

RECRUITMENT OF A.O. (SCALE I) 2018
INSTRUCTIONS FOR CANDIDATES APPLYING FOR PRE-EXAMINATION TRAINING

1. Only Candidates belonging to SC/ST/OBC (Non-Creamy layer) who have submitted online application successfully between 10.12.2018 & 26.12.2018 for the above recruitment and have paid applicable fee of Rs100 / Rs.600 are eligible to apply for Pre-Examination Training.
2. This training is Non-Residential and candidates have to make their own arrangements for their accommodation and food at their own cost during the training period.
3. Travel expenses (both outstation & local) to attend the training are to be borne by the candidates.
4. Training will be tentatively conducted in two batches per week (3 Days per batch) as shown below:

Batch-I	Monday to Wednesday	9 AM to 6 PM	Lunch Break: 1:15 PM to 2:00 PM
Batch-II	Thursday to Saturday	9 AM to 6 PM	Lunch Break: 1:15 PM to 2:00 PM

5. Candidates have to send their duly filled in and signed application, in the prescribed format, to the Regional Office of their choice. Full addresses of our various Regional Offices are available on our website <http://newindia.co.in>.
6. Candidates interested in attending pre-recruitment at **Mumbai** must necessarily send their applications to our Head Office at the following address by 31.12.2018:
Corp HRM Dept., Recruitment Cell, 2nd floor,
The New India Assurance Co Ltd., Head Office,
87, MG Road, Fort, Mumbai-01
7. Applications are to be submitted latest by **31.12.2018**. Applications received after **31.12.2018** will not be considered.
8. Candidates are required to send the following documents along with their application for pre-examination training:-
 - a) Self-attested copy of caste certificate as per the format given in the advertisement
 - b) Printout of online application for recruitment
 - c) Printout of e-receipt, showing payment of prescribed fee of Rs.100/Rs.600 as applicable
9. Exact dates, timings and venues of training will be intimated by the concerned RO to the candidates directly (via mail/ phone/ messaging or in person)
10. Candidates have to mark their attendance for both sessions (Morning & Afternoon) for the three days of training
11. Candidates are to follow the instructions of Training Personnel / Instructors to ensure that training is completed smoothly
12. Company reserves the right to modify the dates, timing and venue of the training or cancel the training at any one or more centres
13. Any misconduct on part of the candidate during the aforesaid training, if noticed, will render his/her candidature liable to be cancelled
14. The decision of the Company (The New India Assurance Co Ltd.) shall be final and binding in all matters

CORP.HRM. DEPARTMENT
Mumbai

Application for Pre-examination Training for SC/ST/OBC (Non-creamy)

The Regional In-charge

The New India Assurance Co Ltd

** _____ Regional Office

Dear Madam/Sir

Pre-examination Training for SC/ ST/ OBC (Non Creamy) – Recruitment of Administrative Officers (Scale I) – RE'2018

I have applied for the post of Administrative Officer (Scale I) against your advertisement REF NO: CORP.HRM/AO/2018 dated 5.12.2018. Please register my name for pre-examination training in **English [] / Hindi # [] (please tick the appropriate) medium**. I enclose a self- attested copy of the SC/ST/OBC (Non-creamy) Certificate. I note that I will have to make my own arrangements for stay and meet all my expenses. I also note that undergoing the training will not confer on me any right to be called for the Examination or for recruitment in the Company's service.

S.N	Description	
1	Full Name Of The Candidate	
2	Father's Name/Husband's Name	
3	Category (SC/ST/OBC (Non-creamy))	
4	Caste Name	
5	Designation of Caste Certificate Issuing Authority & Date of Issue	a) Designation: b) Date of Issue:
6	Place of issue (Village, Tehsil, District and State/U.T.)	Village/Town/City: Tehsil: District: State/U.T:
7	Address for Correspondence with Candidate with Pin-Code	
8	E-mail	
9	Mobile No	
10	On-line Application Registration No.	
11	Date & Transaction No. of e-receipt for payment of Examination Fee	

All the information shall be mandatorily filled in

I _____ son/daughter/wife of _____, resident of _____ hereby declare that the information furnished in this application for pre-recruitment training is true and correct to the best of my knowledge and belief. I understand that my candidature for this recruitment exercise will be cancelled, in case the same is found to be incorrect at a later date.

Yours faithfully

(Signature of the Candidate)

Place:

Date:

**RECENT
PASSPORT SIZE
PHOTOGRAPH OF
THE CANDIDATE**

** Addresses of our Regional Offices are given in our website <http://newindia.co.in>. Please indicate your preferred choice of Regional Office for training in the space provided.

Candidates interested in attending pre-recruitment at **Mumbai** must necessarily send/submit their applications to our Head Office at the following address by 31.12.2018:

**Corp HRM Dept., Recruitment Cell, 2nd floor,
The New India Assurance Co Ltd., Head Office,
87, MG Road, Fort, Mumbai-01**

Please attach the following documents with your application and send/submit it to the concerned Regional Office. The application should reach the concerned Regional Office latest by **31.12.2018**

- 1. Self-attested copy of the SC/ST/OBC (Non-creamy) Certificate**
- 2. Copy of e-receipt and printout of on-line application form as proof of having applied for the exam**

Training in Hindi will be held only if sufficient numbers of candidates are registered.

Kindly superscribe "**Application for pre examination training for the post of Administrative Officer (Scale I)**" on the envelope.