

## United India Insurance Company 2016 Recruitment Official Notification for Administrative Officer

**United India Insurance Company Ltd. (UIIC)** has released its **recruitment notification** calling for applications to the posts of **Administrative Officer (Scale I)** in both **Generalist** and **Specialist** disciplines. A total of **300 vacancies** have been announced. The United India Insurance Company 2016 Recruitment Notification provides all information about:

1. Important Dates
2. Tentative Vacancies
3. Salary / Emoluments
4. Eligibility Criteria
5. Selection Procedure
6. How to Apply
7. Important Links



### Important Dates

The dates given below according to United India Insurance Company 2016 Recruitment Notification are **tentative**.

Online Registration Opens	6 <sup>th</sup> May 2016
Online Registration Closes	17 <sup>th</sup> May 2016
Online Payment Window	6 <sup>th</sup> May – 17 <sup>th</sup> May 2016
Tentative Date of Objective & Descriptive Papers	12 <sup>th</sup> June 2016
Tentative Call Letter Download Dates	5 days prior to exam



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## Tentative Vacancies

A total of 300 vacancies have been announced cumulatively for both Generalist and different disciplines of Specialist posts. The tentative discipline-wise breakup is as given below:

DISCIPLINE	NO. OF POSTS
Finance	43
Civil Engineering	05
Legal	15
Mechanical & Electrical Engineering	15
Actuary	02
<b>TOTAL SPECIALIST</b>	<b>80</b>
<b>Generalist</b>	<b>220</b>
<b>TOTAL VACANCIES</b>	<b>300</b>

Here are the category-wise vacancies for the post of Administrative Officer (AO)

Category	No. of Posts	
SC	37	
ST	21	
OBC	77	
UR / GEN	165	
<b>TOTAL</b>	<b>300</b>	
PWD	VI	3
	HI	3
	OC	0

## Salary of UIIC AO

Here are the emoluments and benefits of an Administrative Officer with the UIIC:

Rs. 48,000/- per month (approx.) in Metropolitan centres.



Basic Pay in the Scale: Rs. 32795 – 1610 (14) – 55335 – 1745 (4) – 62315

Benefits & Allowances: Gratuity, LTS, Medical, Group Personal Accident Insurance, Performance Linked Incentive (PLI), NPS, Leased Accommodation

## Eligibility Criteria

### Educational Qualification & Work Experience (as on 31<sup>st</sup> March 2016):

For Generalist: Minimum Qualification of Degree in any discipline from a recognized University OR equivalent recognized qualification.

For Specialist: Minimum Qualification of Degree in relevant discipline (shown in table below) from a recognized University OR equivalent recognized qualification.

Discipline	Minimum Qualification
Finance	Chartered Accountant (ICAI)/ Cost Accountant (ICWA)/ MBA Finance / M.Com. /B.Com.
Mechanical & Electrical Engineering	B.Tech/ B.E. in Civil Engineering OR Graduate in Mechanical Engineering with Diploma (min. 1 year) in Civil Engineering
Civil Engineering	B.Tech/ B.E. in Civil Engineering OR
Legal	Law Degree and preferably 3 years' experience as a practising Lawyer (2 years for SC/ST)
Actuary	Bachelors Degree in Statistics/ Mathematics/ Actuarial Science or other quantitative discipline.
Generalist	Graduate in any stream

**NOTE:** Candidates must have completed above mentioned qualification on or before 31<sup>st</sup> March 2016 and received results as well.

**NOTE:** Working knowledge of Computer is a must.

**Age Limit (as on 31<sup>st</sup> March 2016):**

Minimum 21 years and Maximum 30 years.

i.e. Born not before 1<sup>st</sup> April 1986 and not after 31<sup>st</sup> March 1995 (both days inclusive).

**Relaxation in Upper Age Limit:**

Category	Age Relaxation
SC, ST	5 years
OBC (Non-Creamy Layer)	3 years
PwD	10 years
Ex-S, Cos, ECOs, SSCOs (with min. 5 years service and released from duty)	5 years
Defence Service Personnel disabled during operations	3 years
Widows, Divorced Women, Women legally separated from husbands and have not remarried.	9 years
J&K Domiciled during 1.1.80 to 31.12.89	5 years
Existing Confirmed Employees of Public Sector General Insurance Companies (including GIC & Agriculture Insurance Company of India Ltd.)	8 years

**Selection Procedure**

The final selection will be made on basis of overall performance in

1. Online Examination
  - (i) Objective Test
  - (ii) Descriptive Test
2. Interview

The exam pattern for the online exam will be as follows -

**United India Insurance Company 2016 Recruitment Exam Paper Pattern:**

For Generalist:

Section	No. of Qs.	Marks	Duration
Reasoning	50	50	<b>Composite time of 2 hours</b>
English Language	40	40	
Quantitative Aptitude	50	50	
General Awareness (with special reference to Financial Sector)	40	40	
Computer Literacy	20	20	
<b>TOTAL</b>	<b>200</b>	<b>200</b>	

For Specialist:

Section	No. of Qs.	Marks	Duration
Reasoning	40	40	<b>Composite time of 2 hours</b>
English Language	40	40	
Quantitative Aptitude	40	40	
General Awareness (with special reference to Financial Sector)	40	40	
Professional Knowledge	40	40	
<b>TOTAL</b>	<b>200</b>	<b>200</b>	

Descriptive Test (common for both Generalist and Specialist):

Essay Writing – 1 question – 20 marks

Letter Writing – 1 question – 10 marks



The maximum marks is 30 and the maximum duration of the paper is 30 minutes. This is a **qualifying paper only** (marks don't count towards total) with cut-offs that will be applied separately. These cut offs have already been declared as **(15 marks for GEN/OBC(?)) and 13.5 marks for SC/ST)**

The objective test (for all sections except English Language) will be **bilingual** (in **English and Hindi**). The Descriptive Tet will be provided **only in English** and will be online as well. **Negative Marking** equal to one-fourth of the marks assigned to the question will be deducted for wrong answer. There will be sectional as well as overall cut offs.

## How to Apply

1. Each candidate can apply only once for a single post.
2. Only online mode of application is accepted.
3. Use a valid personal email ID and mobile number to be kept active till completion of United India Insurance Company 2016 Recruitment process.
4. Keep a scanned photograph and scanned signature ready for upload.
5. The application fee is non-refundable and must be paid through online mode only using Debit Cards, Credit Cards, Net Banking, IMPS, Cash Cards or Mobile Wallets.

SC/ST/PWD/Permanent Employee of UIIC	Rs. 100/-
All others	Rs. 600/-

6. Click on the company website. [Link here](#).
7. Apply through "Click here for New Registration".
8. Save and Next all your information as you fill it out in parts. Verify all details before final submission.

## Important Links

[Official United India Insurance Company 2016 Recruitment Notification in PDF](#)

[Application Link](#)



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