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Recruitment of 300 Assistants

Ref No:UIIC/HO-HRM/Asst/2023

Date:14/12/2023

United India Insurance Co. Ltd. is a leading Public Sector General insurance company wholly owned by Government of India with a gross premium of more than Rs. 17,644 crores.

Company proposes to recruit young and dynamic candidates for its Offices all over India. Applications are invited from eligible Indian citizens for the post of **ASSISTANT**.

Total No. of Vacancies: **300 (Provisional)**.

STATE	UR	SC	ST	OBC	EWS	TOTAL	PERSONS WITH DISABILITIES (CROSS RESERVATION)				EX - SERVICEMEN (CROSS RESERVATION)	
							V H	H H	O H	I D	EXM	DXM
ANDAMAN & NICOBAR ISLANDS	1	0	0	0	0	1	1	0	0	0	0	0
ANDHRA PRADESH	1	5	1	0	1	8	0	0	0	0	1	1
ARUNACHAL PRADESH	1	0	1	0	0	2	1	0	0	0	0	0
ASSAM	5	0	0	1	1	7	0	0	0	0	1	0
BIHAR	3	0	0	0	0	3	0	0	0	0	0	0
CHANDIGARH	0	0	0	2	0	2	1	0	0	0	0	0
CHATTISGARH	2	1	0	1	1	5	1	0	0	0	1	0
GOA	2	0	0	0	0	2	1	0	0	0	0	0
GUJARAT	2	0	2	0	1	5	1	0	0	0	1	0
HARYANA	1	1	0	0	0	2	1	1	0	0	0	0
HIMACHAL PRADESH	0	0	0	1	0	1	0	0	0	0	0	0
JAMMU & KASHMIR	2	1	1	0	0	4	0	0	0	0	0	0
JHARKHAND	2	0	0	0	0	2	0	0	0	0	0	0
KARNATAKA	11	7	2	9	3	32	0	0	0	0	3	1
KERALA	14	3	1	9	3	30	0	1	0	0	3	1
LADAKH	1	0	0	0	0	1	1	0	0	0	0	0
MADHYA PRADESH	1	3	5	0	1	10	0	0	0	0	1	1
MAHARASHTRA	20	0	1	0	2	23	0	0	0	0	2	1
MANIPUR	1	0	0	0	0	1	1	0	0	0	0	0
MEGHALAYA	2	0	0	0	0	2	1	0	0	0	0	0
MIZORAM	1	0	0	0	0	1	1	0	0	0	0	0
NAGALAND	1	0	0	0	0	1	1	0	0	0	0	0
NEW DELHI	0	0	1	7	1	9	0	0	0	0	1	1

ODISHA	1	0	4	1	1	7	0	0	0	0	1	0
PUDUCHERRY	2	1	0	2	1	6	1	0	0	0	1	0
PUNJAB	4	1	0	2	1	8	0	1	0	0	1	1
RAJASTHAN	9	1	5	4	2	21	1	0	0	0	2	1
SIKKIM	0	0	0	1	0	1	1	0	0	0	0	0
TAMIL NADU	52	5	0	13	8	78	1	1	0	1	8	4
TELANGANA	3	0	0	0	0	3	0	0	0	0	0	0
TRIPURA	1	0	0	0	0	1	1	0	0	0	0	0
UTTAR PRADESH	5	0	1	1	1	8	0	0	0	0	1	1
UTTARAKHAND	6	1	1	0	1	9	0	0	0	0	1	1
WEST BENGAL	2	0	0	1	1	4	0	0	0	0	1	0
TOTAL	159	30	26	55	30	300	17	4	0	1	30	14

Abbreviations Used: SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, EWS - Economically Weaker Sections, UR - Unreserved Category

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

Horizontal Reservation of Vacancies: Reservation for Persons with Benchmark Disabilities of 4% as per the provisions of RPWD Act 2016

Reservation for Ex-Servicemen(EXM)/Disabled /Dependent Ex-Servicemen is as per the prevailing Government guidelines.

The above vacancies are provisional and may vary according to the actual requirement of the company at the material time. Merit list will be drawn up state-wise and category-wise. **The candidates who qualify in the recruitment exam should qualify in the Regional Language Test also subsequently.**

Salient features of the post are given below:

- 1. Scale of pay:** Rs. 22405-1305(1)-23710-1425(2)-26560-1605(5)-34585-1855(2)-38295-2260(3)-45075-2345(2)-49765-2500(5)-62265
- 2. Emoluments:** Total emoluments works out to approximately Rs.37,000/- p.m. in the initial stage in a Metro city. Other allowances may vary depending upon the place of posting. Apart from allowances, other benefits such as Lump Sum Domiciliary Medical Benefits, Membership of Group Medclaim Policy for reimbursement of Hospitalization expenses, Leave Travel Subsidy and other Staff welfare schemes would be as per the rules of the Company.
- 3. Educational Qualification:(As on 30.09.2023):**

Graduate from a recognized University

AND

Knowledge of Reading, Writing and Speaking of Regional language of the State of Recruitment is essential.

