



**United India Insurance Company Ltd.**

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



**United India Insurance Company, a leading Public Sector General Insurance Company wholly owned by Government of India renders service with highest network across the country in the non-life insurance industry. A rapidly growing company with 1436 offices, highest in the whole non-life insurance industry throughout the country has crossed gross premium of Rs.8000 Cr and standing tall in the industry with its unique style of best service to the customers.**

The company is celebrating its Platinum Jubilee in this year, and leading the non-life insurance industry with its innovative products and approach. A technologically advanced, customer friendly company with the solvency margin of 2.75, the best in the industry is rated **IAAA** by ICRA for 8 consecutive years.

The company is recognized with the awards of "*Best General Insurer of the Year 2010*" by *NDTV Profit*, one of the *top three General Insurers in Asia at 14<sup>th</sup> Asia Insurance Industry Awards 2010*, *Skoch Financial Inclusion Award for 2011*, *Bloomberg UTV Award for the Best General Insurer (Public Sector) of the Year 2011* and *Best Insurer – Non Life by the "Dalal Street Investment Journal's PSU Awards 2011."*

The company is in the task of recruiting young and dynamic candidates for its offices all over India for its requirement in Specialist and Generalist disciplines. Applications are invited from Indian Citizens for the post of **Administrative Officer (Scale I)**.

**(1) Total No of Vacancies:**

<b>Total Vacancies</b>	<b>SC</b>	<b>ST</b>	<b>OBC</b>	<b>Un-reserved</b>
350	45	21	92	192

**Note:**

- a) In respect of vacancies reserved under OBC Category, a sub-quota of 4.5% reservation for minorities is applicable on the OBC vacancies as per DoPT guidelines. The same shall be subject to prevailing reservation guidelines issued from time to time.
- b) Reservation for Released Emergency Commissioned Officers (ECO), Short Service and Retrenched Commissioned Officers (SSCRO) shall be as per rules.
- c) The vacancies reserved for Persons with Disabilities is 12 (including 2 backlog)

**(2) Eligibility conditions: (As on 31.12.2011)**

**(A) Educational Qualification:**

<b>Group &amp; Code No.</b>	<b>Minimum educational qualification</b>
<b>Group A Code No.01</b>	ACS / ACWA / ACA or M.com with 60% (55% for SC/ST candidates) marks in aggregate from a recognised University.
<b>Group B Code No. 02</b>	MCA (Masters in Computer Applications), MIT (Masters in Information Technology), MCM in Computer Management) or BE (Computer Science/ECE/EEE)
<b>Group C Code No. 03</b>	LLB or equivalent qualification with minimum three years experience as a practicing lawyer. (two years experience for SC/ST candidates)
<b>Group D Code No. 04</b>	B.E./B.Tech in the disciplines of Mechanical, Electrical, Civil, Electronics and Metallurgy
<b>Group E Code No. 05</b>	Post Graduate in statistics/ Mathematics/Actuarial Science. Pass in atleast three papers of the examination conducted Actuarial Society of India (any of the papers out of CT - 1, CT -2, CT - 3, CT - 5 and CT -7)
<b>Group F Code No.06</b>	Graduation with 60% (55% for SC/ST candidates) or Post Graduation with minimum 55% (50% for SC/ST candidates) marks in aggregate from recognised University.

**NOTE:**

- (i) The candidates should apply for **any one** of the above Groups only
- (ii) Qualifications mentioned above should be from any recognised University / Institute duly approved by UGC / AICTE as the case may be.
- (iii) Other things being equal, preference will be given to candidates having post qualification experience in their area of specialization and/or having qualification in non-life Insurance.
- (iv) Working knowledge of Computer is must.

