



RECRUITMENT FOR THE POST OF ADMINISTRATIVE OFFICER SCALE-I (SPECIALIST & GENERALIST)

Launch your career on a higher trajectory with National Insurance Company Limited

National Insurance Company, a Public Sector General Insurance Company with its 16000 skilled personnel renders Best-in-Class services to more than 20 million Customers through its 1325 offices in India and Nepal.

A fast growing Company in a Sun-rise sector, National Insurance aims to cross Rs 8080Cr Gross Premium in this fiscal and surpass Rs 15000 Cr by the year 2015 simultaneously positioning itself as the market leader.

With an asset base of Rs 20000 Cr, rated "AAA/Stable" by CRISIL, recognized with series of awards year after year with the latest being the **NDTV Profit Business Leadership Award 2011** and unflinching faith of loyal Customers, National Insurance offers a plethora of opportunities to professionals, a wholesome Career development and a promising future. To fulfill its ambitious plans of Business Leadership, the Company is looking for goal oriented and motivated individuals for recruitment as detailed below.

On-line Applications are invited from eligible Indian Citizens for appointment in the cadre of Administrative Officer Scale. I. Candidates are requested to apply through only On-Line mode **between 20th February, 2012 till 17th March, 2012. No other means/mode of application will be accepted.**

(I) Total No. of Posts: 345 *

Total Posts	Un - Reserved	SC	ST	OBC **	Out of which Persons With Disability		
					OH	HI	VI
(Specialist) 145	79	20	12	34	1	2	2
(Generalist) 200	110	27	15	48	3	2	2

*The number may vary as per requirement of the Company.

** In respect of post reserved for OBC Category, a sub quota of 4.5% reservation for minorities is applicable on OBC posts as per DoPT guidelines. The same shall be subject to the prevailing guidelines issued from time to time.

Definitions for Persons with Disabilities:

- Orthopedically Handicapped (OH):** A person having a minimum of 40% physical impairment with disability of one hand or one leg, is eligible to apply.
- Hearing Impaired (HI):** Hearing impairment means loss of more than 60 decibels in the better ear in the conversational range of frequencies.
- Visually Impaired (VI):** Candidates with visual Impairment falling under Category I (40-74%) only are eligible to apply.
- Reservation for Persons with Disabilities shall be on horizontal basis. Selected candidates will be placed in the appropriate category.
- Use of Scribe**

A scribe to write the written examination on behalf of a Visually Impaired or Orthopedically Handicapped candidate whose writing speed is affected by Cerebral Palsy may be used. In all such cases, where a scribe is used, the following rules apply:

- Candidate will have to arrange his own Scribe at his own cost.
- The Scribe may be from any academic stream.
- The academic qualification of the Scribe should be one grade lower than the stipulated minimum eligibility criteria and the Scribe should possess less mark than the candidate.
- Both the candidate and the scribe should give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria as mentioned above. In case it later transpires that the scribe did not fulfill any of the laid down eligibility criteria or had suppressed material facts, the candidature of the applicant shall stand cancelled, irrespective of the result of the written examination.
- Candidates who use scribe will be eligible for extra time of 20 minutes for every hour of the examination.

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

(II) Eligibility Conditions: (As on 01/01/2012)

(A) Educational Qualifications:

The qualifications of Specialists & Generalists are as under:

Discipline	Proposed Nos. to be recruited	Group	Essential Qualification
Engineering	40	A1	Graduate degree of not less than 4 years in Automobile Engineering OR Graduate in Mechanical Engineering with PG Diploma (at least one Year duration) in Automobile Engineering.
	10	A2	Graduate degree of not less than 4 years in Engineering in any of the following disciplines – (Mechanical, Electrical, Civil, & Chemical)
Health	30	B 1	Graduate in Medical Science (MBBS)
		B 2	Bachelor of Ayurvedic Medicine and Surgery (B.A.M.S). Degree of not less than 5 ½ years including Internship from reputed Institutes under Central Council for Indian Medicine.
		B 3	Bachelor of Homeopathic Medicine and Surgery (B.H.M.S). Degree of not less than 5 ½ years including Internship from reputed Institutes under Central Council for Homeopathy, India.
Finance	25	C	Chartered Accountant (ICAI) / M.Com / B.Com with MBA (Finance).
Actuarial	5	D	Graduate in Statistics/ Mathematics/ Actuarial Science & Pass in at least three papers of the examination conducted by Actuarial Society of India.
Legal	20	E	Graduate in Law.
Investigator	15	F	Graduate in any stream including Law with minimum one year experience in Investigational assignments with Central /State Police department / Central Bureau of Investigation/ National Investigation Agency/ other Central/State Govt. Investigation organization. (Candidates should possess aptitude for Investigational assignments & should have Investigative attributes)
Generalist	200	G	Graduates in any stream.
Total	345		

The discipline wise numbers mentioned above are provisional/indicative. The Company reserves the right not to select any candidate from any of the disciplines & groups mentioned above. The discipline wise number indicated above may vary and or can be interchanged at any stage of recruitment process.

