

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
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testbook

Important Dates

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

Online Registration Opens	6 th May 2016
Online Registration Closes	17 th May 2016
Online Payment Window	6 th May – 17 th May 2016
Tentative Date of Objective & Descriptive Papers	12 th 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
TOTAL SPECIALIST	80
Generalist	220
TOTAL VACANCIES	300

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
TOTAL		300
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.



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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 31st 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 (show 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 31st March 2016 and received results as well.

NOTE: Working knowledge of Computer is a must.



Age Limit (as on 31st March 2016):

Minimum 21 years and Maximum 30 years.

i.e. Born not before 1st April 1986 and not after 31st 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



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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	Composite time of 2 hours
English Language	40	40	
Quantitative Aptitude	50	50	
General Awareness (with special reference to Financial Sector)	40	40	
Computer Literacy	20	20	
TOTAL	200	200	

For Specialist:

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

Descriptive Test (common for both Generalist and Specialist):

Essay Writing – 1 question – 20 marks

Letter Writing – 1 question – 10 marks



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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 Test 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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