



युनाइटेड इंडिया इश्यूरेस कंपनी लिमिटेड
UNITED INDIA INSURANCE COMPANY LIMITED
(भारत सरकार का उपक्रम) / (Government of India Undertaking)

पंजीकृत कार्यालय : 24, वाइट्स रोड चेन्नै - 600 014 | Regd. Office : 24, Whites Road, Chennai - 600 014

प्रधान कार्यालय : 19, 'नालंदा' IV लेन नुंगंबक्कम, चेन्नै - 600034 | Head Office : 19, 'NALANDA' IV Lane, Nungambakkam, Chennai - 600 034

HO:HRM:CIR: 92: 2022

Date : 19/09/2022

Re: Promotion to the cadre of Administrative Officer (Scale-I) under Para 13 of Promotion Policy for Supervisory, Clerical and Subordinate Staff 2008 – Declaration of vacancies for the Promotion Exercise 2022.

It has been decided to declare vacancies for promotion to the cadre of Administrative Officer (Scale-I) under Para 13 of Promotion Policy for Supervisory, Clerical and Subordinate Staff 2008. Accordingly, it is proposed to declare **434 promotional vacancies** for promotion to the cadre of **Administrative Officer** for the current Promotion Exercise 2022. As per Para 9 of Promotion Policy; Zone-wise/Para-wise vacancies and reservation of SC/ST is as given below :

| PROMOTION ZONE | PARA 13.1 | | | | PARA 13.2 | | | |
|--|-----------|----|----|-------|-----------|----|----|-------|
| | UR | SC | ST | TOTAL | UR | SC | ST | TOTAL |
| SOUTHERN (comprising of Offices of the Company in the States of Andhra Pradesh, Telangana, Tamilnadu, Karnataka, Kerala and U.T of Pondicherry, | 95 | 11 | 7 | 113 | 93 | 11 | 6 | 110 |
| WESTERN (comprising of Offices of the Company in the States of Maharashtra, Gujarat, Goa, Madhya Pradesh, Chattisgarh, U.T of Dadra & Nagar Haveli and Daman & Diu) | 66 | 17 | 0 | 83 | 31 | 8 | 0 | 39 |
| NORTHERN (comprising of Offices of the Company in the States of Jammu & Kashmir, Himachal Pradesh, Punjab, Haryana, Uttar Pradesh, Uttarakhand, Rajasthan and U.T of Chandigarh and Delhi) | 22 | 0 | 3 | 25 | 23 | 0 | 3 | 26 |
| EASTERN (comprising of Offices of the Company in the States of Bihar, Jharkhand, West Bengal, Sikkim, Tripura, Manipur, Mizoram, Arunachal Pradesh, Meghalaya, Nagaland, Assam, Orissa and Andaman and Nicobar islands) | 14 | 8 | 3 | 25 | 7 | 4 | 2 | 13 |
| TOTAL | 197 | 36 | 13 | 246 | 154 | 23 | 11 | 188 |

ABO

.....2/



युनाइटेड इंडिया इश्यूरेस कंपनी लिमिटेड

UNITED INDIA INSURANCE COMPANY LIMITED

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

पंजीकृत कार्यालय : 24, वाइट्स रोड चेन्नै - 600 014 | Regd. Office : 24, Whites Road, Chennai - 600 014

प्रधान कार्यालय : 19, 'नालन्दा' IV लेन नुंगम्बाक्कम, चेन्नै - 600034 | Head Office : 19, 'NALANDA' IV Lane, Nungambakkam, Chennai - 600 034

: 3 :

Candidates have to submit their application through "online" mode only. The candidate has to apply from "My Page Login -Promotion Exercise" and submit his application.

Candidates can use either their email id / password or ESS user id / password for login which will be available from 21/09/2022 till 28/09/2022 (1800 hrs). In case employees are not having ESS portal password, a request may be sent to hphelpdesksupport@uiic.co.in to reset the password. No further extension will be given. Once submitted, the application cannot be modified and hence candidates are advised to carefully go through the form before submitting his/her application. However, there is a provision for withdrawal within the stipulated time i.e., on or before 30/09/2022 (1800 hrs), which is also to be exercised through "online" mode only.

