Applications are invited from Indian Citizens for the post of Administrative Officer (Scale I) in Specialized disciplines of IT (Hardware, Software and Networking), Engineering and Generalists.

(1) Total No of Vacancies:

<table>
<thead>
<tr>
<th>Total Vacancies</th>
<th>SC</th>
<th>ST</th>
<th>OBC</th>
<th>Un-reserved</th>
</tr>
</thead>
<tbody>
<tr>
<td>150</td>
<td>21</td>
<td>10</td>
<td>41</td>
<td>78</td>
</tr>
</tbody>
</table>

Reservation for released Emergency Commissioned Officers (ECO), Short Service and Retrenched Commissioned Officers (SSCRO) and Physically Challenged candidates shall be as per rules.

The candidates should apply for any one of the following Groups only:

(2) Eligibility conditions: (As on 31.12.2008)

(A) Educational Qualifications:

<table>
<thead>
<tr>
<th>Group &amp; Code No.</th>
<th>Minimum educational qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Code No.01</td>
<td>MCA (Masters in Computer Applications)/MIT (Masters in Information Technology)/ MCM Master in Computer Management) or BE (Computer Science/ECE).</td>
</tr>
<tr>
<td>Group Code No.02</td>
<td>Graduate in Engineering(BE/B.Tech) in the discipline of Electrical Engineering</td>
</tr>
<tr>
<td>Group Code No.03</td>
<td>Graduate in Engineering(BE/B.Tech) in the discipline of Mechanical Engineering</td>
</tr>
<tr>
<td>Group Code No.04</td>
<td>Graduation with minimum 60% (55% for SC/ST candidates) marks in aggregate or 55% (50% for SC/ST candidates) in Masters from recognised University</td>
</tr>
</tbody>
</table>

NOTE:

(i) Qualifications mentioned above should be from any recognised University / Institute duly approved by UGC / AICTE as the case may be.

(ii) Other things being equal, preference will be given to candidates having post qualification experience in their area of specialization and/or having qualification in non-life Insurance.
(iii) All things being equal, candidates with working knowledge of Computers/diploma will be given preference.

(B) Age (As on 31.12.2008)

Minimum age : 21 years

<table>
<thead>
<tr>
<th>Maximum age limit :</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. General</td>
</tr>
<tr>
<td>2. SC/ST</td>
</tr>
<tr>
<td>3. OBC</td>
</tr>
<tr>
<td>4. ECO / SSRCO</td>
</tr>
<tr>
<td>5. Physically challenged</td>
</tr>
<tr>
<td>6. Physically challenged candidates, if SC/ST</td>
</tr>
<tr>
<td>7. Physically challenged candidates, if OBC</td>
</tr>
<tr>
<td>8. All persons who have ordinarily been domiciled in Kashmir Division of J &amp; K State during the period from 01.01.1980 to 31.12.1989</td>
</tr>
<tr>
<td>9. Resident of Assam State during the period from 01.01.1980 to 15.08.1985</td>
</tr>
</tbody>
</table>

For confirmed employees of General Insurance Corporation of India, Public Sector General Insurance Companies, Tariff Advisory Committee, AICIL the maximum age limit will be as under:

General : 40 years
SC/ST : 45 years
OBC : 43 years

(3) Application Fee:

A Crossed Bank Draft of Rs. 500/- (valid for six months) payable at Chennai purchased from any branch of the Nationalised or Scheduled Bank drawn in favour of ‘UNITED INDIA INSURANCE COMPANY LIMITED’ payable at Chennai should be attached with the application form. No examination fee is required for SC/ST candidates and confirmed employees of General Insurance Corporation of India, Public Sector General Insurance Companies, Tariff Advisory Committee/AICIL applying for the post. Candidates should write his/her name and address, Group and Code No. on the reverse of the Demand Draft.

(4) Date of Written Examination : 24th May 2009

(5) Emoluments and Benefits : Rs.18,000/- p.m. (approx)

Basic pay in the scale of Rs.11110/-540(14)-18,670-560(4)-20910 (under revision) and other admissible allowances as applicable. Besides emoluments, other benefits like
Gratuity, LTS, Medical Benefits, Group Personal Accident Insurance, Group Savings Linked Insurance Scheme (GSLI) and Pension as applicable would be extended as per rules of the Company.

(6) Service Conditions:

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.

(7) Selection Procedure:

Candidates will be called for written examination on 24th May 2009 which would comprise the following:

Objective Type Tests of:

(i) Reasoning

(ii) English language

(iii) General awareness

(iv) Professional knowledge- for the post in Group A to C

(v) Numerical Ability/Data interpretation Test for the post under Group-D in place of Professional Knowledge Test.

The first three tests i.e. Test of Reasoning, English Language and General Awareness will be common for all the candidates. The Test of Professional Knowledge will be specific to each of the Groups (A to C) as may be applicable.

Test papers (i),(iii) (iv) and (v) shall be both in English & Hindi

Descriptive Test:

The test in English language shall be Descriptive paper comprising Essay, Precis & Comprehension etc.