**(B) Age (As on 31.12.2011) Minimum age : 21 years**

Maximum age limit :

1	General	30 years
2	SC/ST	35 years
3	OBC	33 years
4	ECO / SSRCO	35 years
5	Physically challenged	40 years
6	Physically challenged candidates, if SC/ST	45 years
7	Physically challenged candidates, if OBC	43 years
8	All persons who have ordinarily been domiciled in Kashmir Division of J & K State during the period from 01.01.1980 to 31.12.1989	35 years
9	Resident of Assam State during the period from 01.01.1980 to 15.08.1985	35 years

For confirmed employees of General Insurance Corporation of India, Public Sector General Insurance Companies, AICIL the maximum age limit will be as under:

General: 40 years

SC/ST: 45 years

OBC: 43 years

**(3) Application Fee:**

Fee payment are to be made thro' any Branch of State Bank of India by paying appropriate application fee in **Account No 32225814791 in favour of "UNITED INDIA INSURANCE COMPANY LIMITED"** by filling the Fee Payment Challan (AVAILABLE IN OUR WEBSITE) and remitting the amount. The amount of fee to be paid is indicated below:

Category of Applicant	Amount of Fees/ Service Charges to SBI (Non-refundable)
SC/ ST/ Persons with Disability (PWD), Permanent Employees of UIICL	<b>Rs. 100/-+ Rs 25/-</b> as service charges to SBI
All other categories(GEN/ OBC/ ECO/SSRCO)	<b>Rs. 500/-+ Rs 25/-</b> as service charges to SBI

**(4) Date of Written Examination:** 3rd June 2012 (Tentatively)

**(5) Emoluments and Benefits:** Rs.30,000/- p.m. (approx)

Basic pay in the scale of Rs.17240/-840(14)-29000-910(4)-32640 and other admissible allowances as applicable. Besides emoluments, other benefits like Gratuity, LTS, Medical Benefits, Group Personal Accident Insurance, Group Savings Linked Insurance Scheme (GSLI), Performance Linked Incentive (PLI) and Pension as applicable would be extended as per rules of the Company.

**(6) Service Conditions:**

As applicable in the Company from time to time. Posts are permanent and the selected candidates on appointment may be posted or transferred to any place in India as may be decided by the Company.

**(7) Selection Procedure:**

Candidates will be called for written examination which would comprise of

**Multiple Choice Objective Type Test, Aptitude Tests & Professional Knowledge Test specific to each of the Group (A, B ,C, D & E) as may be applicable.**

**Details will be given in the Call Letter for Written Examination which will be made available for download from website**

**Descriptive Test:**

The test in English language shall be Descriptive paper comprising Essay, Precis, Comprehension etc.

On the basis of performance in written examination, candidates will be called for interview and final selection will be made on the performance in written examination and interview. Outstation candidates called for interview will be reimbursed to and fro second class rail fare/bus fare by the shortest route from the station of residence to the place of interview on production of evidence of having undertaken journey for interview purpose.

### **(8) Examination Centres :**

Competitive written examination will be held at specific centres in India. The candidates may choose any one of the following centres which must be indicated in the application form clearly. No change of the centre will be allowed at a later date. Company reserves the right to direct candidates to appear at a centre other than the one chosen by them for written examination without monetary assistance. Company reserves the right to hold the written examination at some and not all the examination centres listed below depending upon the number of candidates and other relevant factors. Appearing in the written exam will not automatically confirm any right of being selected for the above said posts.

<b>Centre</b>	<b>Code</b>	<b>Centre</b>	<b>Code</b>
Ahmedabad	71	Kochi	84
Allahabad	72	Lucknow	85
Bengalooru	73	Madurai	86
Bhopal	74	Mumbai	87
Bhubaneswar	75	Nagpur	88
Chandigarh	76	New Delhi	89
Chennai	77	Patna	90
Coimbatore	78	Pune	91
Guwahati	79	Raipur	92
Hyderabad	80	Ranchi	93
Jaipur	81	Thiruvananthapuram	94
Jammu	82	Vizag	95
Kolkata	83		

### **(9) Probation:**

Selected candidates if certified to be medically fit, may be appointed as ADMINISTRATIVE OFFICER (SCALE-I) on probation for a period of one year which may be extended by a further period of six months.

