



दि न्यू इन्डिया एश्योरन्स कंपनी लिमिटेड

(भारत सरकार के पूर्ण स्वामित्वाधीन)

THE NEW INDIA ASSURANCE COMPANY LTD.

(Wholly Owned by Govt. of India)

पंजीकृत एवं प्रधान कार्यालय : न्यू इन्डिया एश्योरन्स बिल्डिंग, 87, महात्मा गांधी मार्ग, फोर्ट, मुंबई - 400 001.

Regd. & Head Office : New India Assurance Bldg., 87, M.G.Road, Fort, Mumbai - 400 001.

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Website : www.newindia.co.in

REF.NO.: CORP.HRM/ASSISTANT/2016-17

Date: 03/03/2017.

Website : www.newindia.co.in

RECRUITMENT OF ASSISTANTS IN THE NEW INDIA ASSURANCE COMPANY LIMITED

The New India Assurance Company Ltd., a leading Public Sector General Insurance Company and wholly owned by Government of India, invites applications from eligible Indian Citizens for recruitment of **984** Assistants in Class III cadre from open market.

The tentative schedule of events is as follows:-

EVENTS	TENTATIVE DATES
Publication of Advertisement in Employment News	04.03.2017
Online Registration	06.03.2017 to 29.03.2017 (Both dates inclusive)
Payment of Application Fees - Online	06.03.2017 to 29.03.2017 (Both dates inclusive)
Tier I Online Examination (Preliminary Exam)	22 nd and 23 rd April 2017 (Tentative dates)
Tier II Online Examination (Main Exam)	23 rd May 2017 (Tentative)
Download of Call Letters	10 days prior to the date of each examination (Tentative) {Preliminary Examinations as well as Main Exam}

Candidates are advised to regularly keep in touch with the authorized website of the company "www.newindia.co.in" for details and updates.

Candidates should apply through On-Line mode only. No other means/mode of application will be accepted.

Since recruitment in clerical cadre is done on State/UT wise basis, Candidates can apply for vacancies in one State/UT only and will have to appear for Online examination from a centre of that particular State/UT or as allotted by The New India Assurance Co.Ltd. For example, a candidate applying against vacancies in West Bengal State can opt for centre in West Bengal only and would be considered for employment in that State only.

Category-wise Vacancies (provisional):

SC	ST	OBC	GEN	TOTAL
140	75	228	533	976

Category-wise Backlog vacancies:

SC	ST	OBC	TOTAL
0	1	7	8

Reservation for Person with Disabilities (PWD) and Ex-servicemen are applicable as per prevailing government rules.

Vacancies reserved for OBC category are available to OBC candidates belonging to "Non-Creamy layer" only. "Creamy layer" OBC candidates should indicate their category as "General".

In respect of posts reserved for OBC category, a sub Quota of 4.5% reservation for minorities is applicable as per DOPT guidelines. The same shall be subject to prevailing guidelines issued from time to time.



दि न्यू इन्डिया एश्योरन्स कंपनी लिमिटेड, मुंबई, (प्र.का)
THE NEW INDIA ASSURANCE CO., LTD., MUMBAI (H.O.)

State/Union Territory wise Vacancies (Provisional) :

S.No.	STATE/UNION TERRITORY	SC	ST	OBC	GEN	TOTAL	Out of which		
							PWD	EXS & DISEXS	DXS
								(Including Backlog)	(Including Backlog)
1	Andhra Pradesh	5	1	2	12	20	0	3	5
2	Arunachal Pradesh	0	0	0	1	1	0	0	0
3	Assam	1	1	0	7	9	1	1	2
4	Bihar	0	0	4	5	9	1	2	1
5	Chandigarh(UT)	1	0	1	3	5	1	0	0
6	Chhattisgarh	1	4	0	6	11	1	4	1
7	Delhi	8	4	17	31	60	2	8	5
8	Goa	0	0	0	4	4	0	2	0
9	Gujarat	7	15	26	48	96	2	23	11
10	Haryana	3	1	5	10	19	1	4	1
11	Himachal Pradesh	2	0	1	4	7	0	0	0
12	Jammu & Kashmir	0	1	3	4	8	1	2	1
13	Jharkhand	1	0	2	3	6	0	0	0
14	Karnataka	9	4	18	35	66	0	9	6
15	Kerala	7	0	18	26	51	2	7	9
16	Madhya Pradesh	6	8	5	20	39	2	7	5
17	Maharashtra	27	24	74	125	250	7	66	32
18	Meghalaya	0	0	0	1	1	0	0	0
19	Mizoram	0	0	0	3	3	0	0	0
20	Nagaland	0	0	0	1	1	0	0	0
21	Odisha	2	3	1	7	13	1	3	0
22	Punjab	2	0	13	16	31	2	5	4
23	Puducherry	1	0	0	1	2	0	1	0
24	Andaman Nicobar (Port Blair)	0	0	0	3	3	0	0	0
25	Rajasthan	5	4	6	16	31	2	5	4
26	Tamil Nadu	25	0	2	77	104	5	16	14
27	Telangana	4	2	6	13	25	2	3	3
28	Tripura	0	0	0	1	1	0	0	0
29	Uttar Pradesh	14	1	17	32	64	2	12	7
30	Uttarakhand	3	1	1	5	10	1	2	1
31	West Bengal	6	1	6	13	26	1	3	4
	TOTAL	140	75	228	533	976	37	188	116

State/Union Territory wise Backlog Vacancies :

S.No.	STATE/UNION TERRITORY	ST	OBC	TOTAL
1	Madhya Pradesh	0	1	1
2	Maharashtra	0	1	1
3	Odisha	0	1	1
4	Tamilnadu	0	2	2
5	Uttar Pradesh	0	2	2
6	West Bengal	1	0	1
	TOTAL	1	7	8

Abbreviations stand for: GEN -General Category; SC-Scheduled Caste; ST-Scheduled Tribe; OBC-Other Backward Classes, PWD- Person with Disability, EXS – EX-Servicemen, DISEXS- Disabled Ex-servicemen, DXS- Dependants of Servicemen killed in Action.



