

## **RECRUITMENT OF 150 ACCOUNTS APPRENTICE (ON FULLTIME BASIS)**

National Insurance Company Ltd. invites applications for recruitment of 150 (One Hundred Fifty) Accounts Apprentices from open market.

**Please note the Important Dates:**

Online Registration commences from	13 <sup>th</sup> November, 2018
Last Date for Online Registration	27 <sup>th</sup> November, 2018
Payment of Application fees	13 <sup>th</sup> November, 2018 to 27 <sup>th</sup> November, 2018
Date of online Examination	December/January 2018
Downloading of call letters for examination commences from	10 days prior to the date of examination

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

**Vacancies:**

Total No. of Posts	UR	SC	ST	OBC	PWD
150	87	32	9	22	3

Abbreviations stand for: **UR:** Un-reserved; **SC:** Scheduled Caste; **ST:** Scheduled Tribe; **OBC:** Other Backward Classes. **PWD:** persons with disabilities; **HI/VI/OC**

State wise vacancies for Accounts Apprentices are stated as follows:

State	Vacancies for Accounts Apprentice
Andhra Pradesh & Telangana	9
Assam & North Eastern states	5
Bihar & Jharkhand	10
Gujarat	7
J&K, Himachal Pradesh, Punjab, Haryana, Chandigarh	12
Karnataka	9
Kerala	4
Madhya Pradesh & Chattisgarh	8
Maharashtra & Goa	19
Delhi-NCR	10
Orissa	4
Rajasthan	8
Tamil Nadu	12
Uttar Pradesh & Uttarakhand	8
West Bengal & Sikkim	25
<b>Grand Total</b>	<b>150</b>

The above vacancies are provisional and the Company reserves the right to vary the same according to the actual requirements of the Company at the material time.

**Note**

- i) Candidates belonging to OBC category but coming in the "CREAMY LAYER" are not entitled to OBC reservation and age relaxation. They 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.
- ii) Reservation for Persons with Disabilities (PWD) shall be as per prevailing government rules.

## 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.

**Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. At the time of interview the Candidates must necessarily produce the relevant documents in original and a self-attested photocopy in support of their identity and eligibility pertaining to category, nationality, age, educational qualifications etc as indicated in the online application form. Please note that no change of application data will be permitted at any stage after completion of registration process of the online application. Merely applying for the post and being shortlisted in the online examination and/ or in the subsequent interview and/ or subsequent processes does not imply that a candidate will necessarily be offered employment in the Company. No request for considering the candidature under any category / post other than the one in which applied will be entertained.**

## 1. Service Conditions

- The service conditions will be applicable as per the conditions laid down in the Board Resolution approving the recruitment of 150 Accounts Apprentice, subject to the relevant rules & regulations under “ National Apprentices Act, 1961” and amendments thereon, framed by Central Government in this regard. Selected candidates on appointment may be posted or transferred to any place in India as may be decided by the Company.
- The period of apprenticeship shall be **TWO YEARS (Twenty four months)**, which may be extended at the discretion of the Company.
- It shall not be obligatory on the part of the Company to offer any employment to any Apprentice who has completed the period of Apprenticeship in the Company. The Company reserves its rights to decide for absorption of suitable candidates (who have completed the period of Apprenticeship, as per stipulated terms & conditions) as Scale I Officers, based on the requirements of the Company & conditions prevailing at that time.

## 2. Apprentice Bond

The selected candidates will be subject to a Bond period of **ONE year** and if the apprentice leaves the service of the Company before 1 year, the bond amount of Rs. 1 lakh only (Rupees One Lakh only) shall be paid by such apprentice to the Company. The recruited Apprentices shall be required to submit an apprentice bond.

