



# नेशनल इश्योरेंस कंपनी लिमिटेड

(भारत सरकार का उपक्रम)

पंजीकृत एवं प्रधान कार्यालय : 3, मिडिलटन स्ट्रीट, पी. बा. नं., 9229 कोलकाता-700 071

## NATIONAL INSURANCE COMPANY LIMITED

(A Govt. of India undertaking)

Registered & Head Office : 3, Middleton Street, P.O Box No. 9229, Kolkata-700 071

( APPLICATION DULY COMPLETED IN ALL RESPECT TOGETHER WITH THE ENCLOSURES TO BE SENT TO POST BOX NO : 12006, COSSIPORE POST OFFICE, KOLKATA – 700 002. AND SHOULD REACH ON OR BEFORE: 21<sup>st</sup> JANUARY 2009 )

Applications are invited from Indian Citizens for the post of Administrative Officer (Scale –I) indicated herein below:

(I) Total No. of Vacancies:

Total Vacancies	Un - Reserved	SC	ST	OBC	PWD
(Specialist) 103	63	13	6	18	3
(Generalist) 50	23	8	4	13	2

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

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

(II) Eligibility Conditions: (As on 31/12/2008 )

(A) Educational Qualifications:

The qualifications of Specialists & Generalists are as under:

Group	Specialists Discipline	Qualification
Gr. – A	Finance	Chartered Accountant (ICAI)/ Cost Accountant (ICWAI)/ Company Secretary (ICSI)/ Chartered Financial Analyst (ICFAI)/M.Com
Gr. – B	Marketing	MBA with specialization in Mktg. from any recognized University/ Institutes or any equivalent 2 yrs. P.G. Diploma.
Gr. – C	Human Resource	MBA with specialization in HR from any recognized University/ Institutes or any equivalent 2 yrs. P.G. Diploma.
Gr. – D	Engineering	Graduate in Engineering in any discipline or any other equivalent qualification in any discipline from any recognized University.
Gr. – E	Information Technology	BE/ B.Tech – Computer, MCA (Masters in Computer Application)/ MCM (Masters in Computer Management) or any other equivalent qualification.
Gr. – F	Technical – Actuarial	Graduate in Maths/Stats/ Actuarial Science or Any Graduate with PG Diploma/ Degree in Actuarial Science or Graduate with at least 3 papers passed through Institute of Actuaries of India /Institute of Actuaries London.
Gr. – G	Technical - Insurance	MBA with specialization in Insurance from any recognized Institute/ University. Or Graduation with Diploma in Insurance & Risk Management from any University/ recognized Institute
Gr. – H	Legal	Graduate in Law from any recognized University.
Gr. – I	Generalists	Graduates in any stream from any recognized University (Preference will be given to candidates having passed Associate or Fellow (Non-Life) examinations conducted by Insurance Institute of India, Mumbai).

**Note: Only Full Time Courses will be considered. Candidates with Part-Time Courses or Distance Learning Courses need not apply.**

**Qualification ( for both Generalist & Specialist)**

Graduation or Post Graduation or Specific professional degree qualifications with 50% marks for General & 40% for SC/ST applicants from recognized Universities / Institutes.

**Experience ( for Specialist)**

Preference will be given to the candidates having experience in their area of specialization.

**Qualifications mentioned above should be from any of the recognized Indian University/Institute duly approved by the UGC/AICTE as the case may be.**

**(B) Age as on 31/12/2008**

**Age ( for both Generalist & Specialist)**

Minimum age	-	21 years
Maximum age		
General	-	30 years
OBC	-	33 years
SC/ST	-	35 years
ECO/SSRCO	-	33 years

**Persons with Disabilities**

General	-	40 years
OBC	-	43 years
SC/ST	-	45 years

Resident of Assam State during the period from 01/01/1980 to 15/08/1985: 36 years.

For confirmed employees working in Public Sector General Insurance companies or General Insurance Corporation or Tariff Advisory Committee having 15 years of working experience in Insurance Industry, upper age limit would be as under:

General: 45 years, SC/ST: 50 years, OBC: 48 years, PH: 50 years.