4. Age (as on 30.09.2023)

Minimum Age: 21 years and Maximum Age: 30 years (as on 30.09.2023). Candidates born not earlier than 01.10.1993 and not later than 30.09.2002 (both days inclusive) are only eligible to apply.

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	3 years
3.	Persons with Benchmark Disability	10 years
4.	Ex-Servicemen /Disabled Ex-servicemen	Actual period of service rendered in the defence forces + 3 years' subject to maximum 45 years
5.	Widows, Divorced women and women legally separated from their Husbands, who have not remarried	5 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.	Resident of Assam State during the period from 01.01.1980 to 15.08.1985	Maximum age shall be 33 years
8.	Existing Confirmed Employees of Company	5 years

Notes:

- (i) In case of a 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.
- (ii) Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) for verification at the time of Regional Language test and/or any subsequent stage of recruitment process.
- (iii) The candidates should have completed the qualification mentioned above on or before 30.09.2023. Those who have written the final examination for the minimum education qualification as on 30.09.2023 and whose results are declared after 30.09.2023 are not eligible to apply.

Note: The candidates are required to submit the appropriate certificates in support of the above at the time of Regional Language Test.

5. Definitions:

I. Definition of of Ex-Servicemen (EXSM):

a. EX-SERVICEMEN (EXSM): Only those candidates shall be treated as Ex-servicemen who fulfill the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel & 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. Dependents of Serviceman killed in Action: Servicemen killed in the following operations would be deemed to have been killed in action attributable to Military Service (a) war (b) warlike operations or border skirmishes either with Pakistan on cease fire line or any other country (c) Fighting against armed hostiles in a counter insurgency environment viz. Nagaland, Mizoram, etc. (d) Serving with peace-keeping mission abroad (e) Laying or clearance of mines including enemy mines as also mine sweeping operation between one month before and three months after conclusion of an operation (f) Frost-bite during actual operations or during the period specified by the Government (g) Dealing with agitating Para-Military forces personnel (h) IPKF personnel killed during the operations in Sri Lanka.

d. Notes:

- (1) The candidates are required to submit the appropriate certificates in support of the above at the time of Regional Language test.
- (2) The date of discharge from service for Ex-servicemen candidates should be on or before **30th September, 2023**.
- (3) 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/her re-employment, his/her Ex-servicemen status for the purpose of re-employment in Government ceases. However, he/she will be eligible for age relaxation as applicable to ex-servicemen.
- (4) An Ex-serviceman, 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 applicable to the ex-servicemen.

II. Definition of Persons with Benchmark Disabilities:

Under section 34 of "The Rights of Persons with Disabilities Act, 2016", persons with benchmark disabilities are eligible for Reservation. All the above posts are identified suitable for the Persons under categories of disabilities as defined in the Schedule of RPWD Act 2016 and notified by the Department of

Empowerment of Persons with Disabilities (Divyangjan) from time to time.

a. "OC" category:

A person's inability to execute distinctive activities associated with movement of self and resulting from affliction of musculoskeletal or nervous system or both, including Leprosy Cured, Cerebral Palsy, Dwarfism, Muscular Dystrophy and Acid Attack Victims. Orthopedically challenged persons are covered under locomotor disability with following bench mark:

- (1) "**Leprosy cured person**" means a person who has been cured of leprosy but is suffering from:
 - (a) Loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity;
 - (b) Manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;
 - (c) Extreme physical deformity as well as advanced age which prevents him/her from undertaking any gainful occupation, and the expression "leprosy cured" shall be construed accordingly;
- (2) "**Cerebral palsy**" means a Group of non-progressive neurological conditions affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth;
- (3) "**Dwarfism**" means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimetres) or less;
- (4) "**Muscular dystrophy**" means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterised by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissue;
- (5) "**Acid attack victims**" means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.

b. Visual Impairment ("VI" Category):

Only those Visually Impaired (VI) persons who suffer from any one of the following conditions, after best correction, are eligible to apply.

(1) **Blindness:**

- (a) Total absence of sight; OR
- (b) Visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; OR
- (c) Limitation of the field of vision subtending an angle of less than 10 degree.