A Candidate on selection can be posted anywhere in India.

Note:

Qualification:

(a) For all the groups the minimum passing marks at Graduation or Post Graduation level shall be 55% (in case of SC/ST candidates 50%)

(b) Qualifications mentioned above should be from any of the recognized Indian Universities duly approved by UGC or any of the recognized Indian Institutes duly approved by AICTE.

(B) Age as on 01/01/2012

Age (for both Generalist & Specialist)

Minimum age - 21 years

Category	Maximum Age	Date of Birth between	
General	30 years	01.01.1982	31.12.1990
SC/ST	35 years	01.01.1977	31.12.1990
OBC	33 years	01.01.1979	31.12.1990
PWD (General)	40 years	01.01.1972	31.12.1990
PWD (SC/ST)	45 years	01.01.1967	31.12.1990
PWD (OBC)	43 years	01.01.1969	31.12.1990
ECO/SSRCO (General)	35 years	01.01.1977	31.12.1990
ECO/SSRCO (SC/ST)	40 years	01.01.1972	31.12.1990
ECO/SSRCO (OBC)	38 years	01.01.1974	31.12.1990
Resident of Assam State during the period from 01.01.1980 to 15.08.1985	35 years	01.01.1977	31.12.1990
All persons who have ordinarily been domiciled in Kashmir Division of J & K State during the period from 01.1.1980 to 31.12.1989	35 years	01.01.1977	31.12.1990

Note for ECO/SSRCO:

Reservation for ECO/SSRCO shall be as per rules.

In case of Ex Service Commissioned Officers including ECOs/SSRCOs, who have rendered at least 5 years military service and have been released on completion of assignment, otherwise than by way of dismissal or discharged on account of misconduct or inefficiency or account of physical disability attributable to military service or on invalidment.

Cumulative age relaxation will not be applicable either under the above items or in combination with any other item.

(III) Emoluments & Benefits:

Basic pay of Rs.17,240/- in the scale of Rs.17,240-840(14)-29,000-910(4)-32640 and other admissible allowance as applicable. Total emoluments will be about Rs.30,000/- 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. The CTC works out to approximately to Rs.5.00 lacs per annum with Lease accommodation at Metro centers.

(IV) Service Conditions: As applicable in the company from time to time. Selected candidates on appointment may be posted or transferred to any place in India as may be decided by the Company.

(V) Selection Procedure: Candidates will be called for a written examination to be held on **22/04/2012** which would comprise the following:

The written test will be both Objective & Descriptive type. The tests will be in two parts, one common test for all categories and second test will be conducted in a subject related to the respective category of specialist and Generalist group. The structure of written test is given below:

Sl.No	Name of Test	Maximum Marks	Medium of Exam	Duration
1.	Common Test a. Reasoning Ability b. Quantitative Aptitude c. Computer Knowledge & General Awareness d. English Language (Descriptive)	40 20 20 40	Eng./Hindi Eng./Hindi Eng./Hindi English	180 mins
2.A	Professional Knowledge – for Group A to F	80	Eng./Hindi	
2.B	General Aptitude test for Group G	80	Eng./Hindi	
	TOTAL (Aggregate)	200		

- **English Descriptive Test will consists of Essay, Précis and Comprehension.**
- **General Awareness Test will be taken in lieu of professional knowledge test for candidates belonging to Group G. The additional topics which will be covered in this part will be – (a) Data Sufficiency (b) Analysis of Information/Analytical ability (c) Data Interpretation.**

Candidates will have to appear for the written examination at their own expenses on 22/04/2012.

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 31/12/2011) etc and if found ineligible, their candidature will be cancelled at any stage of recruitment. Appearing in the WRITTEN EXAMINATION & INTERVIEW will not automatically confer any right of being selected for the said post.

(VI) 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.

(VII) Examination Centers:

Competitive written examination will be held at **27** centers in India as given below. 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 listed below depending upon the number of candidates and other relevant factors.

Centre	Code	Centre	Code
Ahmedabad	11	Kolkata	25
Bengaluru	12	Lucknow	26
Bhubaneswar	13	Mumbai	27
Chandigarh	14	Nagpur	28
Chennai	15	New Delhi	29
Coimbatore	16	Patna	30
Dehradun	17	Pune	31
Guwahati	18	Raipur	32
Hubli	19	Ranchi	33
Hyderabad	20	Shillong	34
Indore	21	Vadodara	35
Jaipur	22	Vijayawada	36
Jammu	23	Vishakhapatnam	37
Kochi	24		

Date of Written Examination: 22/04/2012

(VIII) 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 **Rs.25, 000/-** towards partial cost of training. No lien/bond executed to retain a substantive post with present employer will be binding upon the Company and no leave Salary or Pension Contribution will be made.

(IX) Action against candidates found guilty of Misconduct:

Candidates are warned that they should not furnish any particulars that are false, tampered/fabricated or should not suppress any material information while filling up the application form.

