



# UNITED INDIA INSURANCE COMPANY LIMITED

Regd. & Head Office : 24, Whites Road, Chennai – 600 014

Website : [www.uiic.co.in](http://www.uiic.co.in)

United India Insurance Co. Ltd. is a leading Public sector general insurance company wholly owned by Government of India. A recipient of prestigious SKOCH award for effective financial inclusion, adjudged one of top three General Insurance Companies in Asian region by Asia Insurance Review and awarded the Best Non-life Insurance Company award by NDTV-Profit for the year 2010. It has business performance of Rs.5239 Crores at a growth rate of 22.47 %, which is highest among the all non-life insurers in the country in the year ended 31.3.2010. 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:

Total Vacancies	SC	ST	OBC	Un-reserved
300	44	20	81	155

Reservation for released Emergency Commissioned Officers (ECO), Short Service and Retrenched Commissioned Officers (SSCRO) shall be as per rules. The vacancies reserved for Persons with Disabilities is 14 (including 2 back log vacancies)

The candidates should apply for any one of the following Groups only:

## (2) Eligibility conditions: (As on 31.12.2010)

### (A) Educational Qualification:

Group & Code No.	Minimum educational qualification
Group A Code No.01	ACS / ACWA / ACA or M.com with 60% (55% for SC/ST candidates) marks in aggregate from a recognised University.
Group B Code No. 02	LLB or equivalent qualification with minimum three years experience as a practicing lawyer. (two years experience for SC/ST candidates)
Group C Code No. 03	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)
Group D Code No. 04	B.E / B.Tech in Agriculture Engineering or B.Sc (Agri) with 60% marks(55% for SC/ST candidates)
Group E Code No.05	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) Qualifications mentioned above should be from any recognised University / Institute duly approved by UGC / AICTE as the case may be.

(ii) 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.

(iii) Working knowledge of Computer is must.

**(B) Age (As on 31.12.2010)**

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
8	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, Tariff Advisory Committee, 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 31601917796 in favour of "UNITED INDIA INSURANCE COMPANY LIMITED"** by filling the **Fee Payment Challan** and remitting the amount. The amount of fee to be paid is indicated below :

Category of Applicant	Amount of Fees/ <b>Service Charges to SBI</b> (Non-refundable)
SC/ ST/ Persons with Disability (PWD), Permanent Employees of UIICL	<b>Nil</b>
All other categories(GEN/ OBC/ Ex-Servicemen etc)	<b>Rs. 500/-+ Rs 40/- as service charges to SBI</b>

**(4) Date of Written Examination :27.03.2011**

**(5) Emoluments and Benefits : Rs.27,000/- 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) as may be applicable.**

**Details will be given in the Information Handout which will be made available for download from website alongwith call letter for Written Examination.**

**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 overall 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.

Centre	Code	Centre	Code
Ahmedabad	71	Kolkata	84
Allahabad	72	Kochi	85
Bengalooru	73	Lucknow	86
Bhopal	74	Madurai	87
Bhubaneswar	75	Mumbai	88
Chandigarh	76	Nagpur	89
Chennai	77	New Delhi	90
Coimbatore	78	Patna	91
Guwahati	79	Pune	92
Hubli	80	Raipur	93
Hyderabad	81	Ranchi	94
Jaipur	82	Thiruvananthapuram	95
Jammu	83	Vizag	96

#### **(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.**

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 31601917796** in favour of "United India Insurance Company Limited". The amount of fee to be paid is indicated below :

Category of Applicant	Amount of Fees/ <b>Service Charges to SBI (Non-refundable)</b>
SC/ ST/ Persons with Disability (PWD), Permanent Employees of UIICL	Nil
All other categories( GEN/ OBC/ Ex-Servicemen etc.)	<b>Rs. 500/-+ Rs 40/- as service charges to SBI</b>

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 2011**". 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. **Original counterfoil of the fee payment challan will have to be submitted with the Call Letter at the time of written test. Without counterfoil of the fee payment challan, the candidates will not be allowed to appear in the written test. Candidates are, therefore, advised to keep 3 photocopies of the fee payment challan for future use.**
12. 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.
13. 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.
14. 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.
15. Candidates are advised to frequently visit the company's website for any information which may be put for further guidance.
16. **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.**

**IMPORTANT DATES :-**

<b>Website Link Open</b>	<b>From 07.02.2011 To 26.02.2011</b>
<b>Date of Written Test</b>	<b>27.03.2011</b>
<b>Payment of fees at SBI Branches</b>	<b>From 07.02.2011 To 26.02.2011</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
- iv. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

b). 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 restrict the number of candidates to be called for interview based on their performance in the written examination and commensurate with the number of vacancies.
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: 07.02.2011**

**DEPUTY GENERAL MANAGER(HR)**