दि न्यू इन्डिया एश्योरन्स कंपनी लिमिटेड, मुंबई, (प्र.का)
THE NEW INDIA ASSURANCE CO., LTD., MUMBAI (H.O.)

The reservation under various categories will be as per prevailing Government Guidelines at the time of finalization of result. The above vacancies are provisional and may vary according to the actual requirement of the Company at the material time. The vacancies of reserved category candidates are inclusive of unfilled vacancies, if any. Merit list will be drawn up State-wise and Category-wise. **The candidates who qualify in the pre recruitment tests (Tier I & Tier II) will be further shortlisted for Regional Language Test.**

ELIGIBILITY CRITERIA

1. NATIONALITY

A candidate applying for recruitment in the Company must be either:—

- a citizen of India, or
- a subject of Nepal, or
- a subject of Bhutan, or
- a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or
- 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.

2. AGE (as on 30th June 2016)

Minimum Age: 18 years; Maximum Age: 30 years (as on. 30.06.2016) Candidates born not earlier than 1st July 1986 and not later than 30th June 1998 (both days inclusive) are only eligible to apply.

The upper age limit will be relaxed as under:

Sl .No.	Category	Upper 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 subject to maximum of 45 years.
5	Widows, Divorced women and women legally separated from their husbands who have not remarried	5 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 Employees of the New India Assurance Co.Ltd.	5 years

Note :

The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis with only one of the remaining categories for which age relaxation is permitted as mentioned above Point 2 (3) to (7).

Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) along with the original certificate(s) for verification at the time of Regional Language Test and at any subsequent stage of the recruitment process as required by the Company.

Note for Ex-Servicemen

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

3. EDUCATIONAL QUALIFICATION (as on 30.06.2016)

A candidate must possess the minimum qualification of Graduation in any discipline from a recognized University or any equivalent qualification recognized as such by the Central Government. The candidate should have passed in English as one of the subjects at SSC/ HSC/ Intermediate/ Graduation level. Candidate should possess certificate in proof of passing the qualifying examination as on 30.06.2016.

Knowledge of Regional Language of the State of Recruitment is essential. Proficiency in the Regional Language of the State/UT (Candidates should know to read, write and speak the Regional Language of the State/UT) for whose vacancies a candidate wishes to apply, is essential. (To ascertain the candidate's familiarity with the Regional Language of the State/UT, a language test will be conducted before final selection. Candidates not found to be proficient in the Regional language would be disqualified.)

Note: Candidates are advised to satisfy themselves before they apply that they fulfill requirements as to Age, Educational Qualifications and other eligibility criteria and if found ineligible their candidature will be cancelled at any stage of recruitment.



4. DEFINITIONS :

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 January 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.

For the purpose of availing the concession of reservation for dependents of Servicemen killed in action, the member of the family would include his widow, son, daughter or his near relations who agree to support his family and an affidavit stating that the relaxation is availed by one dependent of Serviceman or not availed by any dependent of Servicemen killed in action will have to be submitted at the time of Regional Language Test.

The relaxation in upper age limit is not available to dependents of the Servicemen killed in action.

Note: The Territorial Army Personnel will be treated as Ex-Servicemen w.e.f. 15.11.1986.

Note: The candidates are required to submit the appropriate certificates in support of the above at the time of Regional Language Test.

Definition of Persons with Disabilities

Under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995 and The Rights of Persons with Disabilities Act, 2016, dated 27/12/2016 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 constituted by the Central/State Govt.

Accordingly, candidates with the following disabilities are eligible to apply. Candidates claiming such benefits should possess certificate in original issued by the Competent Authority on or before the last date of online submission of application in the prescribed format (Format available at the end of this advertisement) and should produce the same in support of their claim at the time of **Regional Language Test / at any stage of the recruitment process.**

a) Visual Impairment (Blindness and Low Vision);

b) Hearing Impairment (Deaf and hard of hearing);

c) Physical Disability (Locomotor Disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;)

d) Autism, intellectual disability, specific learning disability, mental illness;

e) Multiple disabilities from amongst persons under clauses (a) to (d) including deaf – blindness in the post identified for each disabilities.

NOTE: Definition of the above specified disabilities will be as per "THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016" dated 27th December 2016.

5. GUIDELINES FOR PERSONS WITH DISABILITIES USING A 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. 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.
- 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.
- 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 of examination or otherwise advised.
- Visually impaired candidates who utilize the services of the scribe will not be able to view the contents in the magnified font.

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



6. PRE-EXAMINATION TRAINING (NON RESIDENTIAL) :

SC/ST/OBC candidates who wish to avail the benefit of pre-examination training may register their names and other details with the Regional offices of New India Assurance Co Ltd., convenient to them. The candidates are required to refer to our website www.newindia.co.in for details of our Regional Offices and the Pre-Examination Training Forms. The scheduled dates and the venue of the training will be intimated through the registered e-mail ID to the candidate. Such candidates would have to attend the training at their own cost on the scheduled dates and at the venues advised to them.

7. SELECTION PROCEDURE :

The selection process will consist of on-line test (Preliminary & Main Examination). Candidates qualifying in the Main Examination will be further shortlisted for Regional Language test before the final selection.

Tier I: Preliminary Examination :

The Preliminary Examination (Online Objective Test) for 100 marks, would be of one hour duration and will consist of 3 sections as follows :

Sl.No.	Name of the test	No of questions	Marks	Duration
1	Test of English Language	30	30	Composite time 60 minutes
2	Test of Reasoning	35	35	
3	Test of Numerical Ability	35	35	
	TOTAL	100	100	

The questions in objective tests, except for the test of English Language, will be made available in English & Hindi. Candidates will have to qualify in each test by securing passing marks to be decided by the Company. Adequate number of candidates state-wise and category-wise as decided by the Company will be shortlisted for the Tier II -Main Examination.