(2) **Low Vision:**

- (a) Visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10/200 (Snellen) in the better eye with best possible corrections; OR
- (b) Limitation of the field of vision subtending an angle of less than

- 40 degree
(c) up to 10 degree.

c. Hearing Impaired ("HI" Category):

- (1) **Deaf:** means person having 70 DB hearing loss in speech frequencies in both ears.
(2) **Hard of Hearing:** means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears.

d. "ID" Category:

Only those persons, who suffer from any one of the following types of disabilities, are eligible to apply under this category:

(1) **Intellectual disability:**

- (a) **"Autism Spectrum disorder" (ASD)** means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviors.
(b) **"Specific Learning Disability" (SLD)** means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia.
(c) **"Mental Illness" (MI)** means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behavior, capacity to recognize reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterized by sub normality of intelligence.

- e. "Multiple Disabilities"** means multiple disabilities amongst sub-clause (a); (b); (c) and (d)(1).

Note: Only persons with benchmark disabilities would be eligible for reservation. "Benchmark disability" means a person with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes the persons with disability, where disability has been defined in a measurable term, as certified by the certifying authority. A person who wants to avail benefit of reservation will have to submit a disability certificate issued by a Medical Board appointed by the Central/State Govt. Such certificate will be subject to verification/ re-verification as may be decided by the competent authority. The allocation of reserved vacancies for the persons with benchmark disabilities will be as prescribed in the "The Rights of Persons with Disabilities Act, 2016" and as per vacancies prescribed by the Company.

III. Reservation for Economically Weaker Sections (EWSs):

- I. Persons who are not covered under the existing scheme of reservations to the Scheduled Castes, the Schedule Tribes and the Other Backward Classes (Central List) and whose family has gross annual income below Rs.8.00 lakh

(Rupees eight lakh only) are to be identified as EWSs for benefit of reservation. The income shall include income from all sources i.e. salary, agriculture, business, profession etc. and it will be income for the financial year prior to the year of application. Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:

- (i) 5 acres of Agricultural Land and above;
 - (ii) Residential flat of 1000 sq. ft. and above;
 - (iii) Residential plot of 100 sq. yards and above in notified municipalities;
 - (iv) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
- II. The property held by a "Family" in different locations or different places / cities would be clubbed while applying the land or property holding test to determine EWS status.
- III. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the Authorities as notified by the Government of India in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS. The candidates shortlisted for Regional Language test will be required to submit necessary certificate(s) in original/ copies at the time of Regional Language test and at any stage of the recruitment process as required by the Company, failing which they will not be allowed to appear in the Regional Language test /their candidature is liable to be rejected at any stage.
- IV. The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

Disclaimer: EWS Vacancies are tentative and subject to further directives of Government of India and outcome of any litigation.

6. Application Fee / Service Charges:

The applicants shall be required to pay the application fee / service charges as indicated below:

Category of Applicant	Amount (Non-refundable)
All Applicants other than SC / ST / PwBD, Permanent Employees of COMPANY	Rs.1000/- (Application fee including service charges) + GST as applicable
SC / ST / Persons with Benchmark Disability (PwBD), Permanent Employees of COMPANY	Rs.250/- (service charges only) + GST as applicable

Please note the important dates:

Online Registration commences from	16 th December 2023
Last Date for Registration of Online applications	06 th January 2024
Last Date for Payment of Application Fee	06 th January 2024
Download of Call Letters	10 days prior to the date of each examination (Tentative)

Candidates can apply for vacancies in one State only and can opt for a Centre of that particular state only.

Note: Tentative Date of Online Test will be in the month of February 2024. Exam date may be on weekdays/ holidays. Candidates may be required to check our website uiic.co.in frequently for the exact date.

7. Probation period:

The newly appointed employees will be on probation for a minimum period of 6 months. Before the probation period comes to an end the performance of the newly recruited employees will be evaluated and the probation period of those employees whose performance fails to meet Company's expectation, may be extended as per rules. The candidate is required to serve in the posted location for a minimum period of five years.

8. Selection Procedure:

All eligible candidates should apply on-line before the last date for registration of application.

- a. All candidates will have to appear for the Online examination, thereafter, candidates who qualify in the examination will be called for a Regional Language Test.
- b. Merely satisfying the eligibility norms do not entitle a candidate to be called for ONLINE examination and Regional Language test.
- c. Candidates qualifying in the Examination will be further shortlisted for Regional Language test before final selection.
- d. The particulars of the Online Test are detailed as under:

Duration of objective test - 120 minutes (Two hours)

Maximum Marks for each section in objective online at various levels.

