



## 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 with a gross premium of more than Rs.10,000 Crores. A rapidly growing company with more than 1600 offices, highest network in the non life insurance industry throughout the country.

Company proposes to recruit young and dynamic candidates for its Offices all over India. Applications are invited from eligible Indian citizens for the post of ASSISTANT.

Please note the important dates:

Online Registration commences from	07/07/2015
Last Date for Registration of Online applications	20/07/2015
Dates for Payment of Application Fee	07/07/2015 to 20/07/2015
Date of Online Exam (tentative)*	30 <sup>th</sup> August, 2015
Download of Call letter for Online Examination	20 <sup>th</sup> August, 2015

\*Company may conduct On-line Test on more than one date, if need be.

Candidates can apply for vacancies in one State only and will have Online test to opt for a Centre of that particular state.

Total No. of Vacancies :750 (Provisional). THE OVERALL VACANCIES MAY GO UP FINALLY

Total Vacancies	SC	ST	OBC	UR
750	111	52	182	405

State-wise Vacancies 750 (Provisional)THE OVERALL VACANCIES MAY GO UP FINALLY

STATE	SC	ST	OBC	UR	TOT	PWD	EXM	DXM
TAMIL NADU	28	1	39	77	145	5	14	6
KARNATAKA	10	4	17	32	63	2	6	2
ANDHRA PRADESH	4	2	6	12	24	1	2	1
MAHARASHTRA	13	11	35	69	128	4	12	5
GUJARAT	4	9	16	31	60	2	6	2
NEW DELHI	5	2	8	15	30	1	3	1
HARYANA	1	0	2	3	6	1	0	0
UTTAR PRADESH	9	0	11	21	41	2	4	1
PUNJAB	5	0	3	9	17	1	1	0



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TELENGANA	4	2	7	13	26	1	2	1
PONDICHERRY	1	0	1	3	5	1	0	0
KERALA	4	0	11	27	42	2	4	1
GOA	0	0	0	2	2	1	0	0
MADHYA PRADESH	4	6	4	15	29	1	2	1
CHATTISGARH	2	5	0	8	15	1	1	0
UT OF CHANDIGARH	1	0	2	4	7	1	0	0
JAMMU & KASHMIR	0	0	0	2	2	1	0	0
HIMACHAL PRADESH	0	0	0	1	1	1	0	0
RAJASTHAN	4	3	5	13	25	1	2	1
WEST BENGAL	6	1	6	13	26	1	2	1
ANDAMAN & NICOBAR	0	0	0	1	1	1	0	0
SIKKIM	0	0	0	1	1	1	0	0
BIHAR	1	0	3	6	10	1	1	0
JHARKHAND	1	1	0	3	5	1	0	0
ORISSA	2	3	1	6	12	1	1	0
UTTARAKHAND	1	0	1	6	8	1	0	0
ASSAM	1	2	4	9	16	1	1	0
MANIPUR	0	0	0	1	1	1	0	0
NAGALAND	0	0	0	1	1	1	0	0
TRIPURA	0	0	0	1	1	1	0	0
GRAND TOTAL	111	52	182	405	750	41	64	23

Abbreviations : Gen-General Category, SC-Scheduled Caste, ST- Scheduled Tribe, OBC- Other Backward Classes. The above calculations are provisional subject to change at the time of final selection.

Reservation for Person with Disabilities (PwD) and Ex-Servicemen/Disabled Ex-Servicemen will be 3% of the Total State vacancies subject to change.

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

Merit-wise list will be drawn up State-wise and Category-wise. The candidates who qualify in the online test and shortlisted for interview shall have to qualify in a Computer Proficiency Test also.

Salient features are given below:

1. Scale of pay :Rs.7640-440(1)-8080-480(2)-9040-540(5)-11740-625(2)-12990-760(3)-15270-790(2)-16850-840(5)-21050 (under Revision)



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2. Emoluments: Total emoluments (pre-revision) works out to approximately Rs.17,000/- p.m. in the initial stage in a Metro city. Other allowances may vary depending upon the place of posting. Apart from allowances, other benefits such as Lump sum Domiciliary Medical Benefits, Membership of Group Mediclaim Policy for reimbursement of Hospitalisation expenses, Leave Travel Subsidy and other Staff welfare schemes would be as per the rules of the Company.