On the basis of performance in written examination, candidates will be called for interview and final selection will be made on overall performance in written examination and interview. Outstation candidates called for interview will be reimbursed to and fro sleeper class fare/bus fare by the shortest route from the station of residence to the place of interview on production of evidence of having undertaken journey for interview purpose.

(8) Examination Centres:

Competitive written examination will be held at specific centres in India. The candidates
may choose any one of the following centres which must be indicated in the application form clearly. No change of the centre will be allowed at a later date. Company reserves the right to direct candidates to appear at a centre other than the one chosen by them for written examination without monetary assistance. Company reserves the right to hold the written examination at some and not all the examination centres listed below depending upon the number of candidates and other relevant factors. Appearing in the written exam will not automatically confirm any right of being selected for the above said posts.

<table>
<thead>
<tr>
<th>Centre</th>
<th>Code</th>
<th>Centre</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ahmedabad</td>
<td>71</td>
<td>Kolkata</td>
<td>82</td>
</tr>
<tr>
<td>Allahabad</td>
<td>72</td>
<td>Kochi</td>
<td>83</td>
</tr>
<tr>
<td>Bangalore</td>
<td>73</td>
<td>Lucknow</td>
<td>84</td>
</tr>
<tr>
<td>Bhopal</td>
<td>74</td>
<td>Madurai</td>
<td>85</td>
</tr>
<tr>
<td>Bhubaneswar</td>
<td>75</td>
<td>Mumbai</td>
<td>86</td>
</tr>
<tr>
<td>Chandigarh</td>
<td>76</td>
<td>Nagpur</td>
<td>87</td>
</tr>
<tr>
<td>Chennai</td>
<td>77</td>
<td>New Delhi</td>
<td>88</td>
</tr>
<tr>
<td>Guwahati</td>
<td>78</td>
<td>Patna</td>
<td>89</td>
</tr>
<tr>
<td>Hyderabad</td>
<td>79</td>
<td>Pune</td>
<td>90</td>
</tr>
<tr>
<td>Jaipur</td>
<td>80</td>
<td>Raipur</td>
<td>91</td>
</tr>
<tr>
<td>Jammu</td>
<td>81</td>
<td>Ranchi</td>
<td>92</td>
</tr>
</tbody>
</table>

(9) Probation:

Selected candidates if certified to be medically fit, may be appointed as ADMINISTRATIVE OFFICER (SCALE-I) on probation for a period of one year which may be extended by a further period of six months.

The Company reserves the right to terminate service of the candidate if found unsuitable at any time during the probationary period or the extended probationary period without any notice or assigning any reason thereof. During the probationary period, candidates may be required to undergo theoretical/practical training as may be prescribed/arranged for them.

(10) Guarantee Bond:

Before joining as probationer, the selected candidates will be required to give an undertaking to serve the Company for a minimum period of four years including probationary period. In the event of their resigning from the Company before the expiry of the bond period, they will be liable to pay liquidated damages equivalent to one year's gross salary paid to them during the year of probation which could be proportionately reduced depending on the length of service rendered. Besides, he/she will have to submit a stamped Bond duly executed by two sureties of sound financial standing, for an amount equivalent to one year's gross salary.
Candidates resigning from the Company during the probationary period shall be liable to pay the salary received by them during their entire service in the Company in addition to an amount of Rs.25,000/- towards partial cost of training. No lien/bond executed to retain a substantive post with present employer will be binding upon the Company and no Leave Salary or Pension Contribution will be made.

(11) How to Apply:

Applications should be on foolscap paper neatly typed or handwritten in CAPITAL LETTERS and in the prescribed format only. Applications submitted in any other format will not be accepted.

2. Superscribe at left hand upper corner of the envelope "UIIC- ADMINISTRATIVE OFFICER POST (indicate the Group Code for which application is made) and SC/ST/OBC/ECO or SSRCO/PHYSICALLY HANDICAPPED (wherever applicable).

3. Attach (i) Crossed Bank draft for Rs. 500/- towards application (ii) Self addressed envelope of 23 cms x 12 cms ie., 19 1/2" x 5" size with Rs. 6/- postage stamp affixed. Address on the self-addressed envelope should be neatly typed or handwritten in CAPITAL LETTERS.


5. Caste Certificate in respect of SC/ST/OBC candidates is to be obtained from the following Authorities:

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

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

v. 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.

6. For claiming reservation under OBC category, candidate should belong to such Caste or Community, which is common to both the lists in respect of Mandal Commission and the State Govt. Lists from the State of his/her origin (as per the list published by the
Central Govt.). 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 proforma prescribed by Ministry of Personnel, Public Grievances and Pensions, Government of India, which should include that they do not belong to "Creamy Layer".

7. Candidates serving in Govt/Quasi Govt/Public Sector Undertakings are required to send their application through proper channel. However, they may send an advance copy of the application along with the application fee so as to reach within the time stipulated.

8. Company reserves the right to restrict the number of candidates to be called for interview based on performance in the written examination and commensurate with the number of vacancies.

9. 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.

10. 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 loss in transit of any application or communication.

