



# THE NEW INDIA ASSURANCE COMPANY LTD

Wholly Owned By Govt. of India

Regd. & Head Office: New India Assurance Building, 87, M.G., Road, Fort, Mumbai- 400001  
www.newindia.co.in

## RECRUITMENT OF 300 ADMINISTRATIVE OFFICERS (GENERALISTS) (SCALE-I)

REF NO: CORP.HRM/AO/2016. 10 October 2016

The New India Assurance Company Ltd., a leading Public Sector General Insurance Company & wholly owned by Government of India, invites applications for recruitment of 300 Officers (Generalist) in Scale I cadre from open market.

### Vacancies

Total	SC	ST	OBC*	UR	PWD		
					HI	VI	OC
300	43	15	84	158	3	3	3

**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 may vary according to the actual requirements of the Company at the material time.

\*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.

The reservation under various categories will be as per prevailing Government Guidelines at the time of finalization of result.

### Nationality

A candidate applying for recruitment in the Company must be either-

(a) a citizen of India, or (b) a subject of Nepal, or (c) a subject of Bhutan, or (d) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or (e) 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.

*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.*

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 the Important Dates-

On-line registration and payment of application fees	14 Oct-01 Nov 2016
Phase-I Online Examination (Objective)	17 <sup>th</sup> December 2016
Phase-II Online Examination (Objective + Descriptive)	January 2017 (Tentative)

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

### 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. **Please note that most of the aforesaid vacancies are in Mumbai and its suburbs, Ratnagiri, Raigad & Sindhudurg districts of Maharashtra and the states of Goa & Gujarat. 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

Basic pay of Rs. 32,795/- in the scale of Rs. 32795-1610(14)-55335-1745(4)-62315 and other admissible allowance as applicable. Total emoluments will be approximately Rs.51,000/- p.m. in Metropolitan Centers. Other benefits such as coverage under National 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 01.10.2016)

A candidate must possess the minimum qualification of a graduate/post graduate in any discipline from a recognised University or any equivalent qualification recognised as such by Central Government with at least 60% marks in either of the degree examination for General candidates and at least 55% marks for SC/ST/PWD candidates.

Candidate should possess certificate in proof of passing the qualifying examination as on 01.10.2016.

#### Note

- Educational qualifications should be from a University/ Institution/ Board recognised by Govt. Of India/ approved by Govt. Regulatory Bodies and the result should have been declared on or before 01.10.2016.
- Proper document from Board / University for having declared the result on or before 01.10.2016 has to be submitted at the time of interview.
- The candidate must possess valid Mark-sheet / Degree Certificate of the necessary qualification as on 01.10.2016.
- 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%.
- 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 01.10.2016)

**Minimum Age:** 21 years **Maximum Age:** 30 years, as on **01.10.2016**

i.e. a candidate must have been born not earlier than 2nd Oct-1986 and not later than 1st Oct-1995 (both dates inclusive).

Relaxation in upper age limit shall be as follows:

S. No.	Category	Age relaxation
1	Scheduled Caste/Scheduled Tribe	5 years
2	Other Backward Classes (Non creamy layer)	3 years
3	Persons With Disability	10 years
4	Ex-servicemen including Commissioned Officers and ECOs/SSCOs who have rendered at least five years Military Service as on 01.10.2016 and have been released; (a) on completion of assignment (including those whose assignment is due to be completed within one year from 01.10.2016) 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. The ECOs/SSCOs who have completed an initial period of assignment of five years of Military Service as on 01.10.2016 and whose assignment has been extended beyond five years and in whose case the Ministry of Defence issues a certificate that they can apply for civil employment and that they will be released on three months' notice on selection from the date of receipt of offer of appointment.	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	Persons ordinarily domiciled in the State of Jammu & Kashmir during the period 1-1-80 to 31.12.1989	5 years
7	Existing Confirmed Employees of Public Sector General Insurance Companies (including GIC & Agriculture Insurance Company of India Ltd.)	8 years

#### Note

- 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 based on Govt. guidelines & Company Rules.
- 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.
- If a person with disability is entitled to age concession by virtue of being an Existing Confirmed Employee of Public Sector General Insurance Companies (including GIC & Agriculture Insurance Company of India Ltd.), concession to him/her will be admissible either as a 'person with disability' or as a 'Existing Confirmed Employee of Public Sector General Insurance Companies (including GIC & Agriculture Insurance Company of India Ltd.)' whichever may be more beneficial to him/her.
- 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. However he/she will be eligible for age relaxation as applicable to ex-servicemen.
- 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.

vi. There is no reservation for Ex-servicemen in Officers' 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

Those candidates who are visually impaired or affected by cerebral palsy with loco-motor impairment and whose writing speed is affected can use own scribe at own cost during the online examination. 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 may be from any academic stream.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination.
- The same scribe cannot be used by more than one candidate. In addition, the scribe arranged by the candidate should not be a candidate for 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.
- **The Scribe should not be an active-employee of The New India Assurance Co Ltd.**
- 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 examination.