3. Educational Qualification:(As on 30.06.2015)

Graduate from a recognized University OR

Pass in HSC / equivalent (12<sup>th</sup> pass) examination with 60% marks (50% for Ex-servicemen, SC/ST &PwD) and knowledge of Regional Language i.e. Language of the State of Recruitment is essential.

4. Age (as on 30.6.2015)

i. Minimum Age : 18 years and Maximum Age : 28 years (as on 30.06.2015).Candidates born not earlier than 1<sup>st</sup> July, 1987 and not later than 30<sup>th</sup> June, 1997 (both days inclusive) are only eligible to apply.

ii. The upper age limit will be relaxed as under :

Maximum age limit: 28 years

S. No.	Category	Age Relaxation
1	SC/ST	5 years
2	OBC	3 years
3	PwD (Gen)	10 years
4	PwD( SC/ST)	15 years
5	PwD (OBC)	13 years
6	Resident of Assam State during the period from 01.01.1980 to 15.08.1985	Maximum age shall be 33 years
7	Persons domiciled in Jammu & Kashmir during the period from 01.01.1980 to 31.12.1989	Gen:5 years OBC:8 years SC/ST:10 years
8	Ex-servicemen, Disabled Ex-servicemen	The maximum age may be enhanced by the number of years of service put in by the candidates in the Armed Forces plus 3 years, provided that the maximum age in these cases do not exceed 45 years



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S. No.	Category	Age Relaxation
9	Displaced persons from East Pakistan who have migrated to India on or after 01.01.1964	Maximum age shall be 33 years
10	Existing employees of the Company	5 years

Candidates seeking age relaxation are required to submit copies of necessary certificate(s) at the time of interview.

- iii. Cumulative age relaxation will not be available either under above items or in combination with any other item.

### 5. Definition:

**Ex-Serviceman:** Only those candidates shall be treated as Ex-Serviceman who fulfill the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel and Administrative Reforms Notification No.36034/5/85/Estt (SCT) dated 27th October 1986 as amended from time to time.

**Disabled Ex-Serviceman:** Ex-Serviceman who while serving in Armed Forces of the Union disabled in operation against the enemy in disturbed areas shall be treated as Disabled Ex-Serviceman.

**Dependents of Serviceman killed in Action:** Servicemen killed in the following operations would be deemed to have been killed in action attributable to Military Service (a) war (b) warlike operations or border skirmishes either with Pakistan on cease fire line or any other country (c) Fighting against armed hostiles in a counter insurgency environment viz. Nagaland, Mizoram, etc. (d) Serving with peace-keeping mission abroad (e) Laying or clearance of mines including enemy mines as also mine sweeping operation between one month before and three months after conclusion of an operation (f) Frost-bite during actual operations or during the period specified by the Government (g) Dealing with agitating Para-Military forces personnel (h) IPKF personnel killed during the operations in Sri Lanka.

*Note: The candidates are required to submit the appropriate certificates in support of the above at the time of Interview.*

*The date of discharge from service for Ex-servicemen candidates should be on or before 31<sup>st</sup> December, 2015.*

### NOTE FOR EX-SERVICEMEN:

- (a) In case of an Ex-serviceman who has once joined in a Government 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.
- (b) An Ex-serviceman, who applies for various vacancies before joining any civil employment, can avail the



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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.

### 6. Reservation for Persons with Disability (PwD)

Vacancies are reserved for Disabled (Physically Challenged) Persons under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) as per government guidelines. Candidates with following disabilities are eligible to apply as per the definitions given in the above act:

a) Blindness b) Low Vision c) Hearing Impairment d) Locomotors Disability or Cerebral Palsy

Only such persons would be eligible for reservation in services/posts who suffer from not less than 40% of relevant disability. A person who wants to avail the benefit of reservation will have to submit a Disability Certificate issued by Medical Board duly constituted by Central or State Government. The certificate should be dated on or before last date registration of application i.e. 20/07/2015. Candidates falling in the following categories of the disabled may apply:

OA-One arm affected (Right or Left) – (a) impaired reach (b) weakness of grip (c) ataxia BL- Both legs affected but not arms, OL – One leg affected (Right or Left), PD- Partially deaf, D- Deaf, B- Blind, and LV- Low Vision.