Tier II : Main Examination :

The structure of Main Examination (Online objective test) will be as follows:

Sl. No	Name of Test (Objective)	No of questions	Marks	Duration
1	Test of Reasoning	40	50	Composite Time 120 minutes
2	Test of English Language	40	50	
3	Test of General Awareness	40	50	
4	Computer Knowledge	40	50	
5	Test of Numerical Ability	40	50	
	TOTAL	200	250	

Total marks obtained as above shall be proportionately reduced to a base of 35 marks

- Main Examination will consist of Online Objective Test for 250 marks to be conducted in duration of 120 minutes.
- The questions in objective tests, except for the test of English Language, will be made available in English & Hindi.
- Each candidate will be required to obtain a minimum total score (as decided by the Company) in the main examination.
- Candidates qualifying in the Online Main Examination will be shortlisted and called for Regional Language Test, before final selection. No separate marks will be awarded for Regional Language Test. This test will be only qualifying in nature.
- Final selection will be made on the basis of performance in the online Main examination subject to qualifying the Regional Language Test. Merely satisfying the eligibility norms do not entitle a candidate to be called for online examinations & Regional Language Test.

Note:

• **Penalty for Wrong Answers (Applicable to both – Preliminary and Main examination)**

There will be penalty for wrong answers marked in the Online Objective Tests. For each question for which a wrong answer has been given by the candidate, one fourth of the marks assigned to that question will be deducted as penalty to arrive at corrected score. No marks will be deducted for un-attempted questions.

- The Company reserves the right to modify the structure of the examination which will be intimated through its Website.



The Final Merit statewide and categorywise List shall be prepared in descending order of the marks secured by the candidates in the Online Main Examination subject to qualifying the Regional Language Test. Candidates who fall within the number of vacancies in the merit list shall be considered for appointment subject to Medical Fitness. Candidates will be intimated of the same through the Company's website. **The candidates are requested to check the website regularly.**

A contingency List of candidates not exceeding 50% of the number of vacancies may also be prepared and may be utilized in the event of non-acceptance of employment offer by the candidates selected in the final merit list.

Please note that candidates will not be permitted to appear for the online examination without the following documents:

1. **Valid Call Letter for the respective date and session of Examination**
2. **Photo-identity proof (as specified) in original bearing the same name and other information as it appears on the call letter/ application form and**
3. **Photocopy of the above photo-identity proof (as detailed below*)**

***IDENTITY VERIFICATION**

In the examination hall, the call letter along with the original and a photocopy of the candidate's photo identity (bearing the same name as it appears on the call letter) such as PAN Card/ Passport/ Driving License / Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognised college/ university/ Aadhar card or E-Aadhar Card with photograph / Employee ID 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.

Ration Card will not be accepted as valid ID proof for this Recruitment process.

Note: Candidates have to produce, in original, the photo identity proof and submit photocopy of the same along with Examination call letter while attending the examination, without which they will not be allowed to appear for the examination. 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. **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.**

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 will be prior to the Start time of the test. Though the duration of test is 1 hour for preliminary examination and 2 hours for Main examination, candidates may be required to be at the venue for about 3 to 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 etc.

BIOMETRIC DATA-Capturing and Verification:

It may be decided to capture the biometric data (left thumb impression or otherwise) and photograph of the candidates, who qualify preliminary examination (Tier-I), on the day of the main examination (Tier -II). The biometric data and photograph will be verified later during the conduct of the Regional Language Test and during the final appointment. Decision of the biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

Candidates are requested to take care of the following points in order to ensure a smooth process.

- If fingers are coated (stamped ink/ mehndi /coloured etc), ensure to thoroughly wash them so that coating is completely removed before the exam/joining day.
- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- If the primary finger (left thumb) to be captured is injured /damaged, immediately notify the concerned authority at the test centre. In such cases impression of the other fingers, toes etc may be captured.
- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.

8. REGIONAL LANGUAGE TEST

Candidates shortlisted in the online Main examination will subsequently be called for Regional Language Test to be conducted by the Company, at select centres. The name and address of the Centre, time & date of this test will be informed to the shortlisted candidates on our website.



Candidates are required to download their call letters for the Regional Language Test from the company's website. Please note that any request regarding change in date, centre etc. will not be entertained. However, the Company reserves the right to change the date/ time/venue/centre etc. of this test or hold a supplementary process for particular date / session / venue / centre / set of candidates at its discretion, under unforeseen circumstances, if any.

The Regional Language Test will be of qualifying nature only. No Scores will be allotted for the same.

The scores obtained by the candidates in the Online Main Examination will be considered while arriving at the final ranking subject to their qualifying the Regional Language Test. A candidate should be sufficiently high in the merit list to be shortlisted for subsequent recruitment process. Scores of the candidates failing to secure minimum qualifying marks in the Preliminary /Main Examination or otherwise barred from the further process shall be disclosed on Company's website only after the whole exercise is completed.

9. LIST OF DOCUMENTS TO BE PRODUCED AT THE TIME OF REGIONAL LANGUAGE TEST (AS APPLICABLE) :

The following documents in **original and self attested photocopies** in support of the candidate's eligibility and identity are to be invariably submitted at the time of Regional Language Test, failing which the candidate will not be permitted to appear for the same. **Non submission of requisite documents by the candidate at the time of Regional Language Test will debar his/her candidature from further participation in the recruitment process.**

