of the Company in force.
- u) Use of Mobile Phones, calculator or any such devices is strictly prohibited inside the examination hall. Candidates, before entering examination premises, are likely to be frisked to ensure compliance with the following:
 - I. Mobile phones or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations.
 - II. Candidates are advised in their own interest not to bring any of the banned item including mobile phones to the venue of the examination, as no arrangement for safekeeping will be available.
- v) Candidate's admission to the test/Interview is strictly provisional. The mere fact that the call letter has been issued to the candidate does not imply that his candidature has been finally cleared by the Company.
- w) The Company reserves the right to cancel the above Recruitment Exercise at any stage of the process without assigning any reason thereof.

IN CASE OF ANY DISCREPANCIES, ENGLISH VERSION OF THE DETAILED ADVERTISEMENT PUBLISHED IN THE RECRUITMENT SECTION OF OUR WEBSITE <http://www.nationalinsuranceindia.com> SHALL BE FINAL. CANDIDATES ARE ADVISED TO VISIT THE RECRUITMENT SECTION OF OUR WEBSITE FOR DETAILED ADVERTISEMENT, TO APPLY ONLINE AND FOR FURTHER UPDATES ON THE RECRUITMENT EXERCISE.

CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION

Dated: 20.03.2017

**Deputy General Manager,
Personnel Department,
Head Office, Kolkata**