## Guidelines for candidates

### With locomotor disability and cerebral palsy

Compensatory time of twenty minutes per hour 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 of examination.
- The facility of viewing the contents of the test in magnified 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

### Phase-I: Preliminary Examination

Preliminary Examination consisting of Objective Tests for 100 marks will be conducted online. This test would be of 1 hour duration consisting of 3 sections as follows:

S. No	Name of the Test (not in sequence)	Type of test	Max. Marks	Duration	Version
1	English Language	Objective	30	1 hour	English
2	Reasoning Ability	Objective	35		Eng/Hin
3	Quantitative Aptitude	Objective	35		Eng/Hin
<b>Total</b>			<b>100</b>		

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 4 sections for total 200 marks.

S. No	Name of Test (not in sequence)	Type of test	Maximum Marks	Medium of Exam	Duration
1	Test of Reasoning	Objective	50	Eng/ Hindi	120 min
2	Test of English Language	Objective	50	Eng	
3	Test of General Awareness	Objective	50	Eng/ Hindi	
4	Test of Quantitative Aptitude	Objective	50	Eng/ Hindi	
<b>Total (Aggregate)</b>			<b>200</b>		

**(ii) Descriptive Test:** The Descriptive Test of 30 minutes duration with 30 marks will be a Test of English Language (Letter Writing-10marks & Essay-20 marks). 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. Descriptive answer script would be evaluated only in respect of those candidates who qualify the objective test. Depending on the number of vacancies available, cut offs will be decided for Descriptive paper evaluation.

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

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

#### Phase – III: Interview

Candidates who have been shortlisted at the end of Phase-II will subsequently be called for an Interview to be conducted by the Company. Interview will be conducted at select centres. The weightage (ratio) of online Examination and Interview will be 80:20 respectively. 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.

#### Final selection

Final selection would be based on consolidated marks of main examination (objective 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 candidates are advised to ensure that they fulfill the requirements of age and qualification (final result for the qualification must have been published on or before 01.10.2016) before they apply. If a candidate is found ineligible, his/her candidature will be cancelled at any stage of recruitment. Appearing in the ONLINE EXAMINATION(S) & INTERVIEW will not automatically confer any right of being selected for the said post.

**Please note that candidates will not be permitted to appear for the online examination without the following documents:**

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

#### \*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 License/ 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 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 a valid id proof for this process.**

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

**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(s). Though the duration of the examination is 1 hour for Phase-I & 2 ½ hours 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 (left thumb impression or otherwise) and the photograph of the candidates on the day of the Main Examination (Phase-II) for the candidates who qualify after the preliminary examinations (Phase-I) and appear for the main examination (Phase-II). The biometric data and photograph will be verified on two occasions - On the day of interview of qualifying candidates and at the time of joining of provisionally selected candidates. 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 (left 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

**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 section of the advertisement
- v) Mark-sheets & certificates for Std X, XII, Graduation and Post-Graduation (if any) or equivalent qualification(s) etc. Proper document from Board / University for having declared the result on or before 01.10.2016 has to be submitted. 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
- 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) of this advertisement. 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 examinations- 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 30.09.2017.
- 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 point 6 (6) 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 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**

### 9. Application Fee (Non-Refundable)

Payable on-line from **14.10.2016** to **01.11.2016** (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(s) at Examination Centre(s) 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 centres for Phase-II will be limited**

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.newindia.co.in](http://www.newindia.co.in). 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" examination, 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 exam for a centre, Company reserves the right to allot any other centre to the candidate.

