



# THE NEW INDIA ASSURANCE COMPANY LIMITED

(A Government of India Undertaking)

Regd. & Head Office: 87, M.G.Road, Fort, Mumbai 400 001.

Website: <http://newindia.co.in>

Applications are invited from Indian Citizens for the post of **Administrative Officer (Scale I)** in Specialized disciplines of **IT (Hardware, Software and Networking) and Generalists**. Among Generalists, preference may be given to candidates with qualifications in Accounts, Law and Engineering.

**(I) Total No. of vacancies**

**Group A - Code No.01 : Specialists (IT): 50**

**Group B Code No.02 : Generalists: 310**

Category	SC	ST	OBC	Unreserved	Total	PWD **
<b>Vacancies</b>	52	28	99	181	<b>360</b>	8

Reservation for released Emergency Commissioned Officers (ECO), Short Service and Retrenched Commissioned Officers (SSRCO) and Persons with Disabilities (PWD) candidates shall be as per rules.

\*\* 8 vacancies for Persons with Disabilities (PWD) are included in the total vacancies of 360 mentioned above.

**(II) Eligibility conditions (as on 31.05.2009)**

**(A) Educational Qualifications:**

Group & Code No.	Minimum Educational qualifications
Group A Code No.01	M.E./M.Tech (IT/Computer Science) / MCA (Masters in Computer Applications) / MIT (Masters in Information Technology)/ MCM (Masters in Computer Management) with 55% marks (50% for SC/ST) in aggregate or BE/B.Tech (IT/Computer Science) with 60% marks (55% for SC/ST) from recognized University/ Institute duly approved by UGC/AICTE
Group B Code No.02	Graduation with minimum 60% (55% for SC/ST candidates) marks in aggregate or Post Graduation with 55% (50% for SC/ST candidates) from recognized University/ Institute duly approved by UGC/AICTE

**NOTE:**

- Other things being equal, preference will be given to candidates having post qualification experience in their area of specialization and/or having qualifications in Engineering, Accounts, Law or Non-Life Insurance.
- All things being equal, candidates with working knowledge of Computers/ Diploma in Computer Applications will be given preference.
- Candidates may apply for more than one group (Group A/Group B) if eligible. However they are required to submit separate applications with the requisite fees for each of the groups.

**(B) Age: (As on 31.05.2009)**

Minimum Age: 21 years

Sr. No	Category	Maximum Age limit
1	General	30 years
2	SC/ST	35 years
3	OBC	33 years
4	ECO/SSRCO	35 years
5	PWD	40 years
6	PWD candidates, if SC/ST	45 years
7	PWD candidates, if OBC	43 years
8	All persons who have ordinarily been domiciled in Kashmir Division of J & K state during the period from 01.01.1980 to 31.12.1989	35 years
9	Resident of Assam State during the period from 01.01.1980 to 15.08.1985	35 years

For confirmed employees of Public Sector General Insurance Companies, General Insurance Corporation of India, Tariff Advisory Committee & Agricultural Insurance Corporation of India Limited, the maximum age limit will be relaxed by 5 years for respective categories.

**(III) Emoluments and Benefits:**

Basic pay in the scale of Rs.11110-540(14)-18670-560(4)-20910 (likely to be revised) and other admissible allowances as applicable. Gross emoluments in Metro centres would be approximately Rs.18000/- per month. Besides emoluments, other benefits like Gratuity, Leave Travel Subsidy, Medical Benefits, Group Personal Accident Insurance, Group Savings Linked Insurance Scheme, Pension, Company Lease and other benefits as applicable would be extended as per rules of the Company.

**(IV) Service Conditions:**

As applicable in the Company from time to time. Posts are permanent and the selected candidates on appointment may be posted or transferred to any place in India as may be decided by the Company.

**(V) Application Fee:**

A Crossed Bank Draft of Rs.500/- (Rs.150/- for SC/ST candidates and Persons with Disabilities), valid for six months, payable at Mumbai purchased from any branch of any Nationalized or Scheduled Bank drawn in favour of 'THE NEW INDIA ASSURANCE COMPANY LIMITED' should be attached with the application form. Candidates should write their name and address, Group and Code No. on the reverse of the Demand Draft. No examination fee is required for confirmed employees of The New India Assurance Company Limited applying for the post.