**(III) Emoluments & Benefits:**

Basic pay of Rs.11,110/- in the scale of Rs.11,110-540(14)-18,670-560(4)-20910 and other admissible allowance as applicable. Total emoluments will be about Rs.17,900/- plus in Metropolitan Centres. Other benefits are non-contributory P.F., Pension, Gratuity, LTS, Medical Benefits, Group Personal Accident and Group Savings Linked Insurance Scheme (GSLI) and other benefits shall be as per rules. (Pay scales are due for revision)

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

**(V) Selection Procedure:**

Candidates will be called for a written examination to be held on **22/02/2009** which would comprise the following: Objective type of tests in (i) Reasoning Ability, (ii) Quantitative Aptitude, (iii) English Language, (iv) General Awareness & Elementary Computer Knowledge and (v) Professional Knowledge – for the candidates belonging to **Group A to H**. (vi) A General Aptitude Test will be taken in lieu of Professional Knowledge Test for the candidates belonging to **Group I**. The additional topics, which will be covered in this part, will be a) Data Sufficiency b) Analysis of Information/Analytical Ability c) Data Interpretation. The first four tests i.e. Test of Reasoning Ability, Quantitative Aptitude, English Language and General Awareness/ Elementary Computer Knowledge will be common for all the candidates. The Test of Professional knowledge will be specific to each of the Group A to H as may be applicable.

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

**Candidates will have to appear for the written examination at their own expenses on 22/02/2009.**

The company reserves the right not to call any candidate to appear at the written examination and interview. On the basis of performance in written examination, candidates will be called for interview. The final selection will be made on the basis of overall performance in written examination and interview. Outstation candidates called for the interview will be reimbursed to and fro second-class rail fare/bus fare by the shortest route on production of evidence of having undertaken journey.

**The candidates are advised to satisfy themselves before they apply that they fulfill requirement as to age, qualification etc, and if found ineligible, their candidature will be cancelled at any stage of recruitment. Appearing in the written examination will not automatically confer any right of being selected for the said post.**

**(VI) Examination Centers:**

Competitive written examination will be held at 24 centers in India as given below. A candidate may choose any center. The center chosen by a candidate must be indicated in the application Form clearly. No change of the center will be allowed at a later date. Company reserves the right to direct candidates to appear at a center other than the one chosen by them for written examination without monetary assistance. Company also reserves the right to hold the written examination at some and not all the examination centers listed below depending upon the number of candidates and other relevant factors.

Centre	Code	Centre	Code
Ahmedabad	11	Jaipur	23
Baroda	12	Jammu	24
Bangalore	13	Kochi	25
Bhubaneswar	14	Kolkata	26
Bhopal	15	Lucknow	27
Chandigarh	16	Mumbai	28
Chennai	17	Nagpur	29
Coimbatore	18	New Delhi	30
Dehradun	19	Patna	31
Guwahati	20	Pune	32
Hyderabad	21	Ranchi	33
Indore	22	Thiruvanthapura m	34

**Date of Written Examination: 22/02/2009**

**(VII) Probation:**

Selected candidates, if certified fit medically, may be appointed as Administrative Officers (Scale-I) on probation for a period of one year, which may be extended by a further period upto six months. The Company reserves the right to terminate service of the candidate if found unsuitable at any time during probationary period or the extended probationary period without any notice or assigning any reason thereof. During the probationary period, candidates may be required to undergo theoretical/practical training as may be prescribed/arranged for them.

### (VIII) Guarantee Bond:

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

Candidates resigning from the Company during the probationary period shall be liable to pay the salary received by them during their entire service in the Company in addition to an amount of **Rs.25,000/-** towards partial cost of training. No lien/bond executed to retain a substantive post with present employer will be binding upon the Company and no leave Salary or Pension Contribution will be made.

### (IX) Action against candidates found guilty of Misconduct:

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

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

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

liable to criminal prosecution, be liable:

a) to be **disqualified** from the examination for which he/she is a candidate.

b) to be **debarred** either permanently or for a specified period, from any examination or recruitment conducted by NIC

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

### (X) How to Apply & General Instructions:

1) 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.

2) Superscribe at left hand upper corner of the envelope '**NIC – AO, Scale-I** (indicate the Group in which you will compete) and SC/ST/OBC/ECO or SSRCO/PHYSICALLY HANDICAPPED (whichever applicable)'.

#### 3.1 Application Fee and Postage : (Non-Refundable)

Sr.No.	Category	Amount
1.	SC/ ST / PWD	Rs. 50/- (Postal Charges only)
2	All others	Rs. 500/- (Application fees plus postage charges)

**Attach** (i) Crossed Bank Draft for **Rs.500/-** payable at **Kolkata** purchased from any Nationalised or Scheduled Bank drawn in favour of the '**NATIONAL INSURANCE COMPANY LIMITED**'

(No examination fee is required for confirmed employees of GIC or other Public Sector General Insurance Companies or TAC). Candidates should write his/her name and address, Group on the reverse of the Demand Draft (ii) Self addressed **Rs.6/-** postage paid post card for acknowledgement of application and communicating in advance the examination number pending issuance of Call Letter (iii) Self- addressed envelope of 23 cms x 12 cms. i.e. 9.5" x 5" size with **Rs.6/-** postage stamp affixed.