Sr. No.	Name of Tests	No. of Questions	Marks
1	Test of Reasoning	40	50
2	Test of English Language	40	50
3	Test of Numerical Ability	40	50
4	Test of General Knowledge/General Awareness	40	50
5	Computer Knowledge	40	50
Total		200	250

a. The questions will be of objective type with alternative choices out of which one will be the correct answer. The candidate has to select the correct answer and 'mouse click' that alternative which he/she feels is correct. There will be a penalty for wrong answers marked by the candidates. The objective tests except test on "English Language" will be bilingual (in English and Hindi). For each wrong answer marked one fourth of the marks assigned to the question will be deducted as penalty. However, there shall not be any penalty for the unanswered questions. The alternative/option that is clicked on will be highlighted and will be treated as the answer to that question. The company reserves the right to modify the exam structure.

b. The Scores of Online Examination will be obtained by adopting the following procedure:

- I. Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers.

ii. Final selection will be made on the basis of performance in the On-line exam subject to qualifying in the Regional Language Test.

c. The final merit-list State-wise and Category-wise shall be prepared in descending order of the marks secured by the candidates who qualified in the on-line exam ,subject to qualifying the Regional Language Test. Candidates who fall within the number of vacancies in the Merit List shall be considered for provisional selection subject to Medical Fitness. Candidates will be intimated of the same through the Company's Website. The candidates are advised to check the Company's Website regularly.

d. The contingency list of candidates may also be prepared and may be utilized in the event of non acceptance of employment offer by the candidates selected in the final merit list.

9. Guidelines for Persons with Benchmark Disabilities Using a Scribe

The visually impaired candidates and candidates with Benchmark Disabilities whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination, subject to limits as in " b"; "c"; and "f" below. In all such cases where a scribe is used, the following rules will apply:

- a. The candidate will have to arrange his/her own scribe at his/her own cost.
- b. The scribe may be from any academic stream. The qualification of the scribe should be one step below the qualification of the candidate taking the examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.
- c. A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- d. Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
- e. Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
- f. Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same.
- g. Candidates not registered for compensatory time shall not be allowed such concessions.
- h. During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.

i. Guidelines for Candidates with locomotors disability and cerebral palsy

A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotors disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

- j. **Guidelines for Visually Impaired candidates**
- i. Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.
 - ii. The facility of viewing the contents of the test in magnifying font will be available to Visually Impaired candidates who use the services of a Scribe for the examination.

k. **Guidelines for Candidates with Intellectual Disability (ID):**

A Compensatory time of twenty minutes per hour of examination, either availing the services of a scribe or not, shall be permitted to the candidates with more than 40% Intellectual Disability (autism, intellectual disability, specific learning disability and mental illness).

Note: These guidelines are subject to change in terms of GOI guidelines/clarifications, if any, from time to time.

10. Examination Centers:

1. Competitive Online Written Examination will be held at specific centers in India.
The candidates may choose any one of the centers mentioned in Annexure - II which must be indicated in the application form. Candidates will appear for the examination at the examination center at his/her own risk and expenses.
2. The candidates shall appear in the online exam at the venues given in their call letters only.
3. No request for change of center/venue/date/session for Examination shall be entertained.
4. The Company however, reserves the right to cancel any of the Examination Centers and / or add some other Centers, at its discretion, depending upon the response, administrative feasibility, etc.
5. The Company also reserves the right to allot the candidate to any center other than the one he / she has opted for.
6. Candidate will appear for the examination at an Examination Centre at his / her own risks and expenses and Company will not be responsible for any injury or losses etc. of any nature.
7. Choice of center once exercised by the candidate will be final.
8. If sufficient number of candidates do not opt for a particular center for "Online examination", Company reserves the right to allot any other adjunct center to those candidates OR if the number of candidates is more than the capacity available for online exam for a center, Company reserves the right to allot any other center to the candidate.
9. Centers and dates of the examination are liable to change of the discretion.

11. Downloading the Call letter:

Candidates will have to visit the Company website(uiic.co.in) for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination center with (i) Call Letter (ii) Photo Identity Proof as stipulated in clause (14(B)) below and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.

12. Reporting at Examination Centre:

Candidates are advised to report at the Examination Centre well before the reporting time specified on their call letter. Candidates reporting late i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 2 hours, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions etc.

13. Identity Verification

In the examination hall as well as at the time of Regional Language test, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazette Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/University/ Aadhar card with a photograph/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

E-Aadhar Card and Ration Card are not valid identity proofs for this Examination.

Note: Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter while attending the examination/, without which they will not be allowed to take up the examination. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the names indicated in the Call Letter and Photo Identity proof the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, have to produce original Gazette notification / their original marriage certificate / affidavit in original for the same ,in order to allow them to appear for Examination.