The Company reserves the right to terminate the service of the candidate if found unsuitable at any time during the probationary period or the extended probationary period without any notice or assigning any reason thereof. During the probationary period, candidates may be required to undergo theoretical / practical training as may be prescribed / arranged for them.

### **(10) 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 probationary period. In the event of their resigning from the Company before the expiry of the bond period, they will be liable to pay liquidated damages equivalent to one year's gross salary paid to them during the year of probation which could be proportionately reduced depending on the length of service rendered. Besides, he/she will have to submit a stamped Bond duly executed by two sureties of sound financial standing for an amount equivalent to one year's gross salary.

Candidates resigning from the Company during the probationary 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.

**(11) How to Apply:**

1. **Candidates are required to apply Online through website [www.uiic.co.in](http://www.uiic.co.in). No other means/ mode of application will be accepted.**
2. **Candidates are required to have a valid personal email ID.** It should be kept active during the currency of this recruitment. The company may send call letters for written test, interview etc. through the registered email ID. **Under no circumstances, he/she should share/ mention email ID to/ or of any other person.** Candidates can also download their call letters from the website by logging in using their application number and date of birth. Call letters will be uploaded on the website about two weeks before the date of written examination.
3. In case, a candidate does not have a valid personal email ID, he/she should create his/ her new email ID before applying Online.
4. Applicants are first required to go to the UIIC's website [www.uiic.co.in](http://www.uiic.co.in) and open the link 'Recruitment'. Thereafter, open the Recruitment Notification entitled 'UIIC ADMINISTRATIVE OFFICERS RECRUITMENT - 2011'
5. Take a print of the entire Recruitment Notification, including the 'FEES PAYMENT CHALLAN'.
6. Fill in the Fee Payment Challan in a clear and legible handwriting in BLOCK LETTERS.
7. Candidates are required to visit a Branch of State Bank of India with the Fee Payment Challan duly filled in and pay, in Cash the appropriate Application Fee in **Account No 32225814791** in favour of "United India Insurance Company Limited". The amount of fee to be paid is indicated below :

Category of Applicant	Amount of Fees/ Service Charges to SBI (Non-refundable)
SC/ ST/ Persons with Disability (PWD), Permanent Employees of UIICL	₹.100/-+ Rs 25/- as service charges to SBI
All other categories( GEN/ OBC/ ECO&SSRCO)	₹. 500/-+ Rs 25/- as service charges to SBI

8. Obtain the Counterfoil (Applicant's Copy) of the Fee Payment Challan duly received by the Bank with **(a) Branch Name & Code Number (b) Transaction ID/Journal No (c) Date of Deposit & Amount** filled by the Branch Official.
9. Candidates are now ready to apply Online by re-visiting the Recruitment Page of the UIIC's website and going to the sublink titled **"Online APPLICATION FOR UIIC ADMINISTRATIVE OFFICERS RECRUITMENT 2012"**. **Click on this sublink will open up the appropriate Online Application Format.**
10. Carefully fill in the necessary details from the Fee Payment Challan in the Online Application Form at the appropriate places. Fill in other required details therein and click on the "SUBMIT" button at the end of the On-line Application Form.
11. After applying on-line, take a print out of the system generated online application form and retain it for future reference. DO not send this printout to the company.
12. Candidates are advised in their own interest to apply on line much before the closing date and not to wait till last date to avoid the possibility of disconnection/inability/failure to log on to the company's website on account of heavy load on internet/website jam.
13. The company does not assume any responsibility for the candidates not being able to submit the application within the last date on account of the aforesaid reasons or for any other reason beyond the control of the company.

