



United India Insurance Company Ltd.

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

United India Insurance Company, is a leading Public Sector General Insurance Company wholly owned by Government of India with a gross premium of about Rs.10,000 crores. A rapidly growing company with more than 1600 offices, highest network in the non-life insurance industry throughout the country.

The company proposes to recruit young and dynamic candidates for its offices all over India for its requirement in Generalist and Specialist discipline. Applications are invited from eligible Indian Citizens for the post of **Administrative Officer (Scale I)**.

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

Discipline	No. of Posts	SC	ST	OBC	UR	PWD (HI/VI/OC)
Finance	60					
Automobile Engineering	10					
Legal	10					
Total Specialist	80					
Generalist	243					
Total Vacancies	323	45	21	87	170	7

Note:

- i) The discipline wise numbers mentioned above are provisional/indicative. The Company reserves the right not to select any candidate from any of the discipline mentioned above. The discipline wise numbers indicated above may vary and/or can be interchanged at any stage of recruitment process.
- ii) Not more than one application should be submitted by any candidate. In case of multiple Applications across or within posts, only the latest valid (completed) application will be retained and the application fee/intimation charges paid for the other multiple registration(s) will stand forfeited. Multiple attendance/ appearances in the online examination and/ interview will be summarily rejected/ candidature cancelled.

The vacancies indicated above are only tentative and actuals may vary. The vacancies are substantially in Western and Southern Zones of the Country and the candidates selected will be posted mostly to the offices in Southern/Western zones. The candidates cannot have any right or preference for posting in any particular State of his choice as the selection and posting is on All India basis. The company's decision would be final in all these cases and the candidates are liable to be posted anywhere across the Country.



(2) Eligibility conditions: (As on 01/10/2014)

Candidates should possess certificate in proof of passing the qualifying examination as on 01/10/2014.

- a) For Generalist Stream, a candidate must possess the minimum qualification of a Degree in any discipline from a recognized University OR any equivalent qualification recognized as such by Central Government.
- b) For Specialist Stream, a candidate must possess the minimum qualification of Degree in the relevant discipline from a recognized University OR any equivalent qualification recognized as such by Central Government.

The minimum Educational Qualification required for various disciplines are:

S.No	Discipline	Minimum Qualification
1	Finance	Chartered Accountant (ICAI)/Cost Accountant (ICWA)/MBA Finance* /M.Com/B.Com
2	Automobile Engineering	B.E/B.Tech in Automobile Engineering OR Graduate in Mechanical Engineering with Diploma (at least one year duration) in Automobile Engineering
3	Legal	Degree in law from a recognized University or any equivalent qualification recognized as such by Central Government.
4	Generalist	Graduate in any stream

*MBA Finance candidates must furnish certificate from University confirming their specialization in Finance at the time of interview, failing which they will not be allowed to appear for the Interview.

Note:

- (i) Qualifications mentioned above should be from any recognised University / Institute in India duly approved by UGC / AICTE as the case may be with appropriate pattern like 10+2+3 or its equivalent pattern.
- (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) The candidates should have completed the qualification mentioned above on or before 01.10.2014. Those who have written the examination as on 01.10.2014 and whose results are declared after 01.10.2014 are not eligible to apply.
- (iv) Working knowledge of Computer is a must.

Age: A candidate must be of the Minimum Age of 21 years and the Maximum Age of 30 years as on 01/10/2014. Candidate must have been born not earlier than 2-10-1984 and



not later than 1-10-1993 (both days inclusive). Relaxation in upper age limit shall be as follows:

Sr. No.	Category	Age relaxation
1	Scheduled Caste/Scheduled Tribe	5 years
2	Other Backward Classes (eligible for reservation)	3 years
3	Persons With Disability	10 years
4	Ex-Servicemen / Disabled Ex-Servicemen	Actual period of service rendered in the defence forces + 3 years (8 years for Disabled Ex-Servicemen belonging to SC/ST) subject to a maximum age limit of 45 years
5	Widows, Divorced women and women legally separated from their husbands who have not remarried	9 years
6	Persons ordinarily domiciled in the Kashmir Division of the State of Jammu & Kashmir during the period 1-1-80 to 31-12-89	5 years
7	Existing Confirmed Employees of Public Sector General Insurance Companies (including GIC & Agriculture Insurance Company of India Ltd.)	8years