14. Biometric Verification:

The Company, at various stages, may capture photo and thumb impression/ IRIS Scan of the candidates in digital format for biometric verification of the candidates. Candidate will ensure that his/ her correct thumb impression/ IRIS Scan is captured at various stages as any inconsistency will lead to rejection of their candidature. Accordingly, candidates are advised to follow the guidelines that shall be provided to them in their call letter. In case, if any candidate is found not to be genuine, then apart from taking legal actions against him/ her, his/ her/ their candidature will be cancelled. Further, the candidate is advised not to apply any external matter like mehendi, ink, chemical etc. on his/ her hands.

15. Other Important Points:

1. Candidates are advised to regularly visit the Company's website www.uiic.co.in

- under Recruitment Section for updates/ notices/ instructions.
2. Decision of the Company in respect of all matters pertaining to this recruitment would be final and binding on all the candidates.
 3. Any notice/ communication meant for the candidates displayed on the Company's Website or sent by Registered/ Speed Posts or conveyed to the email id mentioned in the application at the time of registration with the Company, shall be deemed to be sufficient service of communication upon the candidate, for all purposes.
 4. Mobile Phones and / or any other electronic devices are banned in the Campus of Examination / Regional language test hall.
 5. The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test.
 6. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
 7. Decision of the Company in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Company in this behalf.
 8. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session is required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.
 9. The responses (answers) of individual candidates would be analyzed with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, Company reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
 10. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead of disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the Company's recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.
 11. Canvassing in any form will disqualify the candidate for consideration for the posts.

16. Action Against Candidates Found Guilty of Misconduct / Use of Unfair Means

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination or in a subsequent selection procedure, if a candidate is (or has been) found guilty of:

- a. Using unfair means **OR**
- b. Impersonating or procuring impersonation by any person **OR**
- c. Misbehaving in the examination hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose **OR**

- d. Resorting to any irregular or improper means in connection with his/ her candidature **OR**
- e. Obtaining support for his/ her candidature by unfair means **OR**
- f. Carrying mobile phones or similar electronic devices of communication in the examination hall.

Such a candidate may, in addition to rendering himself / herself liable to criminal prosecution, be liable:

- i. To be disqualified from the examination for which he / she is a candidate
- ii. To be debarred either permanently or for a specified period from any examination conducted by Company
- iii. For termination of service, if he/ she has already joined the Company.

Note: Company does not Authorize any agency /Individual in connection with his/her candidature. Company is not responsible for any compensation or guarantee.

17. Service Conditions:

The selected candidates shall have to conform with the rules / regulations / laws 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 requests / representations shall be entertained in this regard. The selected candidates shall be serving in the place of posting for minimum period of 5 years.

18. Other Rules:

- a. The Company reserves the right to cancel the recruitment process entirely or for any particular Post at any stage.
- b. The Competent Authority for the issue of the certificate to SC / ST / OBC / PERSONS WITH BENCHMARK DISABILITIES/ EWS is as under (as notified by GOI from time to time):

I. For Scheduled Castes / Scheduled Tribes / Other Backward Classes:

- (i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate (not below the rank of First Class Stipendiary Magistrate) / Taluk Magistrate / Executive Magistrate / Extra Assistant Commissioner
- (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.

II. For Persons with Benchmark Disabilities: Authorized certifying authority will be the Medical Board at the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopedic /Ophthalmic/ ENT Surgeon or any person designated as certifying authority by appropriate government.

III. For Economically Weaker Sections(EWSs): The Income and Asset Certificate issued by any one of the following authorities in the prescribed format as given in Annexure- I shall only be accepted as proof of candidate's claim as belonging to EWS: -

- (i) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ 1st Class Stipendiary

Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ extra Assistant Commissioner.

- (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.

c. Candidates belonging to SC / ST / OBC / PWBD / EWS categories will have to submit certificates in support of the claimed category at any stage as demanded by the Company.

d. The candidate belonging to the state of Maharashtra and claiming the benefits/concessions available to SC/ST/OBC category shall have to produce the Caste Validity Certificate issued by the appropriate authority.

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

f. For claiming reservation under OBC category, candidate should belong to such Caste or Community, which are common to both the lists in respect of Central and the State Governments List from the State of their Origin (as per the list published by the Central Government). 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 as per the proforma prescribed by Ministry of Personnel, Public Grievances and Pensions, Government of India, which should include that they do not belong to "Creamy Layer".

g. The SC/ST candidates shall produce latest permanent caste certificates and OBC candidates shall produce latest fresh caste certificates in support of their claim to belong to SC/ST/OBC as the case of the competent authority.

i. 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.

j. The decision of the Company will be final and binding in all matters. The Company takes no responsibility for any delay in receipt of or non-receipt of application or communication at any point of time during the recruitment exercise.

k. Company reserves the right not to call any candidates to appear at the online examination.

l. Applications once made will not be allowed to be withdrawn and fee / service charges paid shall not be refunded under any circumstances.

