UNITED INDIA INSURANCE COMPANY LIMITED

Regd. Office : 24, Whites Road, Chennai – 600 014
Head Office: No.19 IV Lane Nungambakkam High Road Chennai 600 034
IRDAI Regn.No. 545 - CIN:U93090TN1938GOI000108

United India Insurance Co. Ltd., a leading Public Sector General Insurance Company wholly owned by Government of India, invites applications from Indian Citizens for the post of Administrative Officer - MEDICAL(Scale-I) who fulfill the eligibility criteria.

(1) Total No. of Vacancies:

Total Vacancies	Un-Reserved	SC	ST	OBC	EWS	PWD – (HEARING IMPAIRED) (Horizontal Reservation)
10	05	01	01	02	01	01

The total vacancies mentioned above are tentative and the Management reserves the right to revise the same as per Office requirement. The reservation for respective categories is provisional and subject to orders if any, of competent court and further the same would also be subject to adjustment at the time of final selection.

- 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 "GEN".
- **SC**: Scheduled Caste**; ST**: Scheduled Tribe; **OBC**: Other Backward Classes; **EWS**: Economically Weaker Section**; HI**: Hearing Impaired; **ID**: Intellectual Disability

The selected candidates normally would be posted at Company's Chennai & Mumbai Offices. However, the management retains the right to post the candidate to any of its Offices within the country.

(2) Eligibility Conditions: (As on 31.12.2019)

(A)Nationality: A candidate applying for recruitment in the Company must be either:

(a)a citizen of India, or (b) a subject of Nepal, or (c) a subject of Bhutan, or(d)a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or (e) 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 favor a certificate of eligibility has been issued by the Government of India.

(B)Educational Qualification (as on 31.12.2019):

A candidate must possess the minimum qualification of M.B.B.S. Degree from a recognized University or equivalent foreign degrees, which are recognized as equivalent to M.B.B.S. degree by the Medical Council of India and must be holding a valid registration from Medical Council of India or any State Medical Council. Further the candidate should have finished internship under MBBS Degree on or before 31.12.2019.

Please note that Dental, Homoeopathy, Ayurvedic, Unani etc. are not valid disciplines for this post.

Working knowledge of Computer is preferable.

(C) Age (As on 31.12.2019)

A candidate must be of the minimum age of 21 years and the maximum age of 30 years as on 31.12.2019, ie. a candidate must have been born not earlier than 1st January, 1990 and not later than 31st December, 1998.

Relaxation in upper age limit shall be as follows:

Sl. No	Category	Age Relaxation
1	Scheduled Caste/Scheduled Tribe	5 Years
2	Other Backward Classes (eligible for reservation)	3 Years
3	Persons With Benchmark Disability	10 Years
4	Ex-Servicemen/Disabled Ex-servicemen	Actual period of service rendered in the defense forces+3 years (8 years for Disabled EX-Servicemen belonging to SC/ST category) subject to a maximum age limit of 45 years
5	Widows, Divorced women and women legally separated from their husbands who have not remarried.	9 years
6	Persons ordinarily domiciled in the Kashmir Division of the State of Jammu & Kashmir during the period 1-1-80 to 31-12-89	5 years
7	Existing Confirmed Employees of Public Sector General Insurance Companies (including GIC & Agriculture Insurance Company Of India Ltd.)	8 years

NOTE:

1. In case of 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 45 years.

2. Candidates seeking age relaxation will be required to submit copies of necessary certificates and produce the original certificates for verification at the time of interview.

Note for Ex-Servicemen

1. In case of an Ex-serviceman who has once joined in a Govt.job on the civil side after availing the benefits given to him as an Ex-Serviceman for his re-employment, his Ex- servicemen status for the purpose of re-employment in Government ceases.

2. An Ex-servicemen who applies for various vacancies before joining any civil employment, can avail the benefit of reservation as Ex-Serviceman for any subsequent employment. However, to avail of this benefit, an Ex-serviceman, as soon as he/she joins any civil employment, should give self-declaration/undertaking to the concerned employer about the date-wise details of application for various vacancies for which he/she had applied for before joining the initial civil employment. Further, this benefit would be available only in respect of vacancies which are filled on direct recruitment and wherever reservation is available to the Ex-servicemen. There is no reservation for Ex-servicemen in Officers Cadre.

Definitions:

A. **Ex-Servicemen (EX-SM):** Only those candidates shall be treated as Ex-Servicemen who fulfil the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel and Administrative reforms notification NO.36034/5/85 Estt. (SCT) dated 27.01.1986 as amended from time to time.