At the time of written examination/interview, if a candidate is (or has been) found guilty of :

(i) using unfair means during the examination or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination hall or taking away the question booklet (or any part thereof/answer sheet from the examination hall or (iv) resorting to any irregular or improper means in connection with his/her candidature for selection or (v) obtaining support for his/her candidature by any unfair means, 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 or recruitment conducted by NIC

c) for **termination** of service, if he/she has joined the Company.

(X) How to Apply & General Instructions :

1) Candidates are required to apply Online through website www.nationalinsuranceindia.com. **No other means/mode of applications will be accepted.**

2) Candidates are required to have a valid personal email ID. It should be kept active during the currency of this recruitment. The Company may send email alerts for call letters for written test, interview etc. through the registered email ID.

3) In case, a candidate does not have a valid personal email ID, he/she should create his/her new email ID before applying Online.

4) Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given on the website. Candidates should first scan their photograph and signature, ensuring that both the photograph and signature are within the required specifications. If the size of the file is more than the specified limit then the settings of the scanner should be adjusted.

5) Applicants are first required to go to the NIC's website www.nationalinsuraceindia.com and open the link "Recruitment". The candidate must go through the Advertisement very carefully and satisfy themselves that they fulfill all the eligibility criteria mentioned in the Advertisement. Thereafter they should proceed for applying. Fees once paid will not be refunded under any circumstances.

6) **Application Fee & Service charge of Bank: (Non-Refundable)**

Sl.No.	Category	Application Fees	Service charge for Bank	Total Amount
1.	SC/ ST / PWD	Rs. 50/-	Rs. 25/-	Rs. 75/-
2	All Male candidates other than SC/ST/PWD	Rs. 400/-	Rs. 25/-	Rs. 425/-
3	All Female candidates other than SC/ST/PWD	Rs. 200/-	Rs. 25/-	Rs. 225/-

Note : No Application fees will be required for employees of National Insurance Company.

7) **Candidate needs to go to the nearest Indian Bank Branch to deposit the appropriate fees in Cash only in Account No. 6008050653 in favour of 'National Insurance Co. Ltd'.** For further details candidates should visit our website and go to the link titled "How to Apply & General Instructions".

8) For instruction and the steps to be followed by the candidates for submission of online application, candidates should visit our website and go to the link titled "How to Apply & General Instructions" under Recruitment section.

9) The candidate should note and remember their Registration No. for future reference and use. Under no circumstances, he/she should share /mention registration no. to/or of any other person.

10) One original copy of counterfoil of the fee payment challan will have to be submitted with the admit card at the time of the written examination. Without the counterfoil of the fee payment challan, the candidates will not be allowed to appear in the written examination. Candidates are therefore requested to keep photocopy of the payment challan for future use.

11) 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 company's website on account of heavy load on internet/website jam.

12) The Company does not assume any responsibility for the candidates not being able to submit the application within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Company.

13) The Company takes no responsibility for any problem resulting in non submission of 'on line application' for whatsoever reason or not receiving any communication from the Company at any point of time during the recruitment exercise.

14) Candidates are advised to frequently visit the company's website and their personal email ID for any information which may be put for further guidance.

15) Candidates eligible for written examination will have to visit our website link for downloading admit card for the written examination. After downloading the admit card the candidates have to take a print out of the same.

16) Admission to written test/ Issuance of call letter for interview is purely on provisional basis without verification of documents in respect of age, qualification, category of the candidate. The verification of document for successful candidates in the written test will be done at the time of interview.

17) If it is found at any stage of recruitment that the candidate does not fulfill the eligibility criteria and/or, the candidate has furnished any incorrect/ false/ incomplete information or has suppressed any material fact(s), his/her candidature will be cancelled. If any shortcoming is detected, even after appointment, the services of the candidate are liable to be terminated forthwith.

18) 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.

19) The decision of the Company will be final and binding in all matters.

20) Applications once made will not be allowed to be withdrawn and fee/service charges paid shall not be refunded under any circumstances.

21) In case an applicant is not shortlisted, no claim for refund of cost of application or fees shall be entertained.

22) In case the candidate is shortlisted for interview and on scrutiny of his documents at the time of Interview it is found that the candidate is ineligible as per our advertisement his candidature is liable to be cancelled and he shall not be paid any reimbursement towards travel expenses for appearing at the Interview. 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.

23) The company shall not entertain any correspondence or personal enquires.

24) Canvassing in any form will disqualify the candidate for consideration for the post.

25) Any resulting dispute arising out of this process/advertisement shall be subject to the sole jurisdiction of the Courts in Kolkata.

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

(XI) Special Instructions for SC/ST/OBC & Govt. Employees:

- 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 recognised 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 31/03/2011 or later.
- c. Candidates serving in Govt. /Quasi Govt. /Public Sector Undertakings will be required to produce NOC (No Objection Certificate) at the time of the interview.

PLEASE NOTE THE IMPORTANT DATES:

Online Registration commences from	20th February 2012
Payment of Application Fees	20th February 2012 to 17th March 2012. (Both dates inclusive)
Online Registration closing on	17th March 2012.
Date of written examination	22nd April 2012