## 3. Emoluments & Benefits

Time Period from the date of appointment	Stipend
1 <sup>st</sup> Year	Rs.25,000/- per month (all inclusive) and Medical Coverage **
2 <sup>nd</sup> Year	Rs.30,000/- per month (all inclusive) and Medical Coverage **

**\*\* Re-imbursment of individual Standard Mediclaim Premium will be allowed only for the Policy Sum Insured of Rs.3,00,000/- issued by any PSU General Insurer other than National Insurance Company Limited.**

## 4. Educational Qualification (as on 01.11.2018)

**Candidate should possess certificate in proof of passing the qualifying examination as on 01.11.2018.**

A candidate must possess the minimum qualification of a Graduate in COMMERCE discipline from a recognized University with at least 60% marks in the degree examination (at least 55% for SC/ST) candidates

**AND**

must have qualified the Intermediate Level of Chartered Accountancy Examination conferred by the Institute of Chartered Accountants of India

**OR**

must have qualified the Intermediate Level of Cost & Management Accountancy Examination conferred by the Institute of Cost Accountants of India (erstwhile ICWAI)

**OR**

must have qualified as MBA (Finance) from a UGC recognized University or Management Institute.

**OR**

must have qualified the Post Graduate degree in Commerce from a UGC recognised university, with at least 60% marks in aggregate for General Candidate and at least 55% marks in aggregate for SC/ST candidate

- Preference : 1.** In addition to the fulfilment of the above criteria, preference shall be given to the Candidates who have additionally qualified the Fellowship/Associate/Licentiate Examination of the Insurance Institute of India, in the order of qualified stage of the Insurance Examinations (Highest to Lowest).
- 2.** In addition to the fulfilment of the above criteria, preference shall be given to Candidates who additionally possess qualifications/Certifications in Information Technology.

**Note :**

- Qualification mentioned above should be from any of the recognized Indian Universities duly approved by the UGC or any of the recognized Indian Institutes duly approved by AICTE.
- The candidate must possess valid Mark-sheet / Degree Certificate of the necessary qualification as on 01.11.2018.
- The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all semester(s)/year(s) by aggregate maximum marks in all the subjects irrespective of honours/optional/additional optional subject, if any. This will be applicable for those Universities also where Class/Grade is decided on basis of Honours marks only. The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60%.
- Where CGPA/OGPA are awarded, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.

**5. Age as on 01.11.2018**

**Minimum Age:** 21 years **Maximum Age:** 27 years, as on 01.11.2018.

i.e. a candidate must have been born not earlier than 01.11.1991 and not later than 31.10.1997 (both dates inclusive).

Relaxation in upper age limit shall be as follows:

Sl.	Category	Age Relaxation
1.	SC/ST	5 years
2.	Other Backward Classes (OBC)	3 years
3.	PWD	5 years

- Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) and produce the original certificate(s) for verification at the time of interview and/or any subsequent stage of recruitment process.
- In case of a candidate who is eligible for relaxation under more than one of the above categories, the age relaxation will be available on a cumulative basis subject to the maximum age not exceeding 37 years.

**A. PERSONS WITH DISABILITIES:** Under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995 only such persons would be eligible for reservation who suffer from not less than 40% of relevant disability and are certified by a Medical Board appointed by the Central/State Govt. Accordingly, candidates with the following disabilities are eligible to apply:

**I. Visually Impaired (VI)**

Blindness refers to condition where a person suffers from any of the following conditions namely (a) Total absence of sight, (b) Visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses. (c) Limitation of the field of vision subtending in angle of 20 degrees or worse.

Low vision means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device

**II. Deaf & Hearing Impaired (HI)**

The deaf are those persons in whom the sense of hearing is non-functional for ordinary purposes of life i.e. total loss of hearing in both ears. They do not hear; understand sounds at all even with amplified speech. Hearing impairment means loss of sixty decibels or more in the better ear in the conversational range of frequencies.

**III. Orthopedically Challenged (OC)**

Locomotor Disability means disability of bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.

Cerebral Palsy means a group of non-progressive conditions of person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal or infant period of development.

All the cases of Orthopedically Challenged Persons would be covered under the category of "Locomotor disability or cerebral palsy..

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. However for Specialist Officers' posts the scribe should be from an academic stream different from that prescribed for the post.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfil 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.

### 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).

#### Visually Impaired candidates

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.
- The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

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

### 5. Selection Procedure

A) The selection procedure comprises of the following: Online Examination will consist of Objective Tests for 200 marks. The Objective Test will be online.

