



# युनाइटेड इंडिया इश्यूरेन्स कंपनी लिमिटेड UNITED INDIA INSURANCE COMPANY LIMITED

(भारत सरकार का उपक्रम) / (Government of India Undertaking)

पंजीकृत व प्रधान कार्यालय : 24, वाइट्स रोड, चेन्नै - 600 014 Regd. & Head Office : 24, Whites Road, Chennai - 600 014

CIN: U93090TN1938GOI000108

Website: <https://uiic.co.in>

## 6. Selection Procedure:

All eligible candidates should apply online before the last date for registration of application.

- The selection process will consist of online tests (Preliminary Examination, Main Examination, Descriptive Test) and Interview.
- Candidates qualifying in the Preliminary Examination, Main Examination and Descriptive Test will be further shortlisted for Interview before the final selection.
- Merely satisfying the eligibility norms do not entitle a candidate to be called for Online examinations and Interview.
- The particulars of the Online Examinations are detailed as under:

### **Tier I: Preliminary Examination (Online Objective Test) - Applicable for both Generalist and Hindi Officer**

The Preliminary Examination for 100 marks, would be of 1 hour duration and will consist of 3 sections as follows:

| S.no | Name of test / section<br>(Not in sequence) | No. of<br>questions | Marks      | Duration for each test /<br>section (separately timed) | Medium of<br>Exam |
|------|---------------------------------------------|---------------------|------------|--------------------------------------------------------|-------------------|
| 1    | Test of English Language                    | 30                  | 30         | 20 minutes                                             | English           |
| 2    | Test of Reasoning                           | 35                  | 35         | 20 minutes                                             | English / Hindi   |
| 3    | Test of Quantitative Aptitude               | 35                  | 35         | 20 minutes                                             | English / Hindi   |
|      | <b>TOTAL</b>                                | <b>100</b>          | <b>100</b> | <b>60 minutes</b>                                      |                   |

Candidates shall be required to qualify in each test/section by securing the minimum passing marks as determined by the Company, and shall also be required to secure the minimum overall qualifying score as prescribed by the Company.

Adequate number of candidates in each category as decided by the Company will be shortlisted for the Tier II (Main) Examination.

### **Tier II: Main Examination (Online Objective Test + Descriptive Test):**

#### **a) For Generalists**

Main Examination will consist of Objective Tests for 250 marks and Descriptive Test for 30 marks. Both the Objective and Descriptive Tests will be conducted online. Candidates will have to answer Descriptive Test by typing on the computer. Immediately after the completion of Objective Test, Descriptive Test will be administered and candidates will have to type their Descriptive test answers on the computer.

#### **(i) Online Main Examination:**

| S.no | Name of test / section<br>(Not in sequence)                               | No. of<br>questions | Marks      | Duration for each<br>test / section<br>(separately timed) | Medium<br>of Exam  |
|------|---------------------------------------------------------------------------|---------------------|------------|-----------------------------------------------------------|--------------------|
| 1    | Test of English Language                                                  | 40                  | 50         | 30 minutes                                                | English            |
| 2    | Test of Reasoning                                                         | 50                  | 60         | 40 minutes                                                | English /<br>Hindi |
| 3    | Test of Quantitative Aptitude                                             | 50                  | 60         | 40 minutes                                                | English /<br>Hindi |
| 4    | Test of General Awareness (with special<br>reference to Financial Sector) | 40                  | 60         | 30 minutes                                                | English /<br>Hindi |
| 5    | Test of Computer<br>Knowledge                                             | 20                  | 20         | 10 minutes                                                | English /<br>Hindi |
|      | <b>Total</b>                                                              | <b>200</b>          | <b>250</b> | <b>150 minutes</b>                                        |                    |



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|   |                                                                                           |   |    |            |         |
|---|-------------------------------------------------------------------------------------------|---|----|------------|---------|
| 6 | <b>Descriptive Test</b><br>English Language<br>(Letter Writing-10 marks & Essay-20 marks) | 2 | 30 | 30 minutes | English |
|---|-------------------------------------------------------------------------------------------|---|----|------------|---------|

Candidates shall be required to qualify in each test/section by securing the minimum passing marks as determined by the Company, and shall also be required to secure the minimum overall qualifying score as prescribed by the Company.

## (ii) Descriptive Test:

The Descriptive Test of 30 minutes duration with 30 marks will be a Test of English Language (Letter Writing-10 marks & Essay-20 marks). The descriptive test will be in English and will be conducted through online mode. Each candidate will be required to obtain a minimum score for each section of objective test separately for short listing for the Descriptive test evaluation.