- a) Printout of the valid Call Letter for the Regional Language Test.
- b) Valid system generated printout of the online application form registered for the online examination.
- c) Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authorities or SSLC/ Std. X Certificate with DOB).
- d) Original and photocopy of Photo Identify Proof as indicated in ***IDENTITY VERIFICATION** of the advertisement.
- e) Mark-sheets & certificates for Graduation/Equivalent Examination etc. Proper document from University for having declared the result on or before 30.06.2016 has to be submitted.
- f) Caste Certificate issued by the competent authority in the prescribed format as stipulated by Government of India in the case of SC/ST/OBC category candidates.
- g) In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate **does not belong to creamy layer section** excluded from the benefits of reservation for Other Backward Classes in Civil posts & services under Government of India. OBC caste certificate containing the Non-creamy layer clause should be valid as on the date of online registration. **Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.**
- h) **Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List, are not entitled to OBC reservation. They should indicate their category as General in the online application form.**
- i) In case of Persons with Disability category, the candidates should produce Disability certificate in prescribed format issued by the District Medical Board. If the candidate has used the services of a Scribe at the time of online examination, the duly filled in details of the scribe should be produced in the prescribed format as available in our website.
- j) Ex-Servicemen candidates: (i) Candidates who are released/ retired from Armed Forces are required to submit a certificate as per 'Proforma A'. Such Ex-servicemen candidates have to produce a copy of the discharge Certificate / pension payment order and documentary proof of rank last / presently held (substantive as well as acting) at the time of Regional Language Test. (ii) Candidates who are still in the Armed Forces and desirous of applying under Ex-Servicemen category should submit 'Proforma B' from the Competent Authority showing his/her date of completion of specific period of engagement (SPE) along with the declaration in 'Proforma C'. Such candidates whose SPE is completed / will be completed on or before **30.09.2017** are eligible to apply. Such candidates have to submit a release letter and a self declaration form that he/ she is entitled to benefits admissible to Ex-Servicemen as per Govt. of India rules (iii) Those candidates who have completed their initial period of assignment and who are on extended assignment are required to submit the certificate as per 'Proforma D'. (iv) Dependents of Servicemen killed in action or those who have been severely disabled have to produce satisfactory documentary proof showing that they are Dependents of Servicemen killed in action or severely disabled and an affidavit stating that the relaxation is availed by one dependent of Servicemen or not availed by any Dependent of Servicemen killed in action or severely disabled.
- k) Candidates serving in Government / quasi govt offices/ Public Sector Undertakings (including Nationalised Banks and Financial Institutions) and other institutions are required to produce a "No Objection certificate" from their employer at the time of Regional Language Test, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
- l) Persons eligible for age relaxation under 2 (6) must produce the domicile certificate at the time of Regional Language Test/ at any stage of the subsequent process from the District Jurisdiction where he / she had ordinarily resided or any other authority designated in this regard by the Government of Jammu & Kashmir to the effect that the candidate had ordinarily domiciled in the Kashmir Division of the State of J&K during the period from 01.01.80 to 31.12.89.
- m) Experience certificates, if any.
- n) Persons falling in categories 1 (b), (c), (d) and (e) of Nationality criteria should produce a certificate of eligibility issued by the Govt. of India.
- o) Any other relevant documents in support of eligibility.

Note: Candidates will not be allowed to appear for the Regional Language Test if they fail to produce the relevant eligibility documents as mentioned above.



10. EXAMINATION CENTRES

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. Company, 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. Company 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(s) at Examination Centre(s) at his/her own risks and expenses and Company will not be responsible for any injury or losses etc. of any nature.
6. **Tentative list of centres for Preliminary examination (Tier-I) is given below.**
7. **Examination centres for Main Examination (Tier-II) will be limited.**
8. Centre and dates of Examinations are liable to be changed at the Company's discretion. In the event of cancellation of Examinations at any centre, the Company may at its discretion allot an alternative centre to the candidates concerned. **Separate call letters will be issued for Tier-I & Tier-II examinations and should be downloaded by the candidates from the link provided in the Company's website i.e. www.newindia.co.in at appropriate time. Candidates will not be admitted to the examinations without the Call Letters.**

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

State Code	State /UT	Centre
11	Andaman & Nicobar	Port Blair
12	Andhra Pradesh	Chirala, Chittoor, Guntur, Hyderabad, Kakinada, Kumool, Nellore, Ongole Puttur, Rajahmundry, Tirupati, Vijaywada, Vishakhapatnam, Vizianagaram
13	Arunachal Pradesh	Itanagar, Naharlagun
14	Assam	Dibrugarh, Guwahati, Jorhat, Kokrajhar, Silchar, Tezpur
15	Bihar	Arrah, Aurangabad, Bhagalpur, Bihar Sharif, Darbhanga, Gaya, Hajipur, Muzzafarpur, Patna, Purnea, Samastipur, Siwan
16	Chandigarh	Chandigarh
17	Chhattisgarh	Bhilai, Bilaspur, Raipur
20	Delhi	Delhi, Faridabad, Ghaziabad, Greater Noida, Gurgaon.
21	Goa	Panaji, Verna
22	Gujarat	Ahmedabad, Anand, Gandhinagar, Himmatnagar, Jamnagar, Mehsana, Rajkot, Surat, Vadodara
23	Haryana	Ambala, Hissar, Karnal, Kurukshetra, Panipat, Palwal, Rohtak, Sonapat, Yamunanagar
24	Himachal Pradesh	Baddi, Bilaspur, Dharamshala, Hamirpur, Kangra, Kullu, Mandi, Shimla, Sirmaur, Solan, Una
25	Jammu & Kashmir	Jammu, Kathua, Samba, Srinagar
26	Jharkhand	Bokaro, Dhanbad, Hazaribag, Jamshedpur, Ranchi
27	Karnataka	Belgaum, Bengaluru, Bidar, Gulbarga, Hubli, Mangalore, Mysore, Shimoga, Udipi
28	Kerala	Alapuzha, Kannur, Kochi, Kollam, Kottayam, Kozhikode, Malappuram, Palakkad, Thrissur, Thiruvananthapuram

