



Thoda Simple Socho

नेशनल इन्श्योरन्स 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 : 9418, PARK STREET POST OFFICE, KOLKATA. – 700016 AND SHOULD REACH ON OR BEFORE: 17TH DECEMBER 2010)
For On-line application refer to NIC's website www.nationalinsuranceindia.com 'Recruitment'

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

(I) Total No. of Vacancies: 300 *

Total Posts / Vacancies	Un - Reserved	SC	ST	OBC	Out of which Persons With Disability		
					OC	HI	VI
(Specialist) 80	48	9	4	19	0	1	2
(Generalist) 220	109	35	15	61	2	2	2

Reservation for Persons with Disability (PWD) – Only persons with disabilities Orthopedically Challenged (OC)/ Visually Impaired (VI)/ Hearing Impaired (HI) having 40% or more disability, are eligible to apply for the posts. The definitions of VI (B/LV), HI & OH are as prescribed in "The Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act 1995. As the reservation for PWD is on horizontal basis, the selected candidates will be placed in the appropriate category (viz: SC, ST, OBC and General to which they belong)

Note: PWD candidates are advised to visit our company's website 'www.nationalinsuranceindia.com' for guidelines on Persons with Disabilities.

- The number may vary as per requirement of the Company.

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

(II) Eligibility Conditions: (As on 31/10/2010)

(A) Educational Qualifications:

The qualifications of Specialists & Generalists are as under:

Group	Discipline	Proposed number to be recruited	Qualification
A	Automobile Engineering	30	B.E/ B. Tech. in Engineering with Specialization in Automobile Engineering OR Graduate in Engineering in any discipline with PG Diploma (at least one Year duration) in Automobile Engineering
B	Legal	30	Graduate in Law
C	Medical	20	Graduate in Medical (MBBS).
D	Generalist	220	1. Minimum Qualification Graduate in Arts, Commerce or Science, Engineering, Agricultural Science, Veterinary Science. 2. Preferred Qualification Graduate in any discipline as per 1 above with any of the following post-graduate professional qualification/s: M.B.A/ M.M.S / M.C.A /C.A./ I.C.W.A.
	Total	300	

Note: Out of the 300 posts mentioned above atleast 60 posts are in the Offices under the control of Mumbai & Pune Regions.(Details available on NIC's website). Rest of the posts are in other than Mumbai & Pune Regions. However, the number may vary as per requirement of the Company.

A Candidate on selection can be posted anywhere in India. Keeping in view the number of vacancies in Offices under the control of Mumbai and Pune Regional Offices of the Company, the candidate may indicate his preferred choice for the posts in the Application format.

However, the above choice will not affect the Company's right to post/transfer any candidate in any of the Offices of the Company anywhere in India.

Qualification

For all the Groups the minimum passing marks at Graduation level shall be 55% (in case of SC/ST candidates – 50%).

Experience

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 Universities duly approved by the UGC or any of the recognized Indian Institutes duly approved by AICTE.

(B) Age as on 31/10/2010

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.

(III) Emoluments & Benefits:

Basic pay of Rs.17,240/- in the scale of Rs.17,240-840(14)-29,000-910(4)-32640 and other admissible allowance as applicable. Total emoluments will be about Rs.26,600/- plus in Metropolitan Centres. Other benefits shall be as per the rules of the Company as are in Force from time to time. With Major Benefits beside the total emoluments, the CTC works out to approximately to Rs.4.75 lacs per annum at Metro centers.

(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 **30/01/2011** which would comprise the following: Objective type of tests in (i) Reasoning Ability, (ii) Quantitative Aptitude, (iii) English Language, (iv) Computer Operation related Awareness (v) Professional Knowledge – for the candidates belonging to **Group A to C**. (vi) A General Aptitude Test will be taken in lieu of Professional Knowledge Test for the candidates belonging to **Group D**. 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 Computer Operation related Awareness will be common for all the candidates. The Test of Professional knowledge will be specific to each of the **Group A to D** 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 30/01/2011.