### Examination Centers for Phase-I (Tentative)

State Code	State /UT / NCR	Centres (Phase-I)
11	Andaman & Nicobar	Port Blair
12	Andhra Pradesh	Chirala,Chittoor,Guntur, Hyderabad,Kakinada,Kurnool, Nellore,Ongole,Puttur,

		Rajahmundry,Srikakulam,Tirupati,Vijaywada, Vishakhapatnam, Vizianagaram
13	Arunachal Pradesh	Itanagar,Naharlagun
14	Assam	Dibrugarh,Guwahati,Jorhat, Kokrajhar,Silchar,Tezpur
15	Bihar	Arrah,Aurangabad,Bhagalpur, Bihar Sharif,Darbhanga,Gaya, Hajipur,Muzzafarpur,Patna, Purnea,Samastipur,Siwan
16	Chandigarh	Chandigarh
17	Chhattisgarh	Bhilai,Bilaspur,Raipur
18	Dadra & Nagar Haveli	Surat
19	Daman & Diu	Jamnagar,Surat
20	Delhi	Bahadurgarh,Delhi,Faridabad, Ghaziabad, Greater Noida,Gurgaon
21	Goa	Panaji,Verna
22	Gujarat	Ahmedabad,Anand,Gandhinagar,Himatnagar, Jamnagar,Mehsana, Rajkot,Surat,Vadodara
23	Haryana	Ambala,Hissar,Karnal,Kurukshetra,Palwal,Panipat, Sonipat,Yamuna- Nagar
24	Himachal Pradesh	Baddi,Bilaspur,Dharamshala, Hamirpur,Kangra,Kullu,Mandi, Shimla,Sirmaur,Solan,Una
25	Jammu & Kashmir	Jammu,Kathua,Samba
26	Jharkhand	Bokaro,Dhanbad,Hazaribagh, Jamshedpur,Ranchi
27	Karnataka	Belgaum,Bengaluru,Bidar, Gulbarga,Hubli,Mangalore, Mysore,Shimoga,Udipi
28	Kerala	Alappuzha,Kannur,Kochi,Kollam, Kottayam,Kozhikode, Malappuram,Palakkad, Thiruvananthpuram, Thrichur
29	Lakshwadweep	Kavarrati
30	Madhya Pradesh	Bhopal,Gwalior,Indore,Jabalpur, Sagar,Satna,Ujjain
31	Maharashtra	Amaravati,Aurangabad, Chandrapur,Dhule,Jalgaon, Kolhapur,Latur,Mumbai/Thane/ Navi Mumbai,Nagpur,Nanded, Nasik,Pune,Ratnagiri,Sangli, Satara
32	Manipur	Imphal
33	Meghalaya	Ri-Bhoi,Shillong
34	Mizoram	Aizawl
35	Nagaland	Kohima
36	Odisha	Angul,Balasore,Bargarh,Baripada, Berhampur(Ganjam), Bhubaneshwar,Cuttack, Dhenkanal, Jharsuguda,Rourkela, Sambalpur
37	Puducherry	Puducherry
38	Punjab	Amritsar,Bhatinda,Fategarh Sahib, Jalandhar,Ludhiana,Mohali, Pathankot,Patiala,Phagwara, Sangrur
39	Rajasthan	Ajmer,Alwar,Bhilwara,Bikaner, Jaipur,Jodhpur,Kota,Sikar,Udaipur
40	Sikkim	Gangtok
41	Tamilnadu	Chennai,Coimbatore,Dindigul, Krishnagiri,Madurai,Nagercoil, Namakkal,Perambalur,Salem, Thanjavur,Thiruchirapalli, Thoothukodi,Tirunelveli,Vellore
42	Telangana	Hyderabad,Karimnagar, Khammam,Warangal
43	Tripura	Agartala
44	Uttar Pradesh	Agra,Aligarh,Allahabad,Bareilly,

		Bulandshaher, Gorakhpur, Jhansi, Kanpur, Lucknow, Mathura, Meerut, Moradabad, Muzaffarnagar, Unnao, Varanasi
45	Uttarakhand	Dehradun, Haldwani, Haridwar, Roorkee
46	West Bengal	Asansol, Bardhaman, Berhampur, Durgapur, Greater Kolkata, Hooghly, Howrah, Kalyani, Kolkata, Siliguri

**10 (b) Pre-Examination training (NON-RESIDENTIAL):** SC/ST/OBC (Non-creamy) candidates who wish to avail the benefit of pre-examination training may register their names and other details with the Regional offices of New India Assurance 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 Recruitment Section of our website <http://newindia.co.in> for details of our Regional Offices and format of application for Training.