(i) Objective Test : The Objective Test of 3 hours duration consists of 5 sections for total 200 Marks :

Sl. No.	Name of Test	Type of Test	No. Of Questions	Maximum Marks	Medium of Exam	Duration
1.	General Accounting Principles	Objective	50	100	Eng/Hindi	180 mins
2.	English Language	Objective	40	40	Eng	
3.	Quantitative Aptitude	Objective	20	20	Eng/Hindi	
4.	Computer Knowledge	Objective	20	20	Eng/Hindi	
5.	General Awareness & Reasoning	Objective	20	20	Eng/Hindi	
	Total (Aggregate)			200		

Each candidate will be required to obtain a minimum total score (to be decided by the Company according to number of vacancies) in the objective test and qualify for short listing for the Interview.

A candidate may refer to the following Study Materials from the Insurance Institute of India for the subjects mentioned as follows:

#### General Accounting Principles - IC 46 General Insurance Accounts and Regulation of Investment

Penalty for Wrong Answers (Applicable to online Examination)

There will be penalty for wrong answers marked in the Objective Tests. 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. If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that question.

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

Candidates will be shortlisted for Interview on the basis of overall marks scored in Online Examination after evaluation as above.

**Note:** All the questions will be objective type with alternative choices out of which one will be correct answer. The candidate has to select the correct answer and “mouse click” that alternative which he or she feels correct. There will be penalty for wrong answers marked by the candidates. The objective test except on “English Language” will be bilingual (in English and in Hindi). For each wrong answer marked ¼ of the marks assigned to the question will be deducted as penalty to arrive at the corrected score. If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that question. The alternative/option that is clicked on will be highlighted and will be treated as answered to that question.

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

The Company reserves the right to modify the structure of the examination which will be intimated through its website. Selection would be based on the performance in the on-line test & interview. The final merit list shall be prepared in descending order of the consolidated marks secured by the candidates. Candidates who fall within the number of vacancies in the merit list shall be considered for appointment as accounts apprentice. The selected candidates may be appointed in more than one batch as per the discretion of the Management.

**Please note that candidates will not be permitted to appear for the online examination without the following documents ( All Documents are compulsory ) :**

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

**\*IDENTITY VERIFICATION**

In the examination hall as well as at the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhar card/ E-Aadhar Card with a photograph/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

**Ration card is not valid id proof for this process.**

**Note:** Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

CANDIDATES REPORTING LATE i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the start time of the test. Though the duration of the examination is 150 minutes, candidates may be required to be at the venue for a longer duration for completion of various formalities such as verification and collection of various requisite data/documents, logging in, giving of instructions, etc.

LIST OF DOCUMENTS TO BE PRODUCED AT THE TIME OF INTERVIEW (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 interview failing which the candidate may not be permitted to appear for the interview. Non submission of requisite documents by the candidate at the time of interview will debar his candidature from further participation in the recruitment process.

- i) Printout of the valid Interview Call Letter

- ii) Valid system generated printout of the online application form registered for the online examination.
- iii) Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authorities or SSLC/ Std.X Certificate with DOB)
- iv) Photo Identify Proof as indicated in \*IDENTITY VERIFICATION of the advertisement
- v) Mark-sheets & certificates for Std X, XII and Graduation or equivalent qualification etc. Proper document from Board / University for having declared the result on or before 27.11.2018 has to be submitted.
- vi) Caste Certificate, along with caste validity 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.

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 as given in point no. 13(b). Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.

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.

- vii) Disability certificate in prescribed format issued by the District Medical Board in case of Persons With Disability category.

If the candidate has used the services of a Scribe at the time of online examination, the duly filled in details of the Scribe in the prescribed format as available in our website.

- viii) Experience certificates, if any

- ix) Persons falling in categories (b), (c), (d) and (e) of Nationality criteria should produce a certificate of eligibility issued by the Govt. Of India

- x) Any other relevant documents in support of eligibility

Note: Candidate will not be allowed to appear for the interview if he/she fails to produce the relevant eligibility documents as mentioned above.