**3.2** Enclose attested copies of the following :

i) SSC certificate showing Date of Birth, ii) Degree Certificate and Mark Sheets iii) Certificate from the previous employer/s regarding experience iv) Caste Certificate issued by Competent Authority in the prescribed format, wherever applicable. v) Ex-Servicemen Release order, wherever applicable. vi) Evidence of Domicile for the period from 01/01/1980 to 15/08/1985 in the case of Assam State Residents (for age relaxation purpose). vii) Physically Handicapped certificate issued by Appropriate Authority.

**4)** Caste Certificate in respect of SC/ST/OBC candidates is to be obtained from the following Authorities:

a) 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).

b) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

c) Revenue Officer not below the rank of Tehsildar.

d) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

e) 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.

**5)** 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}.

6) Candidates serving in Govt./Quasi Govt./Public Sector Undertakings are required to send their applications through proper channel. However, they may send an advance copy of the application along with application fee so as to reach within the time stipulated.

7) Company reserves the right to restrict the number of candidates to be called for interview based on performance in the written examination and commensurate with the number of vacancies.

8) NIC has offices throughout India and the Company shall have the prerogative to decide the 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.

9) The decision of the Company will be final and binding in all matters. **The Company takes no responsibility for any delay in receiving the application or for loss of application in transit.**

10) Application duly completed in all respect together with the enclosures mentioned in 3.1 and 3.2 above should reach:  
**POST BOX NO 12006, COSSIPORE POST OFFICE, KOLKATA – 700 002. on or before 21 / 01 / 2009.**

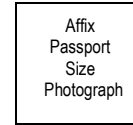
CANVASSING IN ANY FORM WILL DISQUALIFY THE CANDIDATE.

Candidates satisfying the eligibility conditions may send their applications in the format given below:

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

Last date for receipt of application: **21 / 01 / 2009**

Date & Day of written examination: **SUNDAY, 22/02/2009**



1. Group applied for: \_\_\_\_\_  
Areas of Specialisation, if any \_\_\_\_\_

2. Choice of Centre for Written examination: \_\_\_\_\_ Code No. \_\_\_\_\_

3. Name in full: Shri/Smt./Kum. : \_\_\_\_\_  
(in block letters)                      First Name              Middle Name              Surname

Father's/Husband's Name: \_\_\_\_\_

4. Address for correspondence: \_\_\_\_\_ Pin Code: \_\_\_\_\_

5. E-mail ID: \_\_\_\_\_ Tel. Nos./Mobile Nos. (i) \_\_\_\_\_ (ii) \_\_\_\_\_

Fax No., if any \_\_\_\_\_

Nearest Railway Station: \_\_\_\_\_

6. Permanent Address: \_\_\_\_\_ Pin Code: \_\_\_\_\_

7. Category: SC ( ) / ST ( ) / OBC ( ) / ECO/SSRCO ( ) / PHYSICALLY HANDICAPPED/ ( ) /EX-Service Man ( )/GENERAL ( )

Please tick whichever is applicable and attach a copy of the Caste Certificate/Release Certificate as may be applicable.

Note: Candidates belonging to OBC but coming in the "Creamy Layer" and thus not entitled to OBC reservation should tick their category as GENERAL.

8. Whether a resident of Assam, from 01/01/1980 to 15/08/1985  
If yes, attach a copy of documentary evidence to that effect.

9. Whether confirmed employee of GIC/ Public Sector General Insurance Company / TAC  
If Yes, Emp. Number: \_\_\_\_\_ Designation: \_\_\_\_\_  
Name of the Company: \_\_\_\_\_ Place of posting: \_\_\_\_\_  
Date of Confirmation: \_\_\_\_\_

10. Date of Birth \_\_\_\_\_ Age in completed years: \_\_\_\_\_ (as on **31/12/2008**)

11. Place of Birth: \_\_\_\_\_ State of domicile: \_\_\_\_\_

12. Marital Status: Married ( ) / Unmarried ( ) (please tick whichever is applicable)

**13. Qualifications:**

	Name of University/ Institution	Exam. Passed/ Year of Passing / Exam.	Aggregate Marks (%) Class/ Division	Specialization
1. Graduation				
2. Post Graduation				
3. Any other				

14. Particulars of previous and present employment/experience, if any. (attach separate sheet if necessary)

		Previous	Present
A	Name of the employer/s		
B	Date of joining		
C	Posts held & Nature of job performed		
D	Salary last drawn		
E	No. of completed years of experience		

F	Date of leaving		
G	Reason for leaving		

15. Examination fee or Postage : 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 GIC or other Public Sector General Insurance Companies or TAC).

**I, hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. I undertake that in the event of any information being found false or incorrect, my candidature for the applied post is liable to be cancelled/rejected at any stage without notice to me.**

Date:

Place:

(Signature of the Applicant)