State Code	State /UT	Centre
30	Madhya Pradesh	Bhopal, Gwalior, Indore, Jabalpur, Satna, Sagar, Ujjain
31	Maharashtra	Amravati, Aurangabad, Chandrapur, Dhule, Jalgaon, Kolhapur, Latur, Mumbai/Thane/Navli Mumbai, Nagpur, Nanded, Nasik, Pune, Ratnagiri, Sangli, Satara.
33	Meghalaya	Ri-Bhoi, Shillong,
34	Mizoram	Aizawl
35	Nagaland	Kohima
36	Odisha	Angul, Balasore, Baripada, Berhampur(Ganjam), Bhubaneswar, Cuttack, Dhenkanal, Rourkela, Sambalpur,
37	Puducherry	Puducherry
38	Punjab	Amritsar, Bhatinda, Fatehgarh Sahib, Jalandhar, Ludhiana, Mohali, Pathankot, Patiala, Phagwara, Sangrur
39	Rajasthan	Ajmer, Alwar, Bhilwara, Bikaner, Jaipur, Jodhpur, Kota, Sikar, Udaipur
41	Tamilnadu	Chennai, Coimbatore, Dindigul, Krishnagiri, Madurai, Nagercoil, Namakkal, Perambalur, Selam, Thanjavur, Tiruchirappalli, Tirunelveli, Thoothukodi, Vellore
42	Telangana	Hyderabad, Karimnagar, Khammam, Warangal
43	Tripura	Agartala
44	Uttar Pradesh	Agra, Aligarh, Allahabad, Bareilly, Bulandshaher, Gorakhpur, Jhansi, Kanpur, Lucknow, Mathura, Meerut, Moradabad, Muzaffargar, Unnao, Varanasi
45	Uttarakhand	Dehradun, Haldwani, Haridwar, Roorkee
46	West Bengal	Asansol, Berhampur(West Bengal), Bardhaman, Durgapur, Hoogly, Howrah, Kalyani, Kolkata, Siliguri.

11 APPLICATION FEES

Payable from 06.03.2017 to 29.03.2017 (both dates inclusive)

Category	Application Fees
SC/ST/PWD/EX-SER/Females	Rs. 50/- (Intimation Charges only)
Other than SC/ST/PWD/EX-SER/Females	Rs.500/- (Application fee including Intimation Charges)

Bank Transaction charges, if applicable, have to be borne by the candidate.

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



12. HOW TO APPLY

Detailed Guidelines/Procedures for:

- Application Registration
- Payment of Fees
- Photograph & Signature Scan and Upload

A. APPLICATION REGISTRATION

I. IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should

- Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under "Guidelines for scanning and uploading of photograph and signature."
- 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 Regional Language Test etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID or mobile no., he/she should create his/her new e-mail ID and acquire new mobile no. before applying on-line and must maintain that email account and mobile number till the completion of Recruitment Exercise.

II. APPLICATION PROCEDURE

- Candidates have to go to the Company's website www.newindia.co.in "Recruitment Section" and click on the option "APPLY ONLINE" which will open a new screen.
- To register application, choose the tab "CLICK HERE FOR NEW REGISTRATION" and enter Name, Contact details and Email-id, mobile no.etc.. 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.
- 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.
- Candidates are advised to carefully fill and verify the details filled in the online application form themselves as no change will be possible/ entertained after clicking the "FINAL SUBMIT" BUTTON.
- The Name of the candidate and 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.
- Validate your details and Save your application by clicking the 'VALIDATE YOUR DETAILS' and 'SAVE & NEXT' button.
- Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Uploading of Photograph and Signature detailed under point "C" given below
- Candidates can proceed to fill other details of the Application Form.
- Click on the Preview Tab to preview and verify the entire application form before "FINAL SUBMIT".
- 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.
- Click on 'PAYMENT' Tab and proceed for payment.
- Click on 'SUBMIT' button.

B. PAYMENT OF FEES ONLINE MODE

- The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- The payment can be made by using only Debit Cards (Rupay/ Visa/ Master/ Maestro), Credit cards, Internet Banking , IMPS, Cash Cards/ Mobile Wallets.
- 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.
- On successful completion of the transaction, an e-Receipt will be generated.
- 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.
- 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.**
- For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert it to your local currency based on prevailing exchange rates.
- To ensure the security of your data, please close the browser window once your transaction is completed.
- There is facility to print application form containing fee details after payment of fees.

C. GUIDELINES FOR SCANNING AND UPLOADING OF PHOTOGRAPH & SIGNATURE

- 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 signature will be used to put on the Call Letter and wherever necessary.
- The Applicant's signature obtained on the call letter and attendance sheet at the time of 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 "C" above for 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.

NOTE: Please note that all the particulars mentioned in the online application form including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination, etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with utmost care as no correspondence regarding change of details will be entertained. The Company will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form. An online application which is incomplete in any respect such as without proper size photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid. Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee / intimation charges to avoid the possibility of disconnection/ inability/ failure to log on to the website on account of heavy load on internet/website jam. The Company does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason. Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected. Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

DOWNLOAD OF CALL LETTERS

Candidates will have to visit our website www.newindia.co.in for downloading call letters for online tests (separately for Tier-I & II Examinations). 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 in original as stipulated earlier under Identity Verification and also specified in the call letter and (iii) a photocopy of the same Photo Identity Proof as brought in original.

13. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT.

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 and Regional Language Test or in a subsequent selection procedure, if a candidate is (or has been) found guilty of -

- Using unfair means or
- Impersonating or procuring impersonation by any person or
- Misbehaving in the examination 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
- Resorting to any irregular or improper means in connection with his/her candidature or
- Obtaining support for his/her candidature by any unfair means or
- Carrying mobile phones or similar electronic devices of communication in the examination hall, such a candidate may in addition to rendering himself/herself liable to criminal prosecution, be liable:
 - i. To be disqualified from the examination for which he/she is a candidate.
 - ii. To be debarred, either permanently or for a specified period, from any examination conducted by The New India Assurance Co. Ltd.
 - iii. For termination of service, if he/she has already joined The New India Assurance Co. Ltd



14. SPECIAL INSTRUCTIONS FOR SC/ST/OBC/PWD:

- A. Caste Certificate in respect of SC/ST/OBC candidates is to be obtained from the following Authorities:
- 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).
 - Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
 - Revenue Officer not below the rank of Tehsildar.
 - Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
 - 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.
- Note:** Caste validity certificate in original, from the appropriate authorities of the state/union territory from which the caste certificate was issued along with self-attested Photostat copy is to be submitted at the time of Regional Language Test.
- 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 31/03/2016.**
- C. For Persons with Disabilities: Authorised certifying authority will be the Medical Board at the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopedic / Ophthalmic / ENT Surgeon. Please refer to Annexures for the prescribed formats of (SC, ST, OBC, PWD, EX-Servicemen) certificates to be submitted at the time of Regional Language Test. Candidates belonging to these categories are required to produce the certificates strictly in these formats only.