#### FINAL SELECTION:

The combined final score of candidates shall be arrived at on the basis of scores obtained by the candidates in the online examination(Objective Test) and interview. The weightage (ratio) of online Examination and Interview will be 80:20 respectively. Scores of the candidates failing to secure minimum qualifying scores or otherwise barred from the interview or further process may not be disclosed. A candidate should be sufficiently high in the merit to be shortlisted for subsequent recruitment process, details of which will be made available subsequently on Company's website.

The candidates are advised to satisfy themselves before they apply, that they fulfil requirement as to age and qualification (final result for the qualification must have been published on or before 01.11.2018) and if found ineligible, their candidature will be cancelled at any stage of recruitment process. Appearing in the ONLINE EXAMINATION & INTERVIEW will not automatically confer any right of being selected for the said post.

*By virtue of Section 22(1) of Apprentice Act, 1961 it shall not be obligatory on the part of the Company to offer any employment to any apprentice who has completed the period of his apprenticeship in the company.*

#### 9. Application Fee (Non-Refundable)

Payable on-line from 13.11.2018 to 27.11.2018 (both dates inclusive)

SC/ ST / PWD	Rs. 100/-(Intimation Charges Only)
All candidates other than SC/ ST / PWD	Rs. 600/(Application fee including intimation charges)

\*The transaction charge, if applicable, is to be borne by the candidate.

Fee/ Intimation charges once paid will NOT be refunded on any account nor can it be held reserve for any other examination or selection.

#### 10. (a) Examination Centres:

- The examination will be conducted online in venues given in the respective call letters.
- No request for change of centre/venue/date/session for Examination shall be entertained.
- 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.
- Company also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and Company will not

be responsible for any injury or losses etc. of any nature.

- Choice of centre once exercised by the candidate will be final.
- Tentative list of centres for Final examination is given below :

### Examination Centres For Online Examination:

Sl. No	State	Centres
1	<b>Andhra Pradesh</b>	Vijayawada
		Vishakhapatnam
		Tirupati, Guntur
2	<b>Assam</b>	Guwahati
		Dibrugarh
		Silchar
		Jorhat
3	<b>Arunachal Pradesh</b>	Naharlaugn
4	<b>Bihar</b>	Patna
		Muzzafarpur
		Bhagalpur
5	<b>Chandigarh</b>	Chandigarh/Mohali
6	<b>Chhattisgarh</b>	Raipur
		Bhilai
7	<b>Delhi- NCR</b>	Delhi-NCR
8	<b>Goa</b>	Panaji
9	<b>Gujarat</b>	Ahmedabad/Gandhi Nagar
		Vadodara
		Surat
		Rajkot
10	<b>Haryana</b>	Hissar
		Faridabad
		Gurgaon
11	<b>Himachal Pradesh</b>	Shimla
		Hamirpur
		Mandi
		Kangra
12	<b>Jammu &amp; Kashmir</b>	Srinagar
		Jammu
		Samba
13	<b>Jharkhand</b>	Ranchi
		Jamshedpur
14	<b>Karnataka</b>	Bengaluru
		Hubli
		Mangalore
		Mysore
		Gulbarga
15	<b>Kerala</b>	Ernakulum/Kochi
		Kollam
		Thrissur

Sl. No	State	Centres
16	<b>Madhya Pradesh</b>	Bhopal
		Indore
		Gwalior
		Jabalpur
17	<b>Maharashtra</b>	Mumbai/Navi
		Mumbai/Thane/Greater Mumbai
		Nagpur
		Pune
		Kolhapur
		Aurangabad
18	<b>Manipur</b>	Imphal
19	<b>Meghalaya</b>	Shillong
20	<b>Mizoram</b>	Aizawl
21	<b>Nagaland</b>	Kohima
22	<b>Orissa</b>	Bhubaneswar
		Cuttack
		Rourkela
		Berhampur
23	<b>Puduchery</b>	Puduchery
24	<b>Punjab</b>	Patiala, Jalandhar
		Ludhiana
		Bhatinda
25	<b>Rajasthan</b>	Jaipur
		Jodhpur
		Bikaner
26	<b>Sikkim</b>	Gangtok - Bardang
27	<b>Tamil Nadu</b>	Chennai - Salem
		Coimbatore
		Madurai
28	<b>Telangana</b>	Hyderabad/ Rangareddy
		Warangal
29	<b>Tripura</b>	Agartala
30	<b>UttarPradesh</b>	Lucknow
		Allahabad
		Kanpur
		Noida/Greater Noida
31	<b>Uttrakhand</b>	Dehradun
		Roorkee
		Haldwani
32	<b>West Bengal</b>	Kolkata/ Greater Kolkata
		Siliguri
		Asansol
33	<b>Andaman &amp; Nicobar</b>	Port Blair



Note: The above mentioned examination centres are provisional, Company reserves the right to add or delete any centres as per requirement.