14. Candidates are advised to frequently visit the company's website for any information which may be put for further guidance.
15. **The name of the candidate or his/ her father/ husband etc should be spelt correctly in the application as it appears in the certificates/ mark sheets. Any change/ alteration found may disqualify the candidature. Since, the application is through on-line mode filled by the candidate, no change of centre for examination will be entertained and therefore the candidates are advised to take due care while filling the on-line application. No correspondence on change of centre shall be entertained at any stage.**

**IMPORTANT DATES:-**

<b>Website Link Open</b>	<b>From 07.04.2012 To 25.04.2012</b>
<b>Date of Written Test</b>	<b>03.06.2012 (Tentatively)</b>
<b>Payment of fees at SBI Branches</b>	<b>From 07.04.2012 To 25.04.2012</b>

**12. General Conditions:**

1. The candidates would be required to submit the attested copies of certificates as per the details given below in proof of their age/date of birth, educational qualifications, community to which they claim to belong etc., at the time of interview, if called at a later stage.

- a. Caste Certificate in respect of SC/ST/OBC candidates is to be obtained (to be produced at the time of interview, if called) from the following Authorities:
- i. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Deputy Collector / 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
- b. Sub-Divisional Officer of the area where the candidate and/or his family normally resides. In so far as the Scheduled Tribes communities of Tamil Nadu are concerned, only the Certificate given by the Revenue Divisional Officer (instead of Tehsildar) would be accepted.
- c. For claiming reservation under OBC category, candidate should belong to such Caste or Community, which is common to both the lists in respect of Mandal Commission and the State Govt. lists from the State of his/her origin (as per the list published by the Central Govt.). The benefits of reservation shall not apply to persons/sections belonging to "Creamy Layer" as specified vide Column 3 of the Schedule of the Department of Personnel and Training OM No.36012/22/93-Estt (SCT) dated 08.09.1993. Candidates should produce certificate (at the time of interview, if called) as per proforma prescribed by Ministry of Personnel, Public Grievances and Pensions, Government of India, which should include that they do not belong to "Creamy Layer".

2. **Company reserves the right to fix minimum eligibility standard/bench mark and restrict the number of candidates to be called for interview taking into account various factors like number of vacancies, performance of the candidates etc., and decide to determine the qualifying marks for selecting candidates for interview. The company also reserves the right to fix minimum eligibility standard/cut-off marks (Group/Stream/Discipline/Category-wise etc.,) while finalizing such candidates to be called for interview as well as selecting the candidates for final selection after the interview. The decision of the company in this regard shall be final and binding and no correspondence in this regard would be entertained with the candidates.**

3. Company has its Offices throughout India and the Company shall have the prerogative to decide on allotment and posting of the selected candidates depending on the requirement and not at the candidate's choice and no requests in this regard would be entertained.
4. The decision of the Company will be final and binding in all matters. The Company takes no responsibility for any delay in receipt of or non receipt of application or communication at any point of time during the recruitment exercise.
5. Company reserves the right not to call any candidates to appear at the written examination and interview.
6. Applications once made will not be allowed to be withdrawn and fee/service charges paid shall not be refunded under any circumstances.
7. In case it is found at any stage of recruitment the candidate does not fulfill the eligibility criteria and/or he/she has furnished any incorrect/false/incomplete information or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings detected even after appointment, his/her services are liable to be terminated forthwith. Before applying for any post, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in this advertisement. The decision of the Company in respect of matters concerning eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of conduct of interview, selection and any other matter relating to recruitment will be final and binding on the candidate.
8. The Company shall not entertain any correspondence or personal enquiries.
9. Canvassing in any form will disqualify the candidate for consideration for the posts.
10. Any resulting dispute arising out of this process / advertisement shall be subject to the sole jurisdiction of the Courts situated in Chennai.
11. In case an applicant is not short-listed, no claim for refund of cost of application or fee shall be entertained.
12. Candidates serving in Govt/Quasi Govt/Public Sector Undertakings are not required to send the application through proper channel, but they have to produce No Objection Certificate from their employer at the time of interview if shortlisted for interview.

**Place: Chennai – 14**

**Date: 04.04.2012**

**DEPUTY GENERAL MANAGER(HR)**