15. 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.

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.

16. EMOLUMENTS & BENEFITS:

- i. **Scale of Pay:** 14435-840(1)-15275-915(2)-17105-1030(5)-22255-1195(2)-24645-1455(3)-29010-1510(2)-32030-1610(5)-40080.
- ii. **Emoluments:** Total emoluments works out to approximately Rs.23000/- per month in the initial stage in a metro city. Other Allowance may vary depending upon the place of posting. Apart from allowances other benefits such as lump sum domiciliary medical benefit, 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.

17. GENERAL INFORMATION:

- 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 another examination if considered necessary. Decision of the Company in this regard shall be final. Candidates not willing to accept such change shall lose his/her candidature for this exam.
- Decision of the Company in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained in this regard.
- 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 is required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.
- The responses (answers) of individual candidates will be analysed and compared 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, The Company reserves the right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
- 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 NIA (The New India Assurance Company Ltd.) 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 effect.
- 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 are correct in all respects. In case it is detected at any stage of recruitment that a candidate does not fulfill 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.
- 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.



दि न्यू इन्डिया एश्योरन्स कंपनी लिमिटेड, मुंबई, (प्र.का)

THE NEW INDIA ASSURANCE CO., LTD., MUMBAI (H.O.)

- viii. 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.
- ix. Not more than one application should be submitted by any candidate. In case of multiple Applications, only the latest valid (completed) application will be retained and the application fees / intimation charges paid for the other multiple registration(s) will stand forfeited.
- x. Applicants are advised to keep their registered e-mail ID and mobile number mentioned in the online application active during the recruitment exercise for communication if any.
- xi. The selection of the candidates will be on the basis of Online Main examination subject to qualifying the Regional Language Test. 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.
- xii. Admission to Online examination will be purely provisional without verification of age/qualification/category (SC/ST/OBC/PWD/EXS) etc. of the candidates with reference to documents.
- xiii. Documents relating to Age/Qualification/Category etc. will have to be submitted at the time of Regional Language Test by the candidates called for the same. 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.
- xiv. At any stage if falsification of caste certificate is noticed, the candidature will stand cancelled automatically.
- xv. Candidates serving in Government / Quasi Government Offices, Public Sector undertaking including Nationalised Banks, financial institutions and other institutions will be required to submit 'No Objection Certificate' from their employer at the time of Regional Language Test, failing which their candidature may not be considered and travelling expenses, if any otherwise admissible, will not be paid. Candidates who are selected are required to submit discharge letter / relieving letter from their employer (Govt/Public sector / Private) at the time of joining the company, WITHOUT WHICH THEY WILL NOT BE ALLOWED TO JOIN.
- xvi. The candidates will have to appear for the tests at their own cost. SC/ST/PWD candidates called for Regional Language Test, 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.).
- xvii. 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.
- xviii. DECISIONS OF THE COMPANY IN ALL MATTERS REGARDING ELIGIBILITY, CONDUCT OF ONLINE EXAMINATION, OTHER TESTS, SELECTION WOULD BE FINAL AND BINDING ON ALL CANDIDATES. NO REPRESENTATION OR CORRESPONDENCE WILL BE ENTERTAINED BY THE COMPANY IN THIS REGARD.
- xix. The Company reserves the right to post the selected candidate anywhere in the state/UT for which the candidate has applied. Any request for any kind of change in posting will not be entertained for any reason whatsoever. Any request for extension in joining time will not be entertained.
- xx. The Company reserves the right to transfer any candidate anywhere in India even before the expiry of 3 year period from the initial place of posting.
- xxi. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in response thereto can be instituted only in Mumbai. Courts/ tribunals/forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/dispute.
- xxii. 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.
- xxiii. 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 items including mobile phones to the venue of the examination as no arrangement of safekeeping will be available.
- xxiv. Candidate's admission to the Online test/ Regional Language Test is strictly provisional. The mere fact that the call letter has been issued to the candidate does not imply that his/her candidature has been finally cleared by the Company.
- xxv. The Company reserves the right to cancel the above Recruitment Exercise at any stage of the process without assigning any reason thereof.

IN CASE OF ANY DISCREPANCIES, THE DETAILED ADVERTISEMENT PUBLISHED IN THE RECRUITMENT SECTION OF OUR WEBSITE WWW.NEWINDIA.CO.IN SHALL BE FINAL. CANDIDATES ARE ADVISED TO VISIT THE RECRUITMENT SECTION OF OUR WEBSITE FOR DETAILED ADVERTISEMENT, TO APPLY ONLINE AND FOR FURTHER UPDATES ON THE RECRUITMENT.

Canvassing in any form will be a disqualification.

**DY. GENERAL MANAGER
CORP HRM
MUMBAI**



**FORM OF CERTIFICATE TO BE PRODUCED BY A
CANDIDATE BELONGING TO SCHEDULED CASTE OR
SCHEDULED TRIBE IN SUPPORT OF HIS / HER CLAIM**

1. This is to certify that Sri / Smt / Kum* _____ son / daughter*
of _____ of village / town* _____ in
District / Division* _____ of the State / Union Territory* _____ belongs to the
_____ Caste/Tribe* which is recognized as a Scheduled Caste/ Scheduled Tribe* under:

- * The Constitution (Scheduled Castes) Order, 1950 ;
- * The Constitution (Scheduled Tribes) Order, 1950 ;
- * The Constitution (Scheduled Castes)(Union Territories)Orders, 1951 ;
- * The Constitution (Scheduled Tribes)(Union Territories)Order, 1951 ;