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, (Final result for the qualification must have been published on or before 31/10/2010) etc and if found ineligible, their candidature will be cancelled at any stage of recruitment. Appearing in the WRITTEN EXAMINATION & INTERVIEW will not automatically confer any right of being selected for the said post.

(VI) Examination Centers:

Competitive written examination will be held at 27 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	Kolkata	25
Bengaluru	12	Lucknow	26
Bhubaneswar	13	Mumbai	27
Chandigarh	14	Nagpur	28
Chennai	15	New Delhi	29
Coimbatore	16	Patna	30
Dehradun	17	Pune	31
Guwahati	18	Raipur	32
Hubli	19	Ranchi	33
Hyderabad	20	Shillong	34
Indore	21	Vadodara	35
Jaipur	22	Vijaywada	36
Jammu	23	Vishakapatnam	37
Kochi	24		

Date of Written Examination: 30/01/2011

(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:

- to be **disqualified** from the examination for which he/she is a candidate.
- to be **debarred** either permanently or for a specified period, from any examination or recruitment conducted by NIC
- to **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.

For On-line application refer to NIC's website www.nationalinsuranceindia.com 'Recruitment'

2) Superscribe at the top of the envelope 'NIC – AO, Scale-I (indicate the Group / Preferred Region ie: Mumbai/Pune or Rest of India) and GEN/SC/ST/OBC or PWD (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 Male candidates other than SC/ST/PWD	Rs. 400/- (Application fees inclusive of postage charges)
3	All Female candidates other than SC/ST/PWD	Rs. 200/- (Application fees inclusive of postage charges)

Attach (i) Crossed Bank Draft for **Rs.400 /Rs.200 /Rs.50** 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 National Insurance Company). Candidates should write his/her name and address, Group on the reverse of the Demand Draft

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) Persons with Disability certificate issued by Appropriate Authority.

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

- District Magistrate / Additional District Magistrate / Collector/Deputy Commissioner/ Deputy Collector/ First Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (Not below the rank of First Class Stipendiary Magistrate).
- Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- Revenue Officer not below the rank of Tehsildar.
- Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
- In so far as the Scheduled Tribes community of Tamil Nadu is concerned, the Certificate given by the Revenue Divisional Officer instead of Tehsildar would only be accepted.

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}. Certificate should contain the "Non Creamy Layer Clause" based on the Income for the financial year 31/03/2010 or later.

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 Company takes no responsibility for any delay in receiving the application or for loss of application in transit.

10) The decision of the Company will be final and binding in all matters.

11) Application duly completed in all respect together with the enclosures mentioned in 3.1 and 3.2 above should reach:

POST BOX NO : 9418, PARK STREET POST OFFICE, KOLKATA. – 700016 AND SHOULD REACH ON OR BEFORE: 17TH DECEMBER 2010)

CANVASSING IN ANY FORM WILL DISQUALIFY THE CANDIDATE.

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

All disputes are subject to the Jurisdiction of Courts at Kolkata.

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

(Indicate the Preferred Region ie: Mumbai/Pune or Rest of India) *

Last date for receipt of application: **17/ 12 / 2010**

Date & Day of written examination: **SUNDAY, 30 /01 / 2011**

Affix
Passport
Size
Photograph

SL.NO.	FOR VACANCIES	PLEASE PUT TICK MARK
1	OFFICES UNDER MUMBAI, PUNE REGION	
2	OFFICES UNDER REGION OTHER THAN 1 ABOVE	

***The above choice will not affect the Company's right to post/transfer any candidate in any of the Offices of the Company anywhere in India.**

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 () / PERSONS WITH DISABILITIES/ () / ECO/SSRCO () /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 /10 / 2010)

11. Place of Birth: _____ State of domicile: _____

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

13. **Qualifications: (as on 31 /10 / 2010)**

Qualification	Name of University/ Institution	Exam. Passed/ Year of Passing / Exam.	Aggregate Marks (%) Class/ Division	Specialization
1. Graduation				
2. Post Graduation				
3. Professional				
4. 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 : Name of the Bank _____ 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)