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. Call letters will be issued for online examination and should be downloaded by the candidates from the link provided in the Company's website i.e. [www.nationalinsuranceindia.com](http://www.nationalinsuranceindia.com) 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 adjunct 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.

**11. HOW TO APPLY**

Detailed Guidelines/Procedures for:

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

Candidates can apply online only from 13.11.2018 to 27.11.2018 and no other mode of application will be accepted.

**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 Guideline for photograph & signature scan and upload.
- Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. All official communication will be sent to the registered e-mail id of the candidate. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line and must maintain the email account and mobile number.

**A. Application Procedure**

- Candidates to go to the Company's website <http://www.nationalinsuranceindia.com> 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. 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.
- All the information given by the candidate in the application is treated as final and no correction is allowed after the final submission. Candidates are advised to carefully fill and verify the details in the online application 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 and should be the same as it appears in the Certificates/ Mark sheets as well as on the photo id. 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 Upload of Photograph and Signature detailed under point "C".
- 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 has been 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 Only)**

- 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 Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
- After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE.

4. On successful completion of the transaction, an e-receipt will be generated.
5. Non-generation of 'E-receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required to take a **printout of the e-receipt and online Application Form containing fee details. Please note that if the same cannot be generated, online transaction may not have been successful.**
7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. **There is facility to print application form containing fee details after payment of fees.**

#### C. Guidelines for Photograph & Signature Scan and Upload

- IN CASE THE FACE IN THE PHOTOGRAPH / 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 of the applicant 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 attendance sheet and wherever necessary.
- The Applicant's signature obtained on the call letter and attendance sheet at the time of the examination should match the uploaded signature. In case of mismatch, the candidate may be disqualified.
- Dimensions 140 x 60 pixels (preferred).
- Size of file should be between 10kb —20kb.
- Ensure that the size of the scanned image is not more than 20KB.

#### SCANNING THE PHOTOGRAPH & SIGNATURE

- Set the scanner resolution to a minimum of 200 dpi (dots per inch). Set Colour to True Colour
- File Size as specified above.
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg.
- Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon. Candidates using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB (photograph) & 20KB (signature) by using crop and then resize option [Please see point "C. above for the pixel size] in the 'Image' menu. Similar options are available in other photo editors also.

#### **Left thumb impression:**

- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- The hand written declaration should be of the applicant and not by any other person.
  - **File type:** jpg / jpeg
  - **Dimensions:** 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm \* 3 cm (Width \* Height)
  - **File Size:** 20 KB – 50 KB

#### **Hand-written declaration:**

- Hand written declaration content is to be as expected.
- Hand written declaration should not be written in CAPITAL LETTERS.
- The applicant has to write the declaration in English clearly on a white paper with black or blue ink.
- The hand written declaration should be of the applicant and not by any other person.
- Hand written Declaration
  - **File type:** jpg / jpeg
  - **Dimensions:** 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm \* 5 cm (Width \* Height)
  - **File Size:** 50 KB – 100 KB

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 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/or 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 would be accepted . Incomplete 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 <http://www.nationalinsuranceindia.com> for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he /she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof 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.

#### 12. 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 online examination, Interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of:

i) Using unfair means or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination/interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written , electronically or mechanically for any purpose or (iv) resorting to any irregular or improper means in connection with his/her candidature or (v) obtaining support for his/her candidature by any unfair means or (vi) carrying mobile phones or similar electronic devices of communication in the examination / interview hall , such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:

- a) To be disqualified from the examination for which he/she is a candidate.
- b) To be debarred, either permanently or for a specified period, from any examination conducted by National Insurance Company Ltd.
- c) For termination of service, if he/she has already joined the Company (National Insurance Co Ltd).