In case any difficulty in submitting the application due to technical issues, if any, the candidates have to bring it to the knowledge of Personnel Officer at Regional Office immediately. In turn, Personnel Officer at Regional Office in coordination with their IT Department has to sort out the issue. If any assistance is required from Head Office, RO Personnel Officer can contact Head office - HRM Department for necessary action. However, candidates are advised to submit their application well before the last date and time stipulated to avoid such circumstances.

No other mode of submission of application will be accepted. Candidates have to take a print out of the application after submission for their records, if they so desire.

The schedule for conducting this exercise is as follows:

| | |
|---|---|
| Last date for submission of applications | 28-09-2022 (Wednesday) 1800 HRS |
| Withdrawal of application for Para 13.1 & Para 13.2 | 30-09-2022 (Friday) 1800 HRS |
| Verification of application by RO Personnel Officer through online only | On or before 30-09-2022 (Friday) |
| Display of eligible employees who have applied for promotion after taking into account the withdrawal by the Regional Offices | 03-10-2022 (Monday) |
| Submission of data by ROs to Head Office for onward transmission to GIPSA | 03-10-2022 (Monday) |
| Date of Para 13.2 examination by IBPS | 05-11-2022 (Saturday) |
| Training for SC/ST/OBC/PwD candidates (to be organised by each RO) - ONLINE ONLY | 10 full working days starting from any day between 03-10-2022 (Monday) and to be completed before 21-10-2022 (Friday) |

Ar

.....4/



युनाइटेड इंडिया इश्यूरेस कंपनी लिमिटेड

UNITED INDIA INSURANCE COMPANY LIMITED

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

पंजीकृत कार्यालय : 24, वाइट्स रोड चेन्नै - 600 014 | Regd. Office : 24, Whites Road, Chennai - 600 014

प्रधान कार्यालय : 19, 'नालन्दा' IV लेन नुंगम्बकम, चेन्नै - 600034 | Head Office : 19, 'NALANDA' IV Lane, Nungambakkam, Chennai - 600 034

: 5 :

Post Graduation Diploma (Minimum two year duration) in Business Administration/Management (PGDBM) or Master in Computer Applications (MCA) from a recognized University/Institute with AICTE approval for the course, or Chartered Financial Analyst (CFA) qualification from the Institute of Chartered Financial Analysts of India or Associate of Institute of Company Secretary (ACS) qualification from the Institute of Company Secretaries of India, shall be allowed to appear for not more than four (five for SC/ST employees) occasions in the entire period of service for the Competitive Examination.

PASSING REQUIREMENTS: Candidates scoring marks as detailed below will be declared as having passed the Examination and included in further process for consideration of promotion to the cadre of Scale-I Officers under this channel:

- For General category candidates – a minimum of 50 marks in each of Paper-1 and Paper-2 with an aggregate of 120 marks for both the papers together;
- For SC/ST category candidates – a minimum of 40 marks in each of Paper-1 and Paper-2 with an aggregate of 100 marks for both the papers together.

(Reference Head Office Circular No.26 dated 06-04-2011)

Provided further that for preparing panel for promotion to the cadre of Scale-I Officer under the Competitive Channel (Para 13.2 of the Promotion Policy), the marks obtained in the Competitive Examination after assigning a weightage of 35 marks to the Maximum Marks (i.e., assigning a weightage of 0.175 marks to each mark secured in Competitive Examination) shall also be reckoned.

13.2.1 Selection under this channel shall be made on the basis of Seniority, Qualification, Work Record, Interview as also the marks obtained in the Competitive Examination. The marks for the four criteria of Seniority, Qualifications, Work Record and Interview shall be according to the scheme of Weightage given in Para 16 (as amended), and to the total of the marks so obtained shall be added, the marks (reduced to the base 100) for the Competitive Examination. The employees who have secured at least 120 marks (100 marks in case of SC/ST employees) out of a maximum of 200 shall be drawn in a ranking list arranged in descending order of marks. A successful attempt at the Competitive Examination by an employee who does not earn selection in the ranking list shall not count for computing the number of attempts permitted to him.