## 11. HOW TO APPLY

Detailed Guidelines/Procedures for:

- Application Registration
- Payment of Fees
- Photograph & Signature Scan and Upload

**Candidates can apply online only from 14.10.2016 to 01.11.2016 and no other mode of application will be accepted.**

### IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

- 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.
- 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 and mobile no. before applying online and must maintain that email account and mobile number.

#### A. Application Procedure

- Candidates to go to the Recruitment Section of Company's website <http://newindia.co.in> and click on the option "**APPLY ONLINE**" which will open a new screen.
- 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.
- 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.

- 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.
- 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.
- Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
- 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".
- Candidates can proceed to fill other details of the Application Form.
- Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
- Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
- Click on 'Payment' Tab and proceed for payment.
- Click on 'Submit' button.

#### B. Payment of Fees (Online Mode Only)

- The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- The payment can be made by using only Master/ Visa Debit or Credit cards or Internet Banking.
- 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
- On successful completion of the transaction, **an e-receipt** will be generated.
- 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.
- Candidates are required **to take a printout of the e-receipt** and online Application Form. **Please note that if the same cannot be generated, online transaction may not have been successful.**
- 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.
- To ensure the security of your data, please close the browser window once your transaction is completed.
- 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 OR 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 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 call letter 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 editor also.

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

While filling in the Online Application Form the candidate will be provided with a link to upload his 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://newindia.co.in> for downloading call letters for online tests (separately for Phase-I & II). 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 examinations, 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 The New India Assurance Co Ltd.
- c) For termination of service, if he/she has already joined the Company (The New India Assurance 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 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 recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No 36102/22/93-Estt.(SCT) dated 8-9-1993 (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 /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: 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 Orthopaedic / 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 occurrence 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 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 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 NIA (The New India Assurance 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 affect.
- f) While applying on-line for the post, the applicant should ensure that

- he/she fulfils 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 alive during the recruitment exercise. The candidates should give their 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 Tests will be purely provisional without verification of age / qualification / category (SC/ST/OBC/PWD/XS) 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 examinations, 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 the 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 Mumbai. Courts/ Tribunals/Forums at Mumbai 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 items 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://NEWINDIA.CO.IN](http://NEWINDIA.CO.IN) 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**

**DEPUTY GENERAL MANAGER  
Corporate HRM**

**Mumbai  
10.10.2016**

**FORM OF CERTIFICATE TO BE PRODUCED BY A  
CANDIDATE BELONGING TO SCHEDULED CASTE OR  
SCHEDULED TRIBE IN SUPPORT OF HIS / HER CLAIM**

**1. This is to certify that Sri / Smt / Kum\*** \_\_\_\_\_ **son / daughter\***  
**of** \_\_\_\_\_ **of village / town\*** \_\_\_\_\_ **in**  
**District / Division\*** \_\_\_\_\_ **of the State / Union Territory\*** \_\_\_\_\_ **belongs to the**  
\_\_\_\_\_ **Caste/Tribe\* which is recognized as a Scheduled Caste/ Scheduled Tribe\* under:**

- \* The Constitution ( Scheduled Castes) Order, 1950 ;
- \* The Constitution ( Scheduled Tribes) Order, 1950 ;
- \* The Constitution (Scheduled Castes)(Union Territories)Orders, 1951 ;
- \* The Constitution (Scheduled Tribes)(Union Territories)Order, 1951 ;

[as amended by the Scheduled Castes and Scheduled Tribes lists Modification) Order,1956; the Bombay Reorganisation Act, 1960; the Punjab Reorganisation Act 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation)Act, 1971, the Constitution (Scheduled Castes and Scheduled Tribes) Order (Amendment) Act,1976]:

- \* The Constitution (Jammu and Kashmir) Scheduled Castes Order,1956 ;
- \* The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976 ;
- \* The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962 ;
- \* The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962 ;
- \* The Constitution (Pondicherry) Scheduled Castes Order 1964;
- \* The Constitution (Uttar Pradesh) Scheduled Tribes Order,1967;
- \* The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968 ;
- \* The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968 ;
- \* The Constitution (Nagaland) Scheduled Tribes Order, 1970 ;
- \* The Constitution (Sikkim) Scheduled Castes Order, 1978 ;
- \* The Constitution (Sikkim) Scheduled Tribes Order, 1978 ;
- \* The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989 ;
- \* The Constitution (Scheduled Castes) Orders (Amendment)Act, 1990;
- \* The Constitution (ST) Orders (Amendment) Ordinance, 1991 ;
- \* The Constitution (ST) Orders (Second Amendment) Act,1991 ;
- \* The Constitution (ST) Orders (Amendment) Ordinance, 1996.