### 7. Use of Scribe

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination, subject to limits as in (ii) and (iii) below. 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 arranged by the candidate should not be a candidate for the same 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.
- A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- 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 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 online examination.



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- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
- Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

### (ii) Guidelines for Candidates with locomotor disability and cerebral palsy

A compensatory time of twenty minutes per hour or otherwise advised 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).

### (iii) Guidelines for 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 or otherwise advised 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.

### 8. Probation period:

The newly appointed employees will be on probation for a minimum period of 6 months. Before the probation period comes to an end the performance of the newly recruited employees will be evaluated and the probation period of those employees whose performance fails to meet Company's expectation, may be extended.

### 9. Selection Procedure:

All eligible candidates should apply on-line before the last date for registration of application.

- a. All candidates will have to appear for the Online examination, thereafter, candidates will be shortlisted and will be called for Interview and Computer Proficiency Test.
- b. Final selection will be made on the basis of performance in the Online Test, Interview and Computer Proficiency Test taken together. Merely satisfying the eligibility norms do not entitle a candidate to be called for ONLINE Test/Computer Proficiency Test/Interview.



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c. The particulars of the Online Test are detailed as under:

Duration of Objective Test 120 minutes

Maximum Marks for each section in Objective Online at various levels

s. no.	Section	No. of Questions – 40 per test	Max. marks
1	Reasoning	40	50
2	English Language	40	50
3	Numerical Ability	40	50
4	General Knowledge	40	50
5	Computer Knowledge	40	50
	Total	200	250
6	Total marks obtained shall be proportionately reduced to a base of 35 marks (A)		35
7	Interview (B)		15
8	Total (A)+(B)		50

Note:

Candidates have to qualify in the Computer Proficiency Test for final selection. No separate marks will be awarded for Computer Proficiency Test. However, it will be taken for qualifying purpose.

The questions in objective tests, except for the test of English Language, will be provided in bilingual i.e. English & Hindi.

10. Examination Centers :

S.No	Centre	S. No	Centre	S. No	Centre
1	Andhra Pradesh		Hubli		Thanjavur
	Chirala		Mangalore		Thiruchirapalli
	Srikakulam		Mysore		Tirunelveli
	East Godavari		Shimoga		Tiruvallur
	Guntur		Tumkur		Tiruvannamalai
	Kadapa		Udipi		Vellore
	Kurnool		Bagalkot		Thirupur
	Nellore		Kolar		Erode



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	Vijayawada		Mandya		Dindigul
	Vishakhapatnam				Namakkal
	Tirupati	13	Kerala		Nagercoil
	Kakinada		Alappuzha		Perambalur
	Chittor		Pathanamthitta		Pudokottai
	KanchiKacherla		Ernakulam/Kochi		Kanyakumari
	Gondlaveleru		Kannur		Tuticorin
	Eluru		Kasaragod		
	Vizianagaram		Kottayam	25	Telangana
			Kozhikode		Hyderabad/Rangareddy
2	Assam		Malappuram		Karimnagar
	Dispur		Pallakad		Warangal
	Dibrugarh		Thrichur		Khammam
	Guwahati		Thiruvananthapuram		
	Jorhat		Kollam	26	Uttar Pradesh
	Kamrup				Agra
	Kokrajhar	14	Madhya Pradesh		Aligarh
	Silchar		Ujjain		Allahabad
	Tezpur		Sagar		Barabanki
			Bhopal		Bareilly
3	Bihar		Gwalior		Faizabad
	Arrah		Indore		Gorakhpur
	Bhagalpur		Jabalpur		Ghaziabad
	Darbhanga		Satna		Hamirpur
	Gaya		Rewa		Jhansi
	Hajipur				Kanpur
	Muzaffarpur	15	Maharashtra		Lucknow
	Patna		Aurangabad		Mathura
	Purnea		Amravati		Meerut
	Samastipur		Kolhapur		Muradabad
	Biharsharif		Mumbai/Navi		Muzaffarnagar
	Siwan		Mumbai/Thane/ Greater Mumbai		Noida/Greater Noida
					Raebareli
4	Chandigarh		Nagpur		Sitapur
	Chandigarh		Nanded		Sultanpur