Descriptive answer script would be evaluated only in respect of those candidates who qualify the objective Main Examination. Depending on the number of vacancies available, cut offs will be decided for Descriptive paper evaluation. Qualifying marks in the descriptive test shall be decided by the company.

**The marks obtained in the Main Examination (Tier-II) Objective Test and the Interview shall be considered for preparation of the final merit list in the ratio of 75:25, respectively. The marks obtained in the Preliminary Examination (Tier-I) and the Descriptive Test shall not be considered for preparation of the final merit list for selection.**

## b) For Hindi Officers:

Main Examination will consist of Objective Tests for 200 marks and Descriptive Test for 50 marks. Both the Objective and Descriptive Tests will be conducted online. Candidates will have to answer Descriptive Test by typing on the computer. Immediately after completion of Objective Test, Descriptive Test will be administered and candidates will have to type their Descriptive test answers on the computer.

## (i) Online Main Examination:

| S.no | Name of test / section<br>(Not in sequence)                                                                                                                                                           | No. of questions | Marks      | Duration for each test /section<br>(separately timed) | Medium of Exam       |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------|-------------------------------------------------------|----------------------|
| 1    | Test of English Language                                                                                                                                                                              | 25               | 25         | 20 minutes                                            | English              |
| 2    | Test of Reasoning                                                                                                                                                                                     | 25               | 25         | 30 minutes                                            | English / Hindi      |
| 3    | Professional Knowledge<br>(Test of Hindi and English grammar / vocabulary & knowledge of Act / Rules regarding Official Language implementation, Translation (English to Hindi and Hindi to English)) | 50               | 100        | 50 minutes                                            | English and/or Hindi |
| 4    | Test of General Awareness                                                                                                                                                                             | 25               | 25         | 10 minutes                                            | English / Hindi      |
| 5    | Test of Computer Knowledge                                                                                                                                                                            | 25               | 25         | 10 minutes                                            | English / Hindi      |
|      | <b>Total</b>                                                                                                                                                                                          | <b>150</b>       | <b>200</b> | <b>120 minutes</b>                                    |                      |
| 6    | <b>Descriptive Test</b><br>English and Hindi Language (English Essay – 10 marks, Hindi Essay – 10)                                                                                                    | 5                | 50         | 60 minutes                                            | English and /or      |



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|  |                                                                                                                              |  |  |  |                                                |
|--|------------------------------------------------------------------------------------------------------------------------------|--|--|--|------------------------------------------------|
|  | marks, Letter writing (Hindi) – 10 marks, English to Hindi Translation – 10 marks & Hindi to English Translation – 10 marks) |  |  |  | Hindi, as applicable for a particular question |
|--|------------------------------------------------------------------------------------------------------------------------------|--|--|--|------------------------------------------------|

**Candidates shall be required to qualify in each test/section by securing the minimum passing marks as determined by the Company, and shall also be required to secure the minimum overall qualifying score as prescribed by the Company.**

## (ii) Descriptive Test:

The descriptive Test of 60 Minutes' duration with 50 marks will be a Test of English and Hindi Language (English Essay – 10 marks, Hindi Essay – 10 marks, Letter writing (Hindi) – 10 marks, English to Hindi Translation – 10 marks & Hindi to English Translation – 10 marks). The descriptive test will be in English and/or Hindi and will be conducted through online mode.

**The marks obtained in the Main Examination (Tier-II), comprising the Objective Test and Descriptive Test, and the Interview shall be considered for preparation of the final merit list in the ratio of 75:25, respectively. The marks obtained in the Preliminary Examination (Tier-I) shall not be considered for preparation of the final merit list for selection.**

Questions will be displayed on the screen of the computer. Answers are to be typed using the keyboard. For Hindi typing, the candidates should have knowledge of the following key-board layout:

- Inscript
- Remington (GAIL)

Before start of typing answers to questions in Descriptive Paper please check all key functions of the keyboard. The Candidates will get 60 minutes to answer the questions.

- All the questions in Online Examinations (Preliminary and Main Examinations) 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. For each wrong answer marked, one fourth of the marks assigned to the question will be deducted as penalty (applicable to both - Preliminary & Main examination). 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.
- There will be a section wise cut off in each section and an overall cut off in each category.
- The Scores of Online Examination will be obtained by adopting the following procedure:
- 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.
- The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores\*  
*\*Scores obtained by candidates in any test are equated to the base form by considering the distribution of scores of all the forms.*
- Test wise scores and scores on total is reported with decimal points up to two digits.
- In the event of two or more candidates having obtained the same consolidated score, final merit is decided based on the Date of Birth (candidate senior in age is placed above the candidate junior in age).

## 7. **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 conditions specified below. In all such cases where a scribe is used, the following rules will apply:

- Candidates eligible for and who wish to use the services of a scribe in the examination should carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.