Note:

i) In case of a candidate who is eligible for relaxation under more than one of the above categories, the age relaxation will be available on a cumulative basis subject to the maximum age not exceeding 45 years.

ii) Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) for verification at the time of Interview and/or any subsequent stage of recruitment process.

iii) The age relaxation for Emergency Commissioned Officers (ECOs)/Short Service Commissioned Officers (SSCOs) shall be as applicable to Ex-Servicemen.

DEFINITION OF EX-SERVICEMEN (EXSM)

- i. 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.



- ii. **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.

DEFINITION OF 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:-

Visually Impaired (VI)

Blindness refers to condition where a person suffers from any of the following conditions namely (1) Total absence of sight, (ii) Visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses. (iii) 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 of execution of a task with appropriate assistive device.

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.

Orthopaedically 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 Orthopaedically Challenged Persons would be covered under the category of 'Locomotor disability or cerebral palsy'.

GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE (SPECIALIST)

The visually impaired candidates and candidates whose writing speed is affected by cerebral palsy can use their own scribe at their 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 should be from an academic stream different from that stipulated for the post.
- 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.
- 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 favourably entertained.

Guidelines for candidates

(i) with locomotor disability and cerebral palsy

An extra 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).

(ii) 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 magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

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

GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE (GENERALIST)

The visually impaired candidates and candidates whose writing speed is affected by cerebral palsy can use their own scribe at their 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.
- 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



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Candidates eligible for and who wish to use the services of scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.

(3) Application Fee/Intimation charges:

A Fee as indicated below is to be made thro' Online

Category of Applicant	Amount (Non-refundable)
SC/ ST/ Persons with Disability (PWD), Permanent Employees of UIIC	Rs. 100/-
All others	Rs. 500/-



(4) Important Dates:

Publication of Advertisement in Newspaper	29/10/2014
Online Registration commences from	29/10/2014
Last Date of online Registration	18/11/2014
Payment of Application Fees/Intimation charges	29/10/2014 to 18/11/2014
Date of Screening Test	Last week of December 2014
Date of Main Exam & Descriptive test	Third/Last week of January 2015
Downloading of Call letters for Screening Test	10 days prior to the date of exam
Downloading of Call letters for Main Exam & descriptive test	10 days prior to the date of exam
Submission of list of successful candidates for Interview	February 2015

(5) Emoluments and Benefits: Rs.37,000/- p.m. (approx) in Metropolitan centres.

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, Performance Linked Incentive (PLI) and National Pension System (NPS), leased accommodation would be extended as per rules of the Company. The pay scales are under revision with effect from August 2012.

(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:

The selection would be in the stages of Screening test and Main examination (online multiple choice objective type) Descriptive Test and interview. All the candidates who applied and are eligible as per criteria prescribed for the post shall undergo screening test (objective type) to be conducted tentatively on 28 or 29th December 2014 through online_mode. The shortlisted candidates who qualify in screening test based on cut off marks shall become eligible to appear for main examination. The screening test will only be qualifying nature. 10 times the number of vacancies in each discipline/category will be called for Main exam and Descriptive Test, which will also be conducted through online_mode.



A candidate shall be required to qualify in descriptive test, but the marks in descriptive paper shall not count for final selection. The finally qualified candidates will be called for interview upto three times the vacancies of the respective categories/discipline and final selection will be made on the basis of performance in the online objective test (main exam) 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.

Please note- UIIC reserves the right to conduct Main exam directly without the screening test if the number of candidates applied is not high or for any other reason.