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			Nasik		Unnao
5	Chattisgarh		Pune		Varanasi
	Bhilai		Satara		
	Bilaspur		Sangli	27	Uttarakhand
	Durg		Ratnagiri		Roorkee
	Raipur		Chandrapur		Haridwar
			Solapur		Dehradun
6	Goa		Nigdi		Haldwani
	Panaji		Latur		
	Verna		Dhule		
7	Gujarat	16	Manipur	28	Tripura
	Ahmedabad/Gandhinagar		Imphal		Agartala
	Anand				
	Bhavnagar	17	Nagaland		
	Himmatnagar		Kohima		
	Mehsana			29	West Bengal
	Modasa	18	New Delhi		Asansol
	Nadiad		Delhi – NCR		Bardhaman
	Navsari				Berhampur
	Jamnagar	19	Odisha		Durgapur
	Rajkot		Berhampur(Ganjam)		Hooghly
	Surat		Bhubaneswar		Howrah
	Vadodara		Cuttack		Kalyani
			Sambalpur		Kolkata/Greater Kolkata
8	Haryana		Khurda		Siliguri
	Hisar		Baripada		Dumkal
	Faridabad		Jharsuguda		
	Gurgaon		Dhenkanal		
	Karnal		Balasore		
	Kurukshetra		Angul		
	Rohtak		Bargarh		
	Sonipat		Rourkela		
	Ambala				
	Bhadurgarh	20	Puducherry		
	Palwal		Puducherry		
	Panipat		Cuddalore		



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			Villupuram		
9	Himachal Pradesh				
	Bilaspur	21	Punjab		
	Hamirpur		Amritsar		
	Dharamsala		Bhatinda		
	Kullu		Pathankot		
	Shimla		Jalandhar		
	Solan		Ludhiana		
	Una		Mohali		
	Sirmaur		Patiala		
	Mandi		Lalru		
	Kangra		Phagwara		
	Baddi		Fatehgarh Sahib		
			Sangrur		
10	Jammu & Kashmir				
	Kathua	22	Rajasthan		
	Samba		Ajmer		
	Jammu		Bharatpur		
	Srinagar		Bhilwara		
			Bikaner		
11	Jharkhand		Chittorgarh		
	Bokaro		Jaipur		
	Dhanbad		Jodhpur		
	Hazaribagh		Kota		
	Jamshedpur		Pilani		
	Ranchi		Sikar		
			Udaipur		
12	Karnataka		Alwar		
	Bengaluru				
	Belgaum	23	Sikkim		
	Bellary		Gangtok		
	Bidar				
	Bijapur	24	Tamilnadu		
	Chickballapur		Chennai		
	Dharwad		Coimbatore		
	Gadag		Dharampuri		
	Hassan		Kumbakonam		



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	Haveri		Madurai		
	Gulbarga		Salem		

Notes:

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 risk 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.

11. Application fees:

Category	Application Fees/Service charge
SC/ST/PwD	Rs. 75/-
For candidates other than SC/ST/PwD/	RS.450/-

Fee once paid will neither be refunded nor be adjusted against any future recruitment projects. Fee payment options are detailed under Para 12B.

12. 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 07.07.2015 to 20.07.2015 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. Company may send call letters for the Examination etc. through the registered e-mail



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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 FEEON LINE: 07/07/2015 to 20/07/2015

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

A. Application Registration

1. Candidates should go to the United India website [www.uiic.co.in](http://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

ONLINE MODE

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 .