.....2

# 2. Applicable in the case of Scheduled Castes / Scheduled Tribes persons , who have migrated from one State / Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes\* Certificate issued to Shri / Smt / Kumari\* \_\_\_\_\_ Father /Mother\* of Sri / Smt / Kumari\* \_\_\_\_\_ -  
\_\_\_\_\_ of village / town \_\_\_\_\_ in  
District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ who belong to  
the \_\_\_\_\_ Caste / Tribe\* which is recognized as a Scheduled Caste/Scheduled Tribe\* in the State/Union  
Territory\* issued by the \_\_\_\_\_ [Name of the authority] vide their order No.  
\_\_\_\_\_ dated \_\_\_\_\_.

3. Shri/Smt/Kumari\* \_\_\_\_\_ and/or\* his/her\* family ordinarily reside(s) in  
village/town\* \_\_\_\_\_ of \_\_\_\_\_ Distict / Division\* of the State / Union Territory\* of  
\_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Place: \_\_\_\_\_ [With seal of Office]  
Date : \_\_\_\_\_ State/Union Territory

Note : The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

- 
- \* Please delete the words which are not applicable.
  - # Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste / Tribe Certificates :

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector/I Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Asst. Commissioner / Taluka Magistrate / Executive Magistrate.
2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officers of the area where the candidate and / or his family normally resides.

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES  
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/ Smt./ Kumari .....son/daughter of  
..... of village/ town .....  
In District/ Division ..... in the State / Union Territory  
.....belongs to the ..... community  
which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution  
No. .... dated .....\*. Shri/ Smt./ Kumari ..... And/or  
his/her family ordinarily reside (s) in the ..... District/ Division of the  
..... State/Union Territory. This is also to certify that he/she does not belong to the  
persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personal &  
Training O. M. No. 36012/22/93 – Estt.(SCT) dated 08.09.1993\*\*.

District Magistrate  
Deputy Commissioner etc.

Dated:

Seal

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\*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

\*\* - As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the people Act, 1950.

**Disability Certificate**

(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size  
Attested  
Photograph  
(Showing face  
only) of the  
person with  
disability

Certificate No. :

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum. \_\_\_\_\_ son/wife/daughter of Shri  
\_\_\_\_\_ Date of Birth (DD / MM / YY) \_\_\_\_ \_\_\_\_ \_\_\_\_

Age \_\_\_\_\_ years, male/female Registration No. \_\_\_\_\_ permanent resident of House  
No. \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Post Office  
\_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose photograph is affixed  
above, and am satisfied that :

(A) he/she is a case of :

- Locomotor disability
- Blindness

(Please tick as applicable)

(B) The diagnosis in his/her case is \_\_\_\_\_

(A) He/She has \_\_\_\_\_% (in figure) \_\_\_\_\_ percent (in words) permanent physical  
impairment/blindness in relation to his/her \_\_\_\_\_ (part of body) as per guidelines (to be specified)

2. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

Signature/Thumb  
impression of the  
person in whose  
favour disability  
certificate is  
issued.

(Signature and Seal of Authorised Signatory of notified Medical Authority)

**FORM - III**  
**Disability Certificate**  
(In case of multiple disabilities)  
**(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)**

Recent PP size  
Attested  
Photograph  
(Showing face  
only) of the  
person with  
disability

Certificate No. :

Date :

This is to certify that we have carefully examined

Shri/Smt./Kum. \_\_\_\_\_ son/wife/daughter of Shri  
\_\_\_\_\_ Date of Birth (DD / MM / YY) \_\_\_\_ \_\_\_\_ \_\_\_\_  
Age \_\_\_\_ years, male/female \_\_\_\_\_ Registration No. \_\_\_\_\_ permanent resident of  
House No. \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Post  
Office \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose photograph is  
affixed above, and are satisfied that :

(A) He/she is a Case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below :

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified), is as follows :-

In figures :- \_\_\_\_\_ percent

In words :- \_\_\_\_\_ percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :  
(i) not necessary,

Or

(ii) is recommended / after \_\_\_\_\_ years \_\_\_\_\_ months, and therefore this certificate shall be valid till (DD / MM / YY) \_\_\_\_\_

@ - e.g. Left/Right/both arms/legs

# - e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and Seal of the Medical Authority

Name and seal of Member	Name and seal of Member	Name and seal of Chairperson

Signature/Thumb impression of the person in whose favour disability certificate is issued.