B. **DISABLED EX-SERVICEMEN (DISXS):** Ex-Servicemen who while serving in armed forces of the union were disabled in operation against the enemy or in disturbed areas shall be treated as DISXS.

C. **PERSONS WITH DISABILITIES :** The reservations for the Persons with benchmark disabilities shall be as per Section 34 of Rights of Persons with Disabilities Act, 2016.

(3) Emoluments and Benefits: Rs.69,000/- p.m. (approx.)

Basic pay in the scale of Rs.32795-1610(14)-55335-1745(4)-62315 and other admissible allowances as applicable in terms of the General Insurance (Rationalization of Pay Scales and other conditions of service of Officers) Scheme, 1975 as amended from time to time. Besides emoluments, other benefits like Non Practicing Allowance @ 25% of Basic Pay, Gratuity, LTS, Medical Benefits, Group Personal Accident Insurance, Performance Linked Incentive (PLI) and National Pension System as applicable would be extended as per rules of the Company. The Officers are also entitled for Company's leased accommodation as per norms.

(4) 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. No private practice will be allowed.

(5) Selection Procedures:

Adequate number of candidates as decided by the Company will be shortlisted based on their qualification, experience and overall suitability for interview. The qualifying marks in Interview will be as decided by the Company. Merit list for selection will be prepared in descending order on the basis of scores obtained in Interview only. In case more than one candidate score the cut off marks (common mark at cut off point), such candidates will be ranked according to their age in descending order. Further, if the date of birth is also same, the candidate with higher marks in qualifying degree will be considered.

Interview will be conducted in person or through Video Conference and candidates shall make their own arrangements for appearing the interview at the venue and time to be intimated later.

Outstation candidates called for interview may be reimbursed actual fare subject to a maximum of AC Third class rail fare (as was prevailing as on 1st March, 2020) by shortest route from the station of residence to the place of interview on production of evidence of having undertaken journey for interview purpose.

(6) Probation:

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

The company reserves the right to terminate the 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 reason thereof. During the probationary period, candidates may be required to undergo theoretical/practical training as may be prescribed/arranged for them.

During the probation period the Officers would be required to pass the non-life "Licentiate Examination" conducted by Insurance Institute of India. Only after passing the said examination the Officer will be eligible for confirmation of his services in the Company. Failure to pass the said Examination within the extended probation period will render the officer liable to be terminated from service on expiry of the period so specified.

(7) 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 two years** including probationary period. He/she shall execute an agreement to serve the company for a minimum period of two years and in the event of their resigning from the company before the expiry of the bond period, they will be liable to pay liquidated damages of Rs.One Lakh. A bank guarantee secured from a nationalized bank or a fixed deposit in a nationalized bank with the lien of the company shall be produced at the time of joining the services. The bank guarantee/fixed deposit shall be valid for two years. In the event of failure to serve the minimum period, the bank guarantee/fixed deposit will be invoked in favour of the Company.

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.

(8) Application Fee (Non-Refundable):

CATEGORY	Application Fees	Processing Charges	Total
UR / EWS / OBC Candidates	**Rs. 300/-**	**Rs. 236/- (Rs.200/- + Rs.36/- GST@18%)**	**Rs. 536 /-**
SC / ST / PWD / EXM Candidates	**Exempted**	**Rs. 236/- (Rs.200/- + Rs.36/- GST@18%)**	**Rs. 236 /-**

- **Applicable Transaction charge is to be borne by the candidate.**
  Fees once paid will not be refunded on any account or can it be held reserve for any other examination or selection. Wrongful entry of data in online submission will not qualify for refund of fees paid.

(9) How to Apply:

Applications should be submitted online only. Applications made in any other mode will not be acceptable. The application link, available in the recruitment section of our website " http://uiic.co.in ", will be active during the period **29th May, 2020 10:00 AM to 10th June, 2020 17:00 PM (both dates inclusive).**

Kindly follow the steps below to fill the online application:

a) First, you have to register your Email ID and Mobile Number in the "Registration" Form along password.
b) After Submitting the registration details, one Activation mail will be sent to your registered Email ID.
c) Candidates should click the "Activate" link from the activation mail, to Activate their Account.
d) After registering successfully, candidates can go to Login section and enter their registered email ID and password to get the Application Form.
e) Candidates are advised to check their eligibility from this document before entering online application.
f) Error message(s) will be displayed in "Red" color, if any omission or invalid data entered in the online application.
g) Once the candidate submitted the online application without any error, he/she can download the soft copy of the Application from the download link available in the "Application" section.
h) Finally, the candidate has to click the "Payment of Fees" link to make online payment of application fee as per the respective category referred in section (8) above.
i) Click the link available in the Payment of Fee section to navigate to Payment gateway.
j) Kindly enter the Application Number, Registered Email ID and other particulars from the Downloaded application.
k) After making the payment kindly write the Reference Number (starting with DU) in your application.
l) In case you forgot to note the above Reference Number, it can be download from the payment gateway site using the option "State Bank Collect => Reprint Remittance Form".