[as amended by the Scheduled Castes and Scheduled Tribes lists Modification) Order,1956; the Bombay Reorganisation Act, 1960; the Punjab Reorganisation Act 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation)Act, 1971, the Constitution (Scheduled Castes and Scheduled Tribes) Order (Amendment) Act,1976]:

- * The Constitution (Jammu and Kashmir) Scheduled Castes Order,1956 ;
- * The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976 ;
- * The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962 ;
- * The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962 ;
- * The Constitution (Pondicherry) Scheduled Castes Order 1964;
- * The Constitution (Uttar Pradesh) Scheduled Tribes Order,1967;
- * The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968 ;
- * The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968 ;
- * The Constitution (Nagaland) Scheduled Tribes Order, 1970 ;
- * The Constitution (Sikkim) Scheduled Castes Order, 1978 ;
- * The Constitution (Sikkim) Scheduled Tribes Order, 1978 ;
- * The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989 ;
- * The Constitution (Scheduled Castes) Orders (Amendment)Act, 1990;
- * The Constitution (ST) Orders (Amendment) Ordinance, 1991 ;
- * The Constitution (ST) Orders (Second Amendment) Act,1991 ;
- * The Constitution (ST) Orders (Amendment) Ordinance, 1996.

....2/-



:: 2 ::

2. Applicable in the case of Scheduled Castes / Scheduled Tribes persons , who have migrated from one State / Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes* Certificate issued to Shri / Smt / Kumari* _____ Father /Mother* of Sri / Smt / Kumari* _____ of _____ village _____ / _____ town _____ in District/Division* _____ of the State/Union Territory* _____ who belong to the _____ Caste / Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory* issued by the _____ [Name of the authority] vide their order No. _____ dated _____.

3. Shri/Smt/Kumari* _____ and/or* his/her* family ordinarily reside(s) in village/town* _____ of _____ District / Division* of the State / Union Territory* of _____

Signature _____

Designation _____

Place:

[With seal of Officer]

Date :

State/Union Territory

Note : The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

* Please delete the words which are not applicable.

Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste / Tribe Certificates :

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector/I Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Asst. Commissioner / Taluka Magistrate / Executive Magistrate.
2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officers of the area where the candidate and / or his family normally resides.

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**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/ Smt./ Kumarison/daughter of
..... of village/ town
In District/ Division in the State / Union Territory
.....belongs to the community
which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolutio n
No. dated*. Shri/ Smt./ Kumari And/or
his/her family ordinarily reside (s) in the District/ Division of the
..... State/Union Territory. This is also to certify that he/she does not belong to the
persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personal &
Training O. M. No. 36012/22/93 – Estt.(SCT) dated 08.09.1993, ,{Amended vide OM No. 36033/3/2004-Estt.(Res.) dated
14/10/2008}.**.

District Magistrate
Deputy Commissioner etc.

Dated:

Seal

*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** - As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the people Act, 1950.



FORM-II

Disability Certificate

(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP Size
Attested
Photograph
(Showing face only
of the person with
disability)

Certificate No. :

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum. _____ son/wife/daughter of Shri
S _____

Date of Birth (DD / MM / YY) _____

Age _____ years, male/female Registration No. _____ permanent resident of House

No. _____ Ward/Village/Street _____ Post Office

_____ District _____ State _____, whose photograph is affixed above,
and am satisfied that :

(A) he/she is a case of :

Locomotor disability Blindness

(Please tick as applicable)

(B) The diagnosis in his/her case is _____

(A) He/She has _____% (in figure) _____ percent (in words) permanent physical
Impairment/blindness in relation to his/her _____ (part of body) as per guidelines (to be specified)

2. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/Thumb
impression of the
person in whose
favour disability
certificate is
issued.



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THE NEW INDIA ASSURANCE CO., LTD., MUMBAI (H.O.)

FORM - III

Disability Certificate

(In case of multiple disabilities)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP
size Attested
Photograph
(Showing face
only) of the
person with
disability

Certificate No. :

Date :

This is to certify that we have carefully examined

Shri/Smt./Kum. _____ son/wife/daughter of Shri

_____ Date of Birth (DD / MM / YY) _____

Age _____ years, Male/female _____ Registration No. _____ permanent resident of

House No. _____ Ward/Village/Street _____ Post

Office _____ District _____ State _____, whose photograph is

affixed above, and are satisfied that :

(A) He/she is a Case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below :

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified), is as follows:-

In figures :- _____ percent

In words :- _____ percent.

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.



3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) _____

@ - e.g. Left/Right/both arms/legs

- e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and Seal of the Medical Authority

Name and seal of Member	Name and seal of Member	Name and seal of Chairperson

Signature/Thumb
impression of the
person in whose
favour disability
certificate is
issued.



FORM - IV

Disability Certificate

(In cases other than those mentioned in Forms II and III)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size
Attested
Photograph
(Showing face
only) of the person
with disability

Certificate No. :

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum. _____ son/wife/daughter of Shri
_____ Date of Birth (DD / MM / YY) _____

Age _____ years, male/female _____ Registration No. _____ permanent resident of
House No. _____ Ward/Village/Street _____ Post
Office _____ District _____ State _____, whose photograph is
affixed above, and am satisfied that he/she is a Case of _____ disability. His/her extent of
percentage physical impairment/disability has been evaluated as per guidelines (to be specified) and is shown
against the relevant disability in the table below :

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(Please strike out the disabilities which are not applicable.)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) _____

@- e.g. Left/Right/both arms/legs # - e.g. Single eye / both eyes £ - e.g. Left / Right / both ears



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4. The applicant has submitted the following documents as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned

{Countersignature and seal
of the CMO/Medical
Superintendent/Head of
Government Hospital, in
case the certificate is issued
by a medical authority who
is not a government servant
(with seal)}

Signature/Thumb
impression of the
person in whose favour
disability certificate is
issued.

Note: In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.

Note: The principal rules were published in the Gazette of India vide Notification number S.O.908 (E), dated the 31st December, 1996.