**FORM - IV**  
**Disability Certificate**  
(In cases other than those mentioned in Forms II and III)  
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size  
Attested  
Photograph  
(Showing face  
only) of the person  
with disability

Certificate No. :

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum. \_\_\_\_\_ son/wife/daughter of Shri  
\_\_\_\_\_ Date of Birth (DD / MM / YY) \_\_\_\_ \_\_\_\_ \_\_\_\_  
Age \_\_\_\_\_ years, male/female \_\_\_\_\_ Registration No. \_\_\_\_\_ permanent resident of  
House No. \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Post  
Office \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose photograph is  
affixed above, and am satisfied that he/she is a Case of \_\_\_\_\_ disability. His/her extent of  
percentage physical impairment/disability has been evaluated as per guidelines (to be specified) and is shown  
against the relevant disability in the table below :

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(Please strike out the disabilities which are not applicable.)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary,  
Or

(ii) is recommended / after \_\_\_\_\_ years \_\_\_\_\_ months, and therefore this certificate shall be valid till (DD / MM / YY) \_\_\_\_\_

@ - e.g. Left/Right/both arms/legs # - e.g. Single eye / both eyes £ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)  
(Name and Seal)

Countersigned

{Countersignature and seal of the  
CMO/Medical Superintendent/Head of  
Government Hospital, in case the  
certificate is issued by a medical  
authority who is not a government  
servant (with seal)}

Signature/Thumb  
impression of the  
person in whose  
favour disability  
certificate is issued.

Note : In case this certificate is issued by a medical authority who is not a government servant , it shall be valid only if countersigned by the Chief medical Officer of the District.

Note: The principal rules were published in the Gazette of India vide Notification number S.O.908 (E), dated the 31<sup>st</sup> December , 1996.

PROFORMA - A

Form of Certificate applicable for Released/Retired Personnel

It is certified that No. \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_  
whosedate of Birth is \_\_\_\_\_ has rendered Service from \_\_\_\_\_ to \_\_\_\_\_ in  
Army/Navy/Air Force.

2. He has been released from military services :

% a) on completion of assignment otherwise than

- (i) by way of dismissal, or
- (ii) by way of discharge on account of misconduct or inefficiency, or
- (iii) on his own request, but without earning his pension, or
- (iv) he has not been transferred to the reserve pending such release.

%b) on account of physical disability attributable to Military Service.

%c) on invalidment after putting in at least five years of Military service

3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time.

Place : \_\_\_\_\_ Signature, Name and Designation of the  
Competent Authority \*\*

Date: \_\_\_\_\_ SEAL

*% Delete the paragraph which is not applicable.*

**\*\* Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows :**

- (a) In case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy : Directorate of Personnel, Naval Hqrs., New Delhi; Air Force : Directorate of Personnel Officers, Air Hqrs., New Delhi.
- (b) In case of JCOs/ORs and equivalent of the Navy and Air Force : Army : By various Regimental Record Offices; Navy : BABS, Mumbai; Air Force : Air Force Records, New Delhi.

**PROFORMA - B**

**Form of Certificate for Serving Personnel  
(Applicable for serving personnel who are due to be released within one year)**

It is certified that No. \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ is serving in the  
Army/Navy/Air Force from \_\_\_\_\_.

2. He is due for release/retirement on completion of his specific period of assignment on or before 30.09.2017.
  
3. No disciplinary case is pending against him

Place :

Signature, Name and Designation of the  
Competent Authority \*\*

Date:

SEAL

**\*\* Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows :**

- (a) **In case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy : Directorate of Personnel, Naval Hqrs., New Delhi; Air Force : Directorate of Personnel Officers, Air Hqrs., New Delhi.**
  
- (b) **In case of JCOs/ORs and equivalent of the Navy and Air Force : Army : By various Regimental Record Offices; Navy : BABS, Mumbai; Air Force : Air Force Records, New Delhi.**

**PROFORMA - C**

**Undertaking to be given by serving Armed Force personnel who are  
due to be released within one year**

**I understand that if selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/ retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.**

**Place :**

**Date :**

**Signature and Name of Candidate**

**PROFORMA - D**

**Form of Certificate applicable for Serving Armed Force Personnel who have already completed their initial assignment and are on extended assignment**

It is certified that No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ whose date of birth is \_\_\_\_\_ is serving in the Army/Navy/Air Force from \_\_\_\_\_

2. He has already completed his initial assignment of five years on \_\_\_\_\_ and is on extended assignment till \_\_\_\_\_
3. There is no objection to his applying for civil employment and he will be released on three months notice on selection from the date of receipt of offer of appointment.