(10) GENERAL INFORMATION:

1. Latest Caste Certificate in respect of SC/ST/OBC candidates is to be produced at the time of interview, issued by any of the following Authorities:
   i. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Deputy Collector/Sub Divisional Magistrate/Taluk 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.

2. In so far as the Scheduled Tribe communities of Tamil Nadu are concerned, only the certificate given by the Revenue Divisional Officer (instead of Tehsildar) would be accepted.

3. Candidates hailing from the State of Maharashtra have to produce Latest Community Certificate and the Validity Certificate issued by the Competent Authority.

4. 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 should produce certificate (at the time of interview, if called) as per pro-forma prescribed by Ministry of Personnel, Public Grievance and Pensions, Government of India, which should include that they do not belong to "Creamy Layer".

5. Reservation for Economically Weaker Section (EWS) in recruitment is governed by Office Memorandum No..36039/1/2019-Estt (Res.) dated 31.01.02019 of Department of Personnel & Training, Ministry of Personnel, Public Grievance & Pensions, Government of India.

6. Benefit of reservation under EWS category can be availed upon production of an "Income and Asset Certificate" issued by a Competent Authority o n the format prescribed by Govt. of India.

   Disclaimer: "EWS vacancies are tentative and subject to further directives of Government of India and outcome of any litigation. The appointment is provisional and is subject to the income & Asset certificate being verified through the proper channels."

7. Persons with Benchmark Disability Category, are required to submit a certificate regarding Disability in the prescribed format issued by the District Medical Board.
8. An Ex-serviceman candidate has to produce a copy of the Service or Discharge book along with pension payment order and documentary proof of rank last/presently held (substantive as well as acting) at the time of interview. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defence services, on or before 29/02/2020; i.e., the date of discharge from service for Ex-servicemen candidates should be on or before 10th June, 2020. They must have been fully discharged from the services of the respective Defence Department. Those in extension of service after discharge should not apply. If applied, their candidature will not be considered.
9. Candidates serving in Govt./ Quasi Govt. offices/Public Sector Undertakings (including Nationalised Banks and Financial Institutions) are required to produce a "No Objection Certificate" from their employer at the time of interview. In the absence of which their candidature will not be considered and travelling expenses if any, otherwise admissible, will not be paid.
10. Persons eligible for age relaxation under 2 (C) (6)above must produce the domicile certificate at the time of interview from the District Jurisdiction where he/she had ordinarily resided or any other authority designated in this regard by the Government of Jammu & Kashmir to the effect that the candidate had ordinarily domiciled in the Kashmir Division of the State of J & K during the period from 01.01.80 to 31.12.89.
11. Persons falling in categories (b), (c), (d) and (e) of 2(A) under Nationality criteria should produce a certificate of eligibility issued by the Government of India.
12. Company reserved the right to restrict the number of candidates to be called for interview commensurate with the number of vacancies.

13. Minimum qualification of M.B.B.S. Degree or equivalent foreign degrees, which are recognized as equivalent to M.B.B.S. degree by the Medical Council of India, from a recognized University and a valid registration from Medical Council of India or any State Medical Council is essential and those without this qualification are not eligible for the post.
14. 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.
15. The decision of the company will be final and binding in all matters.
16. The company takes no responsibility for any delay in submission or non submission of application for any reason including connectivity issue. Hence the candidates are advised to log on to the website and apply well in advance to avoid last minute submission.
17. Company reserves the right not to call any candidates to appear at the interview.
18. The candidates would be required to submit the attested copies of certificates in proof of their age/date of birth, educational qualifications, community to which they claim to belong etc. at the time of interview and the originals for verification.
19. In case, if it is found at any stage of recruitment, 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), 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.
20. Any resulting dispute arising out of this process/advertisement shall be subject to the sole jurisdiction of the courts situated in Chennai.
21. The Company shall not entertain any correspondence or personal enquiries.
22. Canvassing in any form will disqualify the candidate for consideration for the posts.
23. The Company reserved the right to cancel the above Recruitment Exercise at any stage of the process without assigning any reason thereof.
24. For any clarification/assistance, write to recruitment@uiic.co.in

29.5.2020 DEPUTY GENERAL MANAGER(HR)
Chennai