m. In case 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 candidature will stand cancelled. If any of these shortcomings detected even after appointment, 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 and any other matter relating to recruitment will be final and binding on the candidate.

n. The Company shall not entertain any correspondence or personal enquiries.

o. Any resulting dispute arising out of this process / advertisement shall be subject to the sole jurisdiction of the Courts situated in Chennai.

p. In case an applicant is not short-listed, no claim for refund of cost of application or fee shall be entertained.

q. Candidates serving in Govt. / Quasi Govt. / Public Sector Undertakings are required to produce No Objection Certificate from their employer. Moreover, in case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of joining the Company.

r. The Company will be comparing the responses of a candidate with those of other candidates to detect patterns of similarity. If as per the laid down procedure it is suspected that responses have been shared and scores obtained are not genuine/valid, the Company reserves right to cancel the candidature of the concerned candidates and such candidates will be disqualified. No representation in this regard shall be entertained.

s. Request for change of contact number / address / email ID / online examination center will not be entertained.

t. Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. At the time of Regional language test, the Candidates must necessarily produce the relevant documents in original and a self-attested photocopy in support of their identity and eligibility pertaining to category, age, educational qualifications etc. as indicated in the online application form. Please note that no change of application data will be permitted at any stage after completion of registration process of the online application. Merely applying for the post and being shortlisted in the online examination and/or subsequent processes does not imply that a candidate will necessarily be offered employment in the Company. No request for considering the candidature under any category/post other than the one in which applied will be entertained.

Place: Chennai

Date: 14/12/2023

DEPUTY GENERAL MANAGER (HR)

APPLICATION PROCEDURE

Candidates can apply online only **from 16th December 2023 to 6th January 2024 (Both days inclusive)** and no other mode of application will be accepted.

HOW TO APPLY

DETAILED GUIDELINES/PROCEDURES FOR

- A. APPLICATION REGISTRATION
- B. PAYMENT OF FEES
- C. DOCUMENT SCAN AND UPLOAD

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

- (i) scan their:

- photograph (4.5cm × 3.5cm)
- signature (with black ink)
- left thumb impression (on white paper with black or blue ink) (If a candidate is not having left thumb, he/she may use his/ her right thumb. If both thumbs are missing, the impression of one of the fingers of the left hand starting from the forefinger should be taken. If there are no fingers on the left hand, the impression of one of the fingers of the right hand starting from the forefinger should be taken. If no fingers are available, the impression of left toe may be taken. In all such cases where left thumb impression is not uploaded, the candidate should specify in the uploaded document the name of finger and the specification of left/right hand or toe).
- a hand written declaration (on a white paper with black ink) (text given below) (The hand written declaration has to be in the candidate's hand writing and in English only. If it is written by anybody else and uploaded or in any other language, the application will be considered as invalid. (In the case of candidates who cannot write, may get the text of declaration typed and put their left hand thumb impression (if not able to sign also) below the typed declaration and upload the document as per specifications.)

ensuring that the all these scanned documents adhere to the required specifications as given ahead in the section.

- (ii) Signature in CAPITAL LETTERS will NOT be accepted.
- (iii) The left thumb impression should be properly scanned and not smudged.
- (iv) The text for the hand written declaration is as follows -
"I, _____(Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."
- (v) The above mentioned hand written declaration has to be in the candidate's hand writing and in English only **and should not be in Capital Letters**. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid.
- (vi) Keep the necessary details/documents ready to make **Online Payment** of the requisite application fee/ intimation charges
- (vii) **Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process.** All official communication will be sent to the registered e-mail id of the candidate. Under no circumstances, a candidate should share with/mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

A. APPLICATION REGISTRATION

1. Candidates to go to the Recruitment Section of Company's and click on the option **"APPLY ONLINE"** which will open a new screen.
2. To register application, choose the tab **"Click here for New Registration"** and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing **"SAVE AND NEXT"** tab. Prior to submission of the online application candidates are advised to use the **"SAVE AND NEXT"** facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the **COMPLETE REGISTRATION BUTTON**.

5. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the '**Validate your details**' and '**Save & Next**' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the **Preview Tab** to preview and verify the entire application form before **Final Submit**.
10. Modify details, if required, and click on '**COMPLETE REGISTRATION**' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on '**Payment**' Tab and proceed for payment.
12. Click on '**Submit**' button.

B. PAYMENT OF FEES

ONLINE MODE

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. **DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE**
4. On successful completion of the transaction, an e-Receipt will be generated.
5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required to take a printout of the e-Receipt and online Application Form containing fee details. Please note that if the same cannot be generated, online transaction may not have been successful.
7. **For Credit Card users:** All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. There is facility to print application form containing fee details after payment of fees.