**(VI) Date of written examination: 25.10.2009**

**(VII) Examination Centres:**

Competitive written examination will be held at specific centres in India. The candidates may choose **any one** of the following centres, which must be indicated in the application form clearly. No change of centre will be allowed at a later date. Company reserves the right to direct candidates to appear at a centre other than the one chosen by them for written examination without monetary assistance. Company reserves the right to hold the written examination at some and not all the examination centres listed below depending upon the number of candidates and other relevant factors. Appearing in the written exam will not automatically confirm any right of being selected for the said posts.

Centre	Code	Centre	Code
Ahmedabad	01	Kanpur	22
Amritsar	02	Kolkata	23
Bangalore	03	Kozhikode	24
Bareilly	04	Lucknow	25
Belgaum	05	Ludhiana	26
Bhopal	06	Madurai	27
Chandigarh	07	Mumbai	28
Chennai	08	Nagpur	29
Coimbatore	09	New Delhi	30
Cuttack	10	Patna	31
Dehradun	11	Pune	32
Ernakulam	12	Raipur	33
Goa	13	Rajkot	34
Guwahati	14	Sambalpur	35
Hyderabad	15	Shimla	36
Indore	16	Silchar	37
Jaipur	17	Srinagar	38
Jammu	18	Thiruvananthapuram	39
Jamshedpur	19	Udaipur	40
Jodhpur	20	Varanasi	41
Jorhat	21	Vishakapatnam	42

**(VIII) Selection Procedure:**

Candidates will be called for written examination on 25.10.2009, which would comprise the following:

Objective Type tests of:

- Reasoning
- English Language
- General Awareness
- Numerical Ability/Data Interpretation Test
- Professional Knowledge (for post in group A)

Test papers (i), (iii), (iv) and (v) shall be in both English and Hindi.

The first four tests i.e. Test of Reasoning, English Language, General Awareness and Test of Numerical Ability will be common for all candidates. The Test of Professional Knowledge will be specific to Group A.

Candidates shall appear for the written exam at their own expense. On the basis of performance in written examination, candidates will be called for Group Discussion & Personal Interview (GDPI) and final selection will be made on overall performance in written examination and GDPI. Outstation candidates called for GDPI will be reimbursed to and fro II Class sleeper class fare/bus fare by the shortest route from the station of residence to the station of interview on production of evidence of having undertaken journey for GDPI purpose.

**(IX) Probation:**

Selected candidates, if certified to be medically fit, may be appointed as ADMINISTRATIVE OFFICER (SCALE-I) on probation for a period of one year that may be extended by a further period of six months.

The Company reserves the right to terminate service of the candidate if found unsuitable at any time during the probationary period or the extended probationary period without any notice or assigning any reasons thereof. During the probationary period, candidates may be required to undergo theoretical/practical training, as may be prescribed/arranged for them.

**(X) Guarantee Bond:**

Before joining as probationer, the selected candidates will be required to give an undertaking to serve the Company for a minimum period of four years including probationary period. In the event of their resigning from the Company before the expiry of the bond period, they will be liable to pay liquidated damages equivalent to one year's gross salary paid to them during the year of probation which could be proportionately reduced depending on the length of service rendered. Besides, he/she will have to submit a stamped Bond duly executed by two sureties of sound financial standing, for an amount equivalent to one year's gross salary.

Candidates resigning from the Company during the probationary period 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 the present employer will be binding upon the Company and no Leave Salary or Pension Contribution will be made.

**(XI) How to Apply:**

- Applications should be on foolscap paper neatly typed or handwritten in CAPITAL LETTERS and in the prescribed format only. Applications submitted in any other format will not be accepted. Detailed advertisement can also be downloaded from our website: <http://newindia.co.in>. Candidates are advised to refer to the website for schedule of GDPI since no separate call letter shall be sent for the same.
- Superscribe at left hand upper corner of the envelope "NIACL Administrative Officer Post (indicate the Group Code for which application is made) and SC / ST / OBC / ECO/SSRCO / PWD / GEN (whichever is applicable).
- Attach Crossed Bank Demand Draft for Rs.500/- or Rs.150/-, as applicable, with application.