Place :

Signature, Name and Designation of the  
Competent Authority \*\*

Date :

SEAL

**\*\* Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows :**

- (a) In case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy : Directorate of Personnel, Naval Hqrs., New Delhi; Air Force : Directorate of Personnel Officers, Air Hqrs., New Delhi.
- (b) In case of JCOs/ORs and equivalent of the Navy and Air Force : Army : By various Regimental Record Offices; Navy : BABS, Mumbai; Air Force : Air Force Records, New Delhi.

## SCRIBE DECLARATION FORM

### GUIDELINES REGARDING PERSONS WITH DISABILITIES

Those candidates who are visually impaired or affected by cerebral palsy with loco-motor impairment and whose writing speed is affected can use own scribe at own cost during the online examination. In all such cases where a scribe is used, the following rules will apply:

- Please ensure you are eligible to use a scribe as per the Government of India rules governing the recruitment of Persons with Disabilities.
- **The candidate will have to arrange his / her own scribe at his/her own cost.**
- **The scribe may be from any academic stream.**
- **Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination**
- **Compensatory time of twenty minutes per hour 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 (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 of examination.**
- **The facility of viewing the contents of the test in magnified 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**
- **The same scribe cannot be used by more than one candidate.** In addition, the scribe arranged by the candidate should not be a candidate for 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.
- **The Scribe should not be an active employee of The New India Assurance Co Ltd.**
- **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 examination.**

---

Please fill up the **DECLARATION** and submit along with the call letter.

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### DECLARATION

We, the undersigned, Shri/Smt/Kum. \_\_\_\_\_ **eligible candidate** for the  
\_\_\_\_\_ examination and Shri/Smt/Kum. \_\_\_\_\_

**eligible writer (scribe)** for the eligible candidate, do hereby declare that :

1. The scribe is identified by the candidate at his/her own cost and as per own choice.  
The candidate is **blind/low vision** or affected by **cerebral palsy** with **loco-motor impairment and his/her writing speed is affected** and s/he needs a writer (scribe) as permissible under the Government of India rules governing the recruitment of Persons with Disabilities.
2. As per the rules, the candidate availing services of a scribe is eligible for compensatory time of 20 minutes for every hour of the examination.
3. In view of the importance of the time element and the examination being of a competitive nature, the candidate undertakes to fully satisfy the Medical Officer of the Organization that there was necessity for use of a scribe as his/her writing speed is affected by the disabilities mentioned in Paragraph '1' above.

4. In view of the fact that multiple appearance / attendance in the examination are not permitted, the candidate undertakes that he/she has not appeared / attended the examination more than once and that the scribe arranged by him/her is not a candidate for 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.
5. We declare that the scribe is not an active employee of The New India Assurance Co Ltd.
6. We hereby declare that all the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of recruitment that we do not fulfill the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the candidature of the applicant will stand cancelled, irrespective of the result of the examination. If any of these shortcoming(s) is/are detected even after the candidate's appointment, his/her services are liable to be terminated. In such circumstances, both signatories will be liable to criminal prosecution.

**Given under our signature:-**

**Signature of the Scribe:** \_\_\_\_\_

**Signature of the Candidate:** \_\_\_\_\_

**Postal address:**

**Discipline applied for:**

**Educational Qualification  
of the Scribe:**

**Registration No:**

**Roll No:**

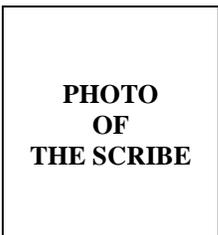
**STD Code ..... Phone No.....**

**Postal address:**

**Cell No, if any.....**

**STD Code ..... Phone No.....**

**Cell No, if any.....**



\_\_\_\_\_

**Signature of Invigilator**