The Structure for Screening Test and Main Exam is as under:

(i) Structure of Screening Test

Sr. No.	Name of Tests	No. of Qs.	Marks	Duration
1	English Language	30	30	Composite time of 1 hour
2	Quantitative Aptitude	35	35	
3	Reasoning Ability	35	35	
	Total	100	100	

(ii) Structure of Main Examination (for Generalist)

Sr. No.	Name of Tests	No. of Qs.	Marks	Duration
1	Reasoning	50	50	Composite time of 2 hours
2	English Language	40	40	
3	Quantitative Aptitude	50	50	
4	General Awareness (with special reference to Financial Sector)	40	40	
5	Computer Literacy	20	20	
	Total	200	200	

(iii) Structure of Main Examination (for Specialist)

Sr. No.	Name of Tests	No. of Qs.	Marks	Duration
1	Reasoning	40	40	Composite time of 2 hours
2	English Language	40	40	
3	Quantitative Aptitude & Computer Literacy	40	40	
4	General Awareness (with special reference to Financial Sector)	40	40	
5	An additional test to assess technical & professional knowledge in relevant discipline	40	40	
	Total	200	200	



(iv) Descriptive Test:

Sr. No.	Name of Tests	No. of Qs.	Marks	Duration
1	Essay writing/précis writing and Letter writing	2	--	30 minutes

In i, ii and iii above, all the questions will be of objective type with alternative choices out of which one will be the correct answer. The candidate has to select the **correct** answer and 'mouse click' that alternative which he/she feels is correct. There will be a penalty for wrong answers marked by the candidates (in both Screening Test and Main Exam). The objective tests except test on "English Language" will be bilingual (in English and Hindi). For each wrong answer marked one fourth of the marks assigned to the question will be deducted from those obtained. The alternative/option that is clicked on will be highlighted and will be treated as the answer to that question.

(8) Examination Centres : (for screening test)

Competitive Online Screening Examination will be held at specific centres in India. The candidates may choose any one of the centres mentioned in **Annexure I** which must be indicated in the application form. Candidates will appear for the examination at the examination centre at his/her own risk and expenses.

(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 twice by a further period of six months at a time stretching upto one year.

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.

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 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.

(10) Guarantee Bond:

Before joining as probationer, the selected candidates for appointment on regular pay-rolls of the Company 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 upon 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. 25000/- 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

DETAILED GUIDELINES/PROCEDURES FOR

- A. APPLICATION REGISTRATION**
- B. PAYMENT OF FEES**
- C. PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD**

Candidates can apply online only from 29.10.2014 to 18.11.2014 (both days inclusive) and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

- i. Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guideline for photograph & signature scan and upload.
- ii. Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank may send call letters for the Examination etc. through the registered e-mail ID. 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 on-line and must maintain that email account and mobile number.
- iii. **APPLICATION FEES/INTIMATION CHARGES (NON REFUNDABLE)**
PAYMENT OF FEE ONLINE from 29.10.2014 to 18.11.2014 (both days inclusive).

Bank Transaction charges for Online Payment of application fees will have to be borne by the candidate.

A. Application Procedure

1. Candidates to go to the **Company's** website **www.uiic.co.in** click on the option "**APPLY ONLINE**" which will open a new screen.
2. To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the



application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.

4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.
5. 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.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
10. Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

B. PAYMENT OF FEES

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets. After submitting your payment information in the online application form.
3. PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
4. On successful completion of the transaction, **an e-Receipt** will be generated.
5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login **again** using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required **to take a printout of the e-Receipt** and online Application Form. **Please note that if the same cannot be generated, online transaction may not have been successful.**
7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. **There is facility to print application form containing fee details after payment of fees.**



C. GUIDELINES FOR PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD

- IN CASE THE FACE IN THE PHOTOGRAPH 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 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 (i) & (ii) 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

Action Against Candidates Found Guilty of Misconduct/ Use of Unfair Means

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 examination, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

- (i) using unfair means or
- (ii) impersonating or procuring impersonation by any person or
- (iii) misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- (iv) resorting to any irregular or improper means in connection with his/ her candidature or
- (v) obtaining support for his/ her candidature by 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 UIICL
 - (c) for termination of service, if he/ she has already joined the Company (UIICL).