C. GUIDELINES FOR SCANNING AND UPLOAD OF DOCUMENTS

Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

Photograph Image:

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must

not cover your face.

- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb-50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.
- If the photo is not uploaded at the place of Photo, Admission for Examination will be rejected / denied. Candidate him/herself will be responsible for the same.
- Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

Signature, left thumb impression and hand-written declaration Image:

- The applicant has to sign on white paper with Black Ink pen.
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- The applicant has to write the declaration in English clearly on a white paper with black ink
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

Left thumb impression:

- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- The left thumb impression should be of the applicant and not by any other person.
 - File type: jpg / jpeg
 - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e. 3 cm * 3 cm (Width * Height)
 - File Size: 20 KB – 50 KB

Hand-written declaration:

- Hand written declaration content is to be as expected.
- Hand written declaration should not be written in CAPITAL LETTERS.
- The applicant has to write the declaration in English clearly on a white paper with black or blue ink.
- The hand written declaration should be of the applicant and not by any other person.
- Hand written Declaration
 - File type: jpg / jpeg
 - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e. 10 cm * 5 cm (Width * Height)
 - File Size: 50 KB – 100 KB

Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour.
- Crop the image in the scanner to the edge of the left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg
- Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MOffice can easily obtain documents in .jpeg format by using MS

Paint or MSOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

- If the file size and format are not as prescribed, an error message will be displayed.
- **While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph, signature, left thumb impression and hand written declaration.**

Procedure for uploading the documents

- While filling in the Online Application Form the candidate will be provided with separate links for uploading left thumb impression and hand written declaration
- Click on the respective link "Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button. Your Online Application will not be registered unless you upload your Left thumb impression and hand written declaration as specified.
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Note:

- (1) **In case the left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.**
- (2) After uploading the left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her thumb impression / hand written declaration, prior to submitting the form.
- (3) **After registering online, candidates are advised to take a printout of their system generated online application forms.**

NOTE: Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination, etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with utmost care as no correspondence regarding change of details will be entertained. The Company will not be responsible for any consequences arising out of furnishing of incorrect and/or incomplete details in the application or omission to provide the required details in the application form.

An online application which is incomplete in any respect such as without proper passport size photograph, signature, left thumb impression and the hand written declaration uploaded in the online application form/ unsuccessful fee /intimation charges payment will not be considered as valid. Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee / intimation charges to avoid the possibility of disconnection/ inability/ failure to log on to the website on account of heavy load on internet/website jam. The Company does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason. Please note that the above procedure is the only valid procedure for applying. No other mode of application would be accepted. Incomplete applications would be rejected.

Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

EXAM CENTRE LIST (TENTATIVE)

1.	Andaman & Nicobar
1.1.	Port Blair
2.	Andhra Pradesh
2.1.	Chirala
2.2.	Srikakulam
2.3.	Guntur
2.4.	Kadapa
2.5.	Kurnool
2.6.	Nellore
2.7.	Rajahmundry
2.8.	Vijayawada
2.9.	Vishakhapatnam
2.10.	Tirupati
2.11.	Kakinada
2.12.	Chittoor
2.13.	Eluru
2.14.	Vizianagaram
3.	Arunachal Pradesh
3.1.	Itanagar
4.	Assam

4.1.	Dibrugarh
4.2.	Guwahati
4.3.	Jorhat
4.4.	Silchar
4.5.	Tezpur
5.	Bihar
5.1.	Arrah
5.2.	Bhagalpur
5.3.	Darbhanga
5.4.	Gaya
5.5.	Muzaffarpur
5.6.	Patna
5.7.	Purnea
5.8.	Samastipur
5.9.	Biharsharif
5.10.	Aurangabad
6.	Chandigarh
6.1.	Chandigarh
7.	Chattisgarh
7.1.	Bhilai
7.2.	Bilaspur
7.3.	Durg
7.4.	Raipur
8.	Goa
8.1.	Panaji
9.	Gujarat
9.1.	Ahmedabad/Gandhinagar

9.2.	Anand
9.3.	Bhavnagar
9.4.	Himmatnagar
9.5.	Mehsana
9.6.	Jamnagar
9.7.	Rajkot
9.8.	Surat
9.9.	Vadodara
10.	Haryana
10.1.	Hisar
10.2.	Faridabad
10.3.	Gurgaon
10.4.	Kurukshetra
10.5.	Ambala
11.	Himachal Pradesh
11.1.	Bilaspur
11.2.	Hamirpur
11.3.	Kullu
11.4.	Shimla
11.5.	Solan
11.6.	Una
11.7.	Mandi
11.8.	Kangra
11.9.	Baddi
12.	Jammu & Kashmir
12.1.	Samba
12.2.	Jammu
13.	Jharkhand
13.1.	Bokaro

