UPKAR'S

GENERAL INSURANCE COMPANIES

ADMINISTRATIVE OFFICER

(Information Technology)

RECRUITMENT EXAM.

- National Insurance Company Ltd.
- The New India Assurance Company Ltd.
- United India Insurance Company Ltd.

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By

Dr. Lal & Jain

Upkar Prakashan, Agra-2

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General Information

● 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.

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.

● Service Conditions

Candidates may be selected for employment in any of the four Companies. Company's decision in this regard shall be final. The service conditions will be applicable as per the prevalent rules of the companies from time-to-time. Selected candidates on appointment may be posted or transferred to any place in India as may be decided by the Companies.

● Probation

Selected candidates, if certified fit medically, may be appointed as Administrative Officers (Scale-I) on probation for a period of one year, which may be extended by a further period up to six months. The Company reserves the right to terminate service of the candidate if found unsuitable at any time during 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.

● 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 and candidates whose services are terminated by 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 ₹ 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.

● Emoluments & Benefits

Basic pay of ₹ 17,240/- in the scale of ₹ 17,240-840(14)-29,000-910(4)-32640 and other admissible allowance as applicable. Total emoluments will be above ₹ 34,000/- plus in Metropolitan Centers. Other benefits are Pension under New Pension Scheme governed by PFRDA. Gratuity, LTS, Medical Benefits, Group Personal Accident and Group Savings Linked Insurance Scheme (GSLI) etc. as shall be as per rules. The Officers are also entitled for Company's/leased accommodation as per norms. With Major Benefits beside the total emoluments, the CTC works out to approximately to ₹ 5.10 lacs per annum at Metro centers.

● Educational Qualification

For Information Technology a candidate must possess the minimum qualification of B.Tech/B.E. in Information Technology/Computer Science from a recognized University OR any equivalent qualification recognized as such by Central Government.

Note : (a) Qualification mentioned above should be from any of the recognized Indian Universities duly approved by the UGC or any of the recognized Indian Institutes duly approved by AICTE.

(b) Preference will be given to the candidates having post qualification experience in their area of specialization.

● Age

A candidate must be of the Minimum Age of 21 years and the Maximum Age of 30 years as on the stipulated date for this purpose. 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 (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.)	8 years

Note : (i) In case of a candidate who is eligible for relaxation under more than one of the given 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) and produce the original certificate(s) for verification.

● Selection Procedure

Candidates will be called for a written examination which would comprise the following :

The written test will be both Objective & Descriptive type. The structure of written test is given below :

For Specialist

S. No.	Name ot Test	Type of Test	Maximum Marks	Medium of Exam.	Duration
1.	Test of Reasoning	Objective	20	Eng./Hindi	180 mins.
2.	Test of English Language	Objective	20	English	
3.	Test of General Awareness	Objective	20	Eng./Hindi	
4.	Test of Numerical Ability & Computer Literacy	Objective	20	Eng./Hindi	
5.	In Specialist stream, an additional test to assess technical & professional knowledge in the relevant discipline.	Objective	20	Eng./Hindi	
6.	Test in English language comprising of : Essay, Precis & Comprehension	Descriptive	50	English	
	TOTAL (Aggregate)		**150**		

Note : (1) English Descriptive Test answer booklets will only be evaluated of those candidates who qualify in the objective type of tests. The various qualifying cut-off percentage will be at the discretion of the Company.

(2) There will be negative marks for wrong answer in objective test. 1/4th of the allotted marks will be deducted for each wrong answer.

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

The company reserves the right not to call any candidate to appear at the written examination and interview. On the basis of performance in written examination, candidates will be called for interview. The final selection will be made on the basis of overall performance in written examination and interview. Outstation candidates called for the interview will be reimbursed to and fro second-class rail fare/bus fare by the shortest route on production of evidence of having undertaken journey.

The candidates are advised to satisfy themselves before they apply that they fulfill requirement as to age, qualification, (Final result for the qualification must have been published on or before on stipulated date) etc. and if found ineligible, their candidature will be cancelled at any stage of recruitment. Appearing in the Written Examination and Interview will not automatically confer any right of being selected for the said post.

● Examination Centers

Competitive written examination will be held at 42 centers in India as given in advertisement. A candidate may choose any center. The center chosen by a candidate must be indicated in the Application clearly. No change of the center will be allowed at a later date. Company reserves the right to direct candidates to appear at a center other than the one chosen by them for written examination without monetary assistance. Company also reserves the right to hold the written examination at some and not all the examination centers depending upon the number of candidates and other relevant factors.

Administrative Officer Exam.,

Solved Paper

(Based on Memory)

General Insurance Companies Administrative Officer (Information Technology) Recruitment Exam.

Publisher : Upkar Prakashan

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