

## **UIIC AO Job Profile**

If you are planning a career with United India Insurance Company, congratulations! You have made an excellent choice. Let us look at the UIIC AO Job Profile to give you a better idea about what you could expect working as an Administrative Officer at UIIC. Read on to find out about the UIIC AO Job Profile, Probation Period, Bond, Posting & Transfers. Also find out about UIIC AO Salary & Perks. And let's evaluate whether this company is the right fit for you!

### **About United India Insurance Company (UIIC)**

Founded in 1938, UIIC has been a pioneer in Non-Life Insurance sector. Apart from having a plethora of experience, it is attributed to having taken insurance to the common man by implementing the government's health insurance schemes. As reputations go, if you get selected for the UIIC AO job profile, you are set for life.

However, as times are changing, the expectations from jobs have also changed over the years. People do not want JUST a peaceful job profile. They also look forward to challenges, new experiences and healthy opportunities to grow quickly. Hence, we have analyzed the UIIC job profile based on some criteria.

### **UIIC AO Job Profile**

The work of a UIIC Administrative Officer is mainly administrative. The work will be comprised of, but not limited to, the following roles:

- Analyzing and inspecting existing policies.
- Interacting with existing and prospective clients.
- Managing and helping in filing claims.
- Communicating with different departments regarding existing and new policies.



FASTEST WAY TO PREPARE  
**CURRENT AFFAIRS**



- Working on new policies as per the needs of the customer.
- Performing any other task assigned by your manager.

**Note:** If selected as a Specialist Administrative Officer (AO), you will be posted in a specific department and the work will be more centralized as per your specialization.

## Probation Period for UIIC AO

If selected, you will be under probation for 1 year. This period may be extended by 6 months at a time up to a maximum of one year. During probation period UIIC considers if you have been able to meet the expectations of the job and evaluates whether you should be retained as a regular employee.

## Bond for UIIC AO

Before joining, you will be required to sign a bond to serve the Company for a minimum of four years. In the event of resigning before 4 years, you will be liable to pay one year's gross salary paid during probation period in addition to an amount of INR 25,000 towards partial cost of training.

If you resign during the probation period, you will be liable to pay the salary received by you during your entire service in UIIC in addition to an amount of INR 25,000 towards partial cost of training.

## Posting and Transfer of UIIC AO

These posts are permanent in nature but you might be transferred to anywhere in India, as required by the company. However, there are more vacancies in Western and Southern Zones of the Country and hence, selected candidates can expect to be posted mostly to the offices in Southern/Western zones.



FASTEST WAY TO PREPARE  
**CURRENT AFFAIRS**



## Salary and Perks

Pay Scale of UIIC AO is 32795-1610(14)-55335-1745(4)-62315. The monthly salary will be approximately INR 48,000 in metropolitan cities and other admissible allowances (as applicable).

Other benefits like Gratuity, LTS, Medical Benefits, Group Personal Accident Insurance, Performance Linked Incentive (PLI) and National Pension System (NPS), leased accommodation would be given as per the rules.

**Note:** Other allowances may vary depending upon the place of posting.

## Pros

- Good perks and compensation.
- Easy going job and the work never gets hectic.
- Fixed Timing.
- Lot of holidays as this is a government job.
- Training of the new entrants is very impressive.
- Secure job.

## Cons

- Promotion is time bound and not based on performance.
- Signing of bond, which is for 4 years.
- Poor work culture and employee attitude.
- Very outdated system and software.

**[Read the UIIC AO 2016 Notification](#)**



FASTEST WAY TO PREPARE  
**CURRENT AFFAIRS**