13.2.	Dhanbad
13.3.	Hazaribagh
13.4.	Jamshedpur
13.5.	Ranchi
14.	Karnataka
14.1.	Bengaluru
14.2.	Belgaum
14.3.	Bellary
14.4.	Hubli/Dharwad
14.5.	Gulbarga
14.6.	Hubli
14.7.	Mangalore
14.8.	Mysore
14.9.	Shimoga
14.10.	Tumkur
14.11.	Udipi
14.12.	Bagalkot
15.	Kerala
15.1.	Alappuzha
15.2.	Ernakulam/Kochi
15.3.	Kannur
15.4.	Kottayam
15.5.	Kozhikode
15.6.	Malappuram
15.7.	Pallakad (Palakkad)
15.8.	Thrichur
15.9.	Thiruvananthapuram
15.10.	Kollam

16.	Madhya Pradesh
16.1.	Ujjain
16.2.	Sagar
16.3.	Bhopal
16.4.	Gwalior
16.5.	Indore
16.6.	Jabalpur
16.7.	Satna
17.	Maharashtra
17.1.	Aurangabad (Chatrapati Sambaji Nagar)
17.2.	Amravati
17.3.	Kolhapur
17.4.	Mumbai/Navi Mumbai/Thane/Greater Mumbai
17.5.	Nagpur
17.6.	Nanded
17.7.	Nasik
17.8.	Pune
17.9.	Satara
17.10.	Sangli
17.11.	Ratnagiri
17.12.	Chandrapur
17.13.	Solapur
17.14.	Latur
17.15.	Dhule
18.	Manipur
18.1.	Imphal
19.	Meghalaya
19.1.	Shillong
20.	Mizoram

20.1.	Aizawl
21.	Nagaland
21.1.	Kohima
22.	New Delhi
22.1.	Delhi - NCR
23.	Odisha
23.1.	Balasore
23.2.	Berhampur(Ganjam)
23.3.	Bhubaneshwar
23.4.	Baripada
23.5.	Jharsuguda
23.6.	Dhenkanal
23.7.	Angul
23.8.	Bargarh
23.9.	Rourkela
24.	Puducherry
24.1.	Puducherry
25.	Punjab
25.1.	Amritsar
25.2.	Bhatinda
25.3.	Jalandhar
25.4.	Ludhiana
25.5.	Mohali
25.6.	Patiala
26.	Rajasthan
26.1.	Ajmer
26.2.	Bikaner
26.3.	Jaipur
26.4.	Jodhpur

26.5.	Kota
26.6.	Sikar
26.7.	Udaipur
26.8.	Alwar
27	Sikkim
27.1	Gangtok---Bardang
28.	Tamilnadu
28.1.	Chennai
28.2.	Coimbatore
28.3.	Dharampuri
28.4.	Madurai
28.5.	Salem
28.6.	Thanjavur
28.7.	Thiruchirapalli
28.8.	Tirunelveli
28.9.	Tiruvallur
28.10.	Tiruvannamalai
28.11.	Vellore
28.12.	Thirupur
28.13.	Erode
28.14.	Virudhunagar
28.15.	Dindigul
28.16.	Namakkal
28.17.	Nagercoil
28.18.	Perambalur
28.19.	Pudokottai

28.20.	Kanyakumari
28.21.	Tuticorin
28.22.	Cuddalore
28.23.	Villupuram
29.	Telangana
29.1.	Hyderabad/Rangareddy
29.2.	Karimnagar
29.3.	Warangal
29.4.	Khammam
30.	Tripura
30.1.	Agartala
31.	Uttar Pradesh
31.1.	Agra
31.2.	Aligarh
31.3.	Allahabad
31.4.	Bareilly
31.5.	Faizabad
31.6.	Ghaziabad
31.7.	Gorakhpur
31.8.	Noida/Greater Noida
31.9.	Jhansi
31.10.	Kanpur
31.11.	Lucknow
31.12.	Mathura
31.13.	Meerut
31.14.	Muradabad



UNITED INDIA INSURANCE COMPANY LIMITED

Regd. & Head Office : 24, Whites Road, Chennai – 600 014

Website : www.uiic.co.in

31.15.	Muzaffarnagar
31.16.	Noida
31.17.	Sitapur
31.18.	Varanasi
32.	Uttarakhand
32.1.	Roorkee
32.2.	Dehradun
32.3.	Haldwani
33.	West Bengal
33.1.	Asansol
33.2.	Bardhaman
33.3.	Berhampur
33.4.	Durgapur
33.5.	Hooghly
33.6.	Howrah
33.7.	Kalyani
33.8.	Kolkata/Greater Kolkata
33.9.	Siliguri

CORPORATE HRM DEPARTMENT