PROFORMA - A

Form of Certificate applicable for Released/Retired Personnel

It is certified that No. _____ Rank _____ Name _____
whose date of Birth is _____ has rendered Service from _____ to _____ in
Army/Navy/Air Force.

2. He has been released from military services :

% a) on completion of assignment otherwise than

- (i) by way of dismissal, or
- (ii) by way of discharge on account of misconduct or inefficiency, or
- (iii) on his own request, but without earning his pension, or
- (iv) he has not been transferred to the reserve pending such release.

%b) on account of physical disability attributable to Military Service.

%c) on invalidment after putting in at least five years of Military service

3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time.

Place :

Signature, Name and Designation of the
Competent Authority**

Date:

SEAL

% Delete the paragraph which is not applicable.

** Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows :

- (a) In case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy : Directorate of Personnel, Naval Hqrs., New Delhi; Air Force : Directorate of Personnel Officers, Air Hqrs., New Delhi.
- (b) In case of JCOs/ORs and equivalent of the Navy and Air Force : Army : By various Regimental Record Offices; Navy : BABS, Mumbai; Air Force : Air Force Records, New Delhi.



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PROFORMA - B

Form of Certificate for Serving Personnel
(Applicable for serving personnel who are due to be released within one year)

It is certified that No. _____ Rank _____ Name _____ is serving in the
Army/Navy/Air Force from _____.

2. He is due for release/retirement on completion of his specific period of assignment on or before 30.09.2017.
3. No disciplinary case is pending against him

Place :

Signature, Name and

Designation of the
Competent Authority **

Date:

SEAL

**** Authorities who are competent to issue certificate to Armed Forces Personnel for availing
Age concessions are as follows :**

- (a) In case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy : Directorate of Personnel, Naval Hqrs., New Delhi; Air Force : Directorate of Personnel Officers, Air Hqrs., New Delhi.
- (b) In case of JCOs/ORs and equivalent of the Navy and Air Force : Army : By various Regimental Record Offices; Navy : BABS, Mumbai; Air Force : Air Force Records, New Delhi.



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PROFORMA - C

Undertaking to be given by serving Armed Force personnel who are due to be released within one year

- (1) I understand that if selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/ retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.
- (2) I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-serviceman in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertaking, Autonomous Bodies/Statutory Bodies, Nationalised Banks, etc.), by availing of the concession of reservation of vacancies admissible to Ex-serviceman.

Place :

Date :

Signature and Name of Candidate



PROFORMA - D

Form of Certificate applicable for Serving Armed Force Personnel who have already completed their initial assignment and are on extended assignment

It is certified that No _____ Rank _____ Name _____ whose date of birth is _____ is serving in the Army/Navy/Air Force from _____

2. He has already completed his initial assignment of five years on _____ and is on extended assignment till _____

3. There is no objection to his applying for civil employment and he will be released on three months notice on selection from the date of receipt of offer of appointment.

Place :

Signature, Name and Designation of the
Competent Authority **

Date :

SEAL

**** Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows :**

- (a) In case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy : Directorate of Personnel, Naval Hqrs., New Delhi; Air Force : Directorate of Personnel Officers, Air Hqrs., New Delhi.
- (b) In case of JCOs/ORs and equivalent of the Navy and Air Force : Army : By various Regimental Record Offices; Navy : BABS, Mumbai; Air Force : Air Force Records, New Delhi.



SCRIBE DECLARATION FORM

GUIDELINES REGARDING PERSONS WITH DISABILITIES

Those candidates who are visually impaired or affected by cerebral palsy with loco-motor impairment and whose writing speed is affected can use own scribe at own cost during the online examination. In all such cases where a scribe is used, the following rules will apply:

- Please ensure you are eligible to use a scribe as per the Government of India rules governing the recruitment of Persons with Disabilities.
- **The candidate will have to arrange his / her own scribe at his/her own cost.**
- **The scribe may be from any academic stream.**
- **Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination**
- **Compensatory 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)**
- **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 magnified 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**
- **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 favorably entertained.
- **The Scribe should not be an active employee of The New India Assurance Co Ltd.**
- **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.**

Please fill up the **DECLARATION** and submit along with the call letter.

DECLARATION

We, the undersigned, Shri/Smt/Kum. _____ eligible candidate for the _____ examination and Shri/Smt/Kum _____ eligible writer (scribe) for the eligible candidate, do hereby declare that :

1. The scribe is identified by the candidate at his/her own cost and as per own choice.
The candidate is **blind/low vision** or affected by **cerebral palsy with loco-motor impairment and his/her writing speed is affected** and s/he needs a writer (scribe) as permissible under the Government of India rules governing the recruitment of Persons with Disabilities.
2. As per the rules, the candidate availing services of a scribe is eligible for compensatory time of 20 minutes for every hour of the examination.
3. In view of the importance of the time element and the examination being of a competitive nature, the candidate undertakes to fully satisfy the Medical Officer of the Organization that there was necessity for use of a scribe as his/her writing speed is affected by the disabilities mentioned in Paragraph '1' above.
4. In view of the fact that multiple appearance / attendance in the examination are not permitted, the candidate undertakes that he/she has not appeared / attended the examination more than once and that the scribe arranged by him/her is not 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.
5. We declare that the scribe is not an active employee of The New India Assurance Co Ltd.



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6. We hereby declare that all the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of recruitment that we do not fulfill the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the candidature of the applicant will stand cancelled, irrespective of the result of the examination. If any of these shortcoming(s) is/are detected even after the candidate's appointment, his/her services are liable to be terminated. In such circumstances, both signatories will be liable to criminal prosecution.

Given under our signature:-

Signature of the Scribe: _____

Signature of the Candidate: _____

Postal address:

Post applied for:

Educational Qualification
of the Scribe:

Registration No:

Roll No:

Postal address:

STD Code Phone No.....

STD Code Phone No.....

Cell No, if any.....

Cell No, if any.....

PHOTO OF THE
SCRIBE

Signature of Invigilator