**(XII) General Instructions:**

- Documents to be produced at the time of Interview: Original and attested copies of the following (i) SSC or equivalent certificate showing Date of Birth. (ii) Degree Certificate and Marks sheets (iii) Certificate from the previous employer/s regarding experience. (iv) Caste certificate in respect of SC/ST/OBC candidates issued by the Competent Authority in the prescribed format. (v) Certificates and mark sheets of Computer Education / Insurance Qualification and other Qualifying Examinations, as applicable. (vi) Copy of Bar Enrolment certificate and necessary proof of practicing by appropriate authority. (vii) Ex-servicemen / SSRCO Release Order wherever applicable (viii) Evidence of Domicile in Kashmir Division of J & K State from the District Magistrate concerned for the period from 01.01.1980 to 31.12.1989 (ix) Evidence of Domicile in Assam State from the District Magistrate concerned for the period from 01.01.1980 to 15.08.1985 (x) PWD certificate issued by Appropriate Authority.
  - 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 / 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 communities of Tamil Nadu are concerned, only the Certificate given by the Revenue Divisional Officer (instead of Tehsildar) would be accepted.
  - For claiming reservation under OBC category, candidate should belong to such Caste or Community, which is common to both the lists in respect of Mandal Commission and the State Govt. Lists from the State of his/her origin (as per the list published by the Central Govt.) The benefits of reservation shall not apply to persons/Sections belonging to "Creamy Layer" as specified vide Column 3 of the Schedule of the Department of Personnel and Training OM No.36012/22/93-Estt (SCT) dated 08.09.1993. Candidates seeking reservation as OBC are required to submit a certificate regarding his/her "OBC status and Non-Creamy layer status" issued by an authority mentioned in the DOPT OM 36012/22/93 Estt (SCT) dt.15.11.1993. Such candidates should also submit a declaration in addition to certificate issued by the Competent Authority in the following format:

"I \_\_\_\_\_, Son/Daughter of Shri. \_\_\_\_\_, resident of Village/Town/City \_\_\_\_\_, District \_\_\_\_\_, State \_\_\_\_\_ hereby declare that I belong to the \_\_\_\_\_ Community which is recognized as a backward class by the Govt. of India for the purpose of reservation in Services as per rules contained in the Deptt. Of Personnel and Training OM No.36012/22/93 Estt (SCT) dt.8.9.1993."
  - Candidates serving in Govt/Quasi Govt/ Public Sector Undertakings are required to send their application through proper channel. However, they may send an advance copy of the application along with the application fee so as to reach within the time stipulated. They should however, submit NOC already obtained before the submission of the Application form, from their Department at the time of interview.
  - Company reserves the right to restrict the number of candidates to be called for GDPI based on performance in the written examination and commensurate with the number of vacancies. Company also reserves the right not to call any candidates to appear at the written examination and/or GDPI.
  - Company has its offices throughout India and the Company shall have the prerogative to decide on allotment and posting of the selected candidates depending on the requirement and not at the candidate's choice and no requests in this regard would be entertained.
  - The decision of the Company will be final and binding in all matters. The Company takes no responsibility for any delay in receipt of or loss in transit of any application or communication.
  - Applications complete in all respects together with enclosures as mentioned above must reach by ordinary post on or before **17.08.2009** at the following address:

Post Box No.7641, Malad (West), Mumbai - 400 064.
- Applications once made will not be allowed to be withdrawn and fees paid shall not be refunded under any circumstances.
- In case it is found at any stage of recruitment that the candidate does not fulfill the eligibility criteria and/or he/she has furnished any incorrect/false/incomplete information or has suppressed any material fact(s), the candidature will stand cancelled. If any of these shortcomings are noticed even after appointment, his/her services are liable to be terminated forthwith. Before applying for any post, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in this advertisement. The decision of the Company in respect of matters concerning eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of conduct of interview, selection and any other matter relating to recruitment will be final and binding on the candidate.
  - The Company shall not entertain any correspondence or personal enquiries. Canvassing in any form will disqualify the candidate.