11. Company reserves the right not to call any candidates to appear at the written examination and interview.

12. Applications complete in all respects together with enclosures as mentioned above must reach by ordinary post on or before 6th April 2009 at the following address: "Post Bag No.2281, Chankyapuri Post Office, New Delhi 110 021. Applications sent by courier or any other mode will not be accepted.

13. Applications once made will not be allowed to be withdrawn and fee/postage paid shall not be refunded under any circumstances.

14. In case it is found at any stage of recruitment the candidate does not fulfil 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 fulfils 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 for the purpose of conduct of interview, selection and any other matter relating to recruitment will be final and binding on the candidate.

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

16. Canvassing in any form will disqualify the candidate for consideration for the posts.
17. Candidates satisfying the eligibility conditions may send their applications in the format given below.

APPLICATION FORMAT FOR THE POST OF ADMINISTRATIVE OFFICER (SCALE I)

Last date for Receipt of application        : 6th April 2009
Date of written examination                    : 24th May 2009

1. Group applied for :----------------------- Group Code: ----------------------
   Area specialization, if any:------------------------

2. Choice of centre for written examination : ---------------------------- Centre Code:

3. Name in full:
   Shri/Smt/Kum.-----------------------
   (in block letters)         Surname                  First Name               Middle Name

4. Father's/Husband's Name : -----------------------------------------------------------

5. Address for correspondance : -------------------------------------------------------
   Pin Code :

6. Tel.No.            Mobile No.            email ID.                             Fax No:

7. Nearest Railway Station :--------------------------------------------------------------

8. Permanent Address
   :------------------------------------------------------------------------------
   Pin Code :

9. Category : SC(     )                 ST(     )                 OBC(     )
   ECO/SSRCO (     )             PHYSICALLY CHALLENGED ( VH/HH/OH)   GENERAL (     )
   Please( _/ ) whichever is applicable and attach a copy of the Caste Certificate/
   Release Certificate as may be applicable

   Note : Candidates belonging to OBC but coming in the "Creamy Layer" and thus
   not entitled to OBC reservation should tick their category as GENERAL

10. (a) Whether a resident of Kashmir Division   } Yes (  ) /   }
    in the State of J & K during the period   } No (  )     } Please (_/) in
    01.01.1980 to 31.12.1989             } appropriate
(b) Whether a resident of Assam, during the period 01.01.1980 to 15.08.1985

Yes ( ) / No ( )

If yes, attach a copy of documentary evidence to that effect.

11. Whether confirmed employee of GIC/Public Sector General Insurance Company / TAC/AICIL

Yes ( ) No ( )

If yes, Employee Number :----------------------------- Designation : -----------------------

Name of the Company : ------------------------------ Place of Posting : ----------------------

Date of confirmation : ------------------------------

12. Date of Birth : ------------------ Age in completed years: ---------------- (as on 31.12.2008) (DD/MM/YYYY)

13. Place of Birth : ----------------------------- State of domicile: ---------------------

14. Marital Status : Married ( ) Unmarried ( ) (Please (_) whichever is applicable).


<table>
<thead>
<tr>
<th>Name of University / Institution</th>
<th>Exam Passed</th>
<th>Year of passing Exam</th>
<th>Aggregate Marks (%)</th>
<th>Class / Division or Rank</th>
<th>Specialisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Graduation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Post Graduation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Any other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

16. Non-Life Insurance Qualification Please (_)._/

   i) Insurance Institute of India: Associates ( ) Fellow ( )

   ii) Chartered Insurance Institute Associates ( ) Fellow ( )

   iii) General Insurance Vocational Course at +2 level : Yes ( ) No ( )

   iv) Graduates with Insurance as optional subject : Yes ( ) No ( )

17. Particulars of employment / experience (post qualification), if any. Attach separate sheet, if necessary.

<table>
<thead>
<tr>
<th>PERVIOUS</th>
<th>PRESENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Name of the employer/s</td>
<td></td>
</tr>
<tr>
<td>b. Date of Joining</td>
<td></td>
</tr>
<tr>
<td>c. Posts held</td>
<td></td>
</tr>
<tr>
<td>d. Salary Last drawn</td>
<td></td>
</tr>
<tr>
<td>Nature of work</td>
<td>PERVIOUS</td>
</tr>
<tr>
<td>---------------</td>
<td>----------</td>
</tr>
<tr>
<td>Number of completed years of experience</td>
<td></td>
</tr>
<tr>
<td>Date of leaving</td>
<td></td>
</tr>
<tr>
<td>Reason for leaving</td>
<td></td>
</tr>
</tbody>
</table>

18. Examination fee of Rs.500/-: Demand Draft No.------------------ Date: -------------------
Complete address of issuing branch of the Bank from where the Bank Draft is purchased.

No examination fee is required for SC/ST candidates applying for the post, and or confirmed employees of GIC or other Public Sector General Insurance Companies or TAC/AICIL.

I hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect, my candidature for the post applied is liable to be cancelled / rejected at any stage without giving any notice to me. I am willing to serve anywhere in India. I agree that the Company has the right to transfer me to any part of the country at its discretion.

Date:

Place:

(Signature of Applicant)