12. General Conditions:

1. The possibility of occurrences of some problem in administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify the problem, which



may include shifting the candidates to the other centers or to conduct of another examination if considered necessary. Decision of UIIC in this regard shall be final. Candidates not willing to accept such change shall lose his/her candidature for this exam.

2. Decision of UIIC in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the company in this behalf.
3. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.
4. UIIC would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by the company in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, company reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
5. Instances for 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 UIIC 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.

(A) DOWNLOAD OF CALL LETTER

Candidates will have to visit the company's website for downloading call letters for online test. 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) Original Photo Identity Proof as stipulated in clause (B) below and also specified in the call letter and (iii) photocopy of the same Photo Identity Proof as brought in original.

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 and the duration of the examination will be specified in the call letter. The candidates may be required to be at the venue for extra hours (than the exam time) for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

(B) IDENTITY VERIFICATION



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

E-Aadhar Card and Ration Card are **not** valid id proofs for this project.

Note: Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up 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.

1. The candidates called for interview 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.

- a. Caste Certificate in respect of SC/ST/OBC candidates is to be obtained 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.
 - v. 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.
- b. 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".

c. The SC/ST candidates shall produce latest permanent caste certificates and OBC candidates shall produce latest fresh caste certificates in support of their claim to belong to SC/ST/OBC as the case of the competent authority. The said certificates shall be produced at the time of interview, if called at a later stage.

2. Company reserves the right to fix minimum eligibility standard/bench mark and restrict the number of candidates to be called for the main exam/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 while finalizing such candidates to be called for the main exam/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 online examination and interview.

6. Applications once made will not be allowed to be withdrawn and fee/intimation 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. Any resulting dispute arising out of this process / advertisement shall be subject to the sole jurisdiction of the Courts situated in Chennai.

10. In case an applicant is not short-listed, no claim for refund of cost of application or fee shall be entertained.



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11. 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.

12. 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, 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.

Canvassing in any form will disqualify the candidate for consideration for the posts.

Place: Chennai.

Date:

DEPUTY GENERAL MANAGER (HR)



Annexure 1

Sr.No	Centre	No	Centre	No	Centre	No	Centre
1.	Andaman & Nicobar		Una	21	Nagaland		Gorakhpur
	Port Blair		Sirmaur		Kohima		Noida/Greater Noida
2.	Andhra Pradesh		Mandi	22	New Delhi		Hamirpur
	Chirala		Kangra		Delhi - NCR		Jhansi
	Srinakulam		Baddi	23	Odisha		Kanpur
	East Godavari	12	Jammu & Kashmir		Balasore		Lucknow
	Guntur		Kathua		Berhampur(Ganjam)		Mathura
	Kadapa		Samba		Bhubaneshwar		Meerut
	Kurnool		Jammu		Cuttack		Muradabad
	Nellore		Srinagar		Sambalpur		Muzaffarnagar
	Rajahmundry	13	Jharkhand		Khurda		Noida
	Vijayawada		Bokaro		Baripada		Raebareli
	Vishakhapatnam		Dhanbad		Jharsuguda		Sitapur
	Tirupati		Hazaribagh		Dhenkanal		Sultanpur
	Kakinada		Jamshedpur		Balasore		Unnao
	Chittor		Ranchi		Angul		Varanasi
	KanchiKacherla	14	Karnataka		Bargarh	3	Uttarakhand
	Gondlavelleru		Bengaluru		Rourkela		Roorkee
	Eluru		Belgaum	24	Puducherry		Haridwar
	Vizianagaram		Bellary		Puducherry		Dehradun
3	Arunachal Pradesh		Bidar		Cuddalore		Haldwani