Place : Mumbai  
Date : 25/7/2009

**N.TOPPO**  
**DEPUTY GENERAL MANAGER**



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Candidates satisfying the eligibility conditions may send their applications in the format given below to the following address:  
**Post Box No.7641, Malad (West), Mumbai - 400 064.**

## APPLICATION FORMAT FOR THE POST OF ADMINISTRATIVE OFFICER (SCALE I)

Affix passport size photograph

Last date for Receipt of Application: 17.08.2009  
Date of Written Examination: 25.10.2009

- Group applied for: \_\_\_\_\_ Group code: \_\_\_\_\_  
Area of Specialisation, if any: \_\_\_\_\_
- Choice of centre for written examination: \_\_\_\_\_ Code No.: \_\_\_\_\_
- Name in full: Shri/ Smt/ Kum.: \_\_\_\_\_  
(in block letters) Surname First Name Middle Name
- Father's/Husband's Name: \_\_\_\_\_
- Address for correspondence: \_\_\_\_\_ PIN: \_\_\_\_\_
- Telephone No.: \_\_\_\_\_  
Cell No.: \_\_\_\_\_  
E-mail ID: \_\_\_\_\_
- Nearest Railway Station: \_\_\_\_\_
- Permanent Address: \_\_\_\_\_ PIN: \_\_\_\_\_
- Please put tick mark in the applicable category:
  - SC ( ) ST ( ) OBC ( ) GENERAL ( )  
Note: Candidates belonging to OBC but coming in the "Creamy Layer" and thus not entitled to OBC reservation should tick their category as GENERAL.
  - If Person with Disability Yes ( ) No ( )  
If Yes, Type of Disability \_\_\_\_\_  
Percentage of Disability \_\_\_\_\_
  - Are You Emergency Commissioned Officer Yes ( ) No ( )
  - Are You Short Service and Retrenched Commissioned Officer Yes ( ) No ( )
- Please tick in appropriate bracket
  - Whether a resident of Kashmir Division in the State of J & K during the period 01.01.1980 to 31.12.1989 Yes ( ) No ( )
  - Whether a resident of Assam, during the period 01.01.1980 to 15.08.1985 Yes ( ) No ( )
- Whether confirmed employees of GIC/Public Sector General Insurance Company/TAC Yes ( ) No ( )  
If yes, S.R.NO: \_\_\_\_\_ Designation: \_\_\_\_\_  
Name of the Company: \_\_\_\_\_  
Place of Posting: \_\_\_\_\_ Date of confirmation: \_\_\_\_\_
- Date of Birth: \_\_\_\_\_ Age in completed years as on 31.05.2009: \_\_\_\_\_
- Place of Birth: \_\_\_\_\_ State of Domicile: \_\_\_\_\_
- Marital Status: Married ( ) Unmarried ( ) Others (pl specify) ( )  
(Please tick whichever is applicable)

### 15. Qualifications as on 31.05.2009:

	Name of University/ Institution	Exam Passed	Year of passing the exam	Aggregate marks %	Class/Division or Rank	Specialisation
Graduation						
Post- Graduation						
Any other						

### 16. Non-Life Insurance Qualification, if any:

- Insurance Institute of India : Licentiate ( ) Associate ( ) Fellow ( )
- Chartered Insurance Institute: Associate ( ) Fellow ( )
- General Insurance Vocational Course at +2 level: Yes ( ) No ( )
- Graduate/Post Graduate with Insurance as optional subject: Yes ( ) No ( )

### 17. Particulars of employment/experience (post qualification), if any. Attach separate sheet, if necessary.

	Present	Previous
a Name of the employer		
b Date of joining		
c Posts held		
d Salary last drawn		
e Nature of work		
f No. of completed years of experience		
g Date of leaving		
h Reason for leaving		

- Examination fee of Rs. \_\_\_\_\_/- Demand Draft No. \_\_\_\_\_ Date: \_\_\_\_\_  
Complete address of issuing Branch of the Bank \_\_\_\_\_  
from where the Bank Draft is purchased: \_\_\_\_\_

No examination fee is required for confirmed employees of The New India Assurance Company Limited applying for the post.

I, \_\_\_\_\_, Son/Daughter of \_\_\_\_\_, hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect, my candidature for the post applied is liable to be cancelled/rejected at any stage without giving any notice to me. I am willing to serve anywhere in India. I agree that the Company has the right to transfer me to any part of the country at its discretion.

Date: \_\_\_\_\_  
Place: \_\_\_\_\_ (Signature of the Applicant)