#### 13. Special Instructions for SC/ST/OBC/PWD

a) Caste Certificate in respect of SC/ST 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 communities 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 interview.

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. 36033/3/2004Estt.(Res.) dated 14/10/2008}. Certificate should contain the "Non Creamy Layer Clause" based on the Income for the financial year ending on 31/03/2018. 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 service s 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}. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated : 8.9.1993, O.M. No. 36033/3/2004-Estt.(Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt.(Res.) dated 14th October, 2008."

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.

d) Please refer to Annexure for the prescribed formats of (SC, ST, OBC, PWD, EX-Servicemen) certificates to be submitted at the time of interview etc. Candidates belonging to these categories are required to produce the certificates strictly in these formats only.

#### 14. General Information

a) The possibility for occurrences of some problem(s) 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 centres or conducting another examination if considered necessary. Decision of the Company in this regard shall be final. Candidates not willing to accept such change shall lose their candidature for this exam.

b) Decision of the Company in all matters relating to recruitment will be final and binding on the candidates. No correspondence or personal enquiries shall be entertained in this regard.

c) If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.

d)The responses (answers) of individual candidates will be analyzed & compared with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted 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.

e) Instances of 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 NIC (National Insurance 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.

f) 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 fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material facts, his/her candidature will stand cancelled. If any of these shortcomings is/ are detected even after appointment, his/her services are liable to be terminated.

g) 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.

h) 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.

i) Applicants are advised to register online themselves and to keep their e-mail id and mobile number active during the entire recruitment exercise. The candidates should give their active mobile number in the application form for SMS service from the company.

j) The selection of the candidates will be on the basis of Online Tests & Interview. The Company reserves the right to hold any other test wherever deemed necessary as well as the right to add, delete or allot any centre at its discretion.

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

l) Documents relating to Age/Qualification/Category etc. will have to be submitted at the time of Interview by the candidates called for Interview. Caste certificate accompanied with caste validity certificate must be submitted 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 recognised as SC/ST/OBC and the village/town the candidate is originally a resident of.

m) At any stage if falsification of caste certificate is noticed, the candidature will stand cancelled automatically.

- n) Candidates serving in Government / Quasi Government Offices, Public Sector undertakings including Nationalised Banks and financial institutions will be required to submit "No Objection Certificate" from their employer at the time of Interview, failing which their candidature may not be considered and travelling expenses, if any otherwise admissible, will not be paid. 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.
- o) The candidates will have to appear for the tests at their own cost. Candidates called for INTERVIEW are entitled to sleeper class to & fro railway fare/bus fare by shortest route, from their place of residence, on production of evidence of travel (Rail/bus ticket/receipt etc.)
- p) Appointment of selected candidates is subject to their being found medically fit as per the requirements of the Company. Such appointment will also be subject to the service and conduct rules of the Company.
- q) Decisions of the Company in all matters regarding eligibility, conduct of online examination, other tests, interview and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the Company in this regard.
- r) The Company reserves right to transfer any candidate anywhere in India even before the expiry of 2 year period at the initial place of posting.
- s) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in responses thereto can be instituted only in Kolkata. Courts/ Tribunals/Forums at Kolkata only shall have sole and exclusive jurisdiction to try any cause/dispute.
- t) Selected candidates will be governed by the terms and conditions of the Service Regulations of the Company in force.
- u) 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 the following:
- I) 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.
  - II) Candidates are advised in their own interest not to bring any of the banned item including mobile phones to the venue of the examination, as no arrangement for safekeeping will be available.
- v) Candidate's admission to the test/Interview is strictly provisional. The mere fact that the call letter has been issued to the candidate does not imply that his candidature has been finally cleared by the Company.
- w) 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, ENGLISH VERSION OF THE DETAILED ADVERTISEMENT PUBLISHED IN THE RECRUITMENT SECTION OF OUR WEBSITE <http://www.nationalinsuranceindia.com> 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 EXERCISE.**

**CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION**

Dated: 01.11.2018

Chief Manager,  
Personnel Department,  
Head Office, Kolkata