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	Itanagar		Bijapur		Villupuram	3	West Bengal
	Naharlagun		Chickballapur	25	Punjab		Asansol
4	Assam		Dharwad		Amritsar		Bardhaman
	Dispur		Gadag		Bhatinda		Berhampur
	Dibrugarh		Hassan		Pathankot		Durgapur
	Guwahati		Haveri		Jalandhar		Hooghly
	Jorhat		Gulbarga		Ludhiana		Howrah
	Kamrup		Hubli		Mohali		Kalyani
	Kokrajhar		Mangalore		Patiala		Kolkata/Great Kolkata
	Silchar		Mysore		Lalru		Siliguri
	Tezpur		Shimoga		Phagwara		Dumkal
5	Bihar		Tumkur		Fatehgarh Sahib		
	Arrah		Udipi		Sangrur		
	Bhagalpur		Bagalkot	26	Rajasthan		
	Darbhanga		Kolar		Ajmer		
	Gaya		Haliyal		Bharatpur		
	Hajipur		Mandya		Bhilwara		
	Muzaffarpur	15	Kerala		Bikaner		
	Patna		Alappuzha		Chittorgarh		
	Purnea		Pathanamthitta		Jaipur		
	Samastipur		Ernakulam/Kochi		Jodhpur		
	Biharsharif		Kannur		Kota		
	Siwan		Kasaragod		Pilani		
6	Chandigarh		Kottayam		Sikar		
	Chandigarh		Kozhikode		Udaipur		



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7	Chattisgarh		Malappuram		Alwar	
	Bhilai		Pallakad	27	Tamilnadu	
	Bilaspur		Thrichur		Chennai	
	Durg		Thiruvananthapuram		Coimbatore	
	Raipur		Kollam		Dharampuri	
8	Goa				Kumbakonam	
	Panaji	16	Madhya Pradesh		Madurai	
	Verna		Ujjain		Salem	
9	Gujarat		Sagar		Thanjavur	
	Ahmedabad/Gandhinagar		Bhopal		Thiruchirapalli	
	Anand		Gwalior		Tirunelveli	
	Bhavnagar		Indore		Tiruvallur	
	Himmatnagar		Jabalpur		Tiruvannamalai	
	Mehsana		Satna		Vellore	
	Modasa		Rewa		Thirupur	
	Nadiad	17	Maharashtra		Erode	
	Navsari		Aurangabad		Virudhunagar	
	Jamnagar		Amravati		Dindigul	
	Rajkot		Kolhapur		Namakkal	
	Surat		Mumbai/Navi		Nagercoil	
			Mumbai/Thane/Greater		Perambalur	
			Mumbai			
	Vadodara		Nagpur		Pudokottai	
10	Haryana		Nanded		Kanyakumari	
	Hisar		Nasik		Tuticorin	



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	Faridabad		Pune	28	Telangana	
	Gurgaon		Satara		Hyderabad/Rangareddy	
	Karnal		Sangli		Karimnagar	
	Kurukshetra		Ratnagiri		Warangal	
	Rohtak		Chandrapur		Khammam	
	Sonipat		Solapur	29	Tripura	
	Ambala		Nigdi		Agartala	
	Bhadurgarh		Latur	30	Uttar Pradesh	
	Palwal		Dhule		Agra	
	Panipat	18	Manipur		Aligarh	
11	Himachal Pradesh		Imphal		Allahabad	
	Bilaspur	19	Meghalaya		Barabanki	
	Hamirpur		Shillong		Bareilly	
	Dharamsala		Ri-Bhoi		Faizabad	
	Kullu	20	Mizoram		Ghaziabad	
	Shimla		Aizawl			
	Solan					



1. The examination will be conducted online in venues given in the respective call letters.
2. No request for change of centre/venue/date/session for Examination shall be entertained.
3. UIIC, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
4. UIIC also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
5. Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and UIIC will not be responsible for any injury or losses etc. of any nature.
6. Choice of centre once exercised by the candidate will be final.
7. If sufficient number of candidates does not opt for a particular centre for "Online" examination, UIIC 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 UIIC reserves the right to allot any other centre to the candidate.