13.2.2. For the purpose of counting the number of attempts under this sub paragraph, the attempts availed by an employee under Para 31 of the previous Promotion Policy shall be taken into account. For example, if an employee has availed two attempts under Para 31 of the previous Promotion Policy, he shall be entitled to avail further two (three for SC/ST employees) attempts under this Policy.

100

....6/



युनाइटेड इंडिया इश्यूरेस कंपनी लिमिटेड

UNITED INDIA INSURANCE COMPANY LIMITED

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

पंजीकृत कार्यालय : 24, वाइट्स रोड चेन्नै - 600 014 | Regd. Office : 24, Whites Road, Chennai - 600 014
प्रधान कार्यालय : 19, 'नालन्दा' IV लेन नुंगम्बक्कम, चेन्नै - 600034 | Head Office : 19, 'NALANDA' IV Lane, Nungambakkam, Chennai - 600 034

: 7 :

As per Para 20A of Promotion Policy for SCS Staff, 2008 with the amendments till date, unfilled vacancies for promotion to the cadre of Scale-I under Competitive Channel (Para 13.2 of Promotion Policy) under any category (GENERAL/SC/ST) in a Zone, after Promotions have been offered from the Promotion List as well as the Contingency List, shall be filled up by selecting candidates from other Zones who are eligible to be considered for promotion to give consent in application form for out of Zone posting on promotion (candidates appearing under Para 13.2 have to specifically indicate their preference of other zones in the online application).

FOR DETAILED CLARIFICATION PLEASE REFER AMENDMENTS TO PROMOTION POLICY FOR SUPERVISORY, CLERICAL AND SUBORDINATE STAFF-2008 CIRCULAR NO.HO:HR:CIR-83 DATED 17-08-2016.

NOTE:

1. Graduation of 3 years duration if done through Open University without previous academic record and the admission to Graduation course is after qualifying in entrance examination, the same will be considered and marks will be awarded.
2. Post Graduate qualification awarded through Open University without any previous academic record will be considered as first degree for the benefit of marks in the Promotion Exercise, provided the admission to the course is after passing the entrance test conducted by the University.
3. Qualification in reverse order will not be considered.
4. Assistants who are confirmed on or before 30-06-2022 are eligible to apply.
5. **Separate application forms have to be submitted by the employees who intend to apply for both Para's.**
6. **Training for SC/ST/OBC/PwD candidates which also includes coaching under Dr.Ambedkar Trust has to be conducted through 'online' mode only due to the present pandemic situation. As mentioned above, training shall be conducted any 10 days between 03/10/2022 and 21/10/2022.**
7. Selected candidates are likely to be posted anywhere including Micro Office. However, those who have given option for Micro Office while applying, will be given preference based on their ranking and availability of vacancies.

For information of candidates with benchmark disabilities:

Section 2 (r) of the Rights of Persons with Disabilities Act, 2016 defines 'person with benchmark disability', as a person with not less than forty per cent of specified disability where specified

[Handwritten signature]

...8/



युनाइटेड इंडिया इश्यूरेस कंपनी लिमिटेड
UNITED INDIA INSURANCE COMPANY LIMITED
(भारत सरकार का उपक्रम) / (Government of India Undertaking)

पंजीकृत कार्यालय : 24, वाइट्स रोड चेन्नै - 600 014 | Regd. Office : 24, Whites Road, Chennai - 600 014
प्रधान कार्यालय : 19, 'नालंदा' IV लेन नुंगम्बक्कम, चेन्नै - 600034 | Head Office : 19, 'NALANDA' IV Lane, Nungambakkam, Chennai - 600 034

SCRIBE DECLARATION FORM

I, the undersigned, Shri / Smt. / Kum. _____, a candidate for the Competitive Examination (Online) for Promotion to Scale I under Para 13.2 of Promotion Policy for SCS Staff (DoE 05.11.2022) do hereby declare that:

- A. I am a