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3. 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
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



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- 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 Colour to True Colour.
- 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



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(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).

### 13. Special Instructions for SC/ST/OBC/PwD/Ex-SERVICEMEN:

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/ 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 community of Tamil Nadu is concerned, the Certificate given by the Revenue Divisional Officer instead of Tehsildar would only be accepted.

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} 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 rules contained in Department of Personnel and Training Office Memorandum

No.36012/22/93-Estt. (SCT) dated 08/09/1993" {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 year 31/03/2014 or later.

c. For Persons with Disabilities: Authorised certifying authority will be the Medical Board at the District level consisting of Chief Medical Officers, Sub-Divisional Medical Officer in the District and an Orthopaedic/Ophthalmic/ENT Surgeon.



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d. Candidates belonging to these categories and Ex-Servicemen are required to produce the relevant certificates at the time of Interview.

### 14. General Information:

#### (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) Photo Identity Proof as stipulated in B below and also specified in the call letter and 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. Though the duration of the examination is 2 hours, candidates may be required to be at the venue for about 4 hours including the time required 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 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 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





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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.

### CENTRE CLAUSES :

If sufficient numbers of candidates do not opt for a particular centre for "Online" examination, UIIC reserves the right to allot any other adjacent 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.

### (D) OTHER CLAUSES

1. The possibility for 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 will 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 UIIC 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 UIIC in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, UIIC 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.
- i) 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 correct in all respects. IN CASE IT IS DETECTED AT ANY STAGE OF RECRUITMENT THAT A CANDIDATE DOES NOT FULFIL 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.



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ii) 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.

iii) 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.

iv) Applicants are advised to register online themselves.

v) The selection of the candidates will be on the basis of Online Test, Computer Proficiency Test & 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.

vi) Admission to Online Test examination will be purely provisional without verification of age/qualification/category(SC/ST/OBC/PWD/XS) etc. of the candidates with reference to documents.

vii) 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 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 recognized as SC/ST/OBC and the village/town the candidate is originally a resident of.

viii) Candidates serving in Government / Quasi Government Officers, Public Sector undertaking including Nationalized 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.

ix) No candidate is permitted to use or have possession of Calculators, Mobile Phones or any other instrument in the Examination Hall.

x) The candidates will have to appear for the tests/Interviews, at their own cost. SC/ST/PWD candidates called for INTERVIEW are entitled to 2nd class to & fro railway fare/bus fare by shortest route on production of evidence of travel (Rail/bus ticket/receipt etc.)

xi) Appointment of selected candidates is subject to their being found medically fit as per the requirement of the Company. Such appointment will also be subject to the service and conduct rules of the Company.

xii) DECISIONS OF THE COMPANY IN ALL MATTERS REGARDING ELIGIBILITY, CONDUCT OF ONLINE EXAMINATION, 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.



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xiii) 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 Chennai. Courts/ tribunals/forums at Chennai only shall have sole and exclusive jurisdiction to try any cause/dispute.

xiv) Selected candidates will be governed by the terms and conditions of the Service Regulations of the Company in force in which he/she is appointed.

xv) 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 followings:

a. 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.

b. Candidates are advised in their own interest not to bring any of the banned item including mobile phones to the venue of the examination, as arrangement for safekeeping cannot be assured.

c. Candidates are not permitted to use or have in possession of calculators in examination premises.

xvi) 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.

xviii) The Company reserves the right to cancel the above Recruitment Exercise at any stage of the process without assigning any reason thereof.

15. Online Application will not be registered unless photograph and signature are uploaded as specified.

Note:

a) In case the face in the photograph or signature is unclear the candidate's application may be rejected.

b) The candidates must bring the call letter along with photo identity proof as indicated in 14 B. The photocopy of Identity proof should also be submitted along with call letter to the invigilators in the examination hall, failing which he / she will NOT be permitted to appear for the test. The name in the call letter and the identity proof must exactly match.

Canvassing in any form will be a disqualification.

CHENNAI

01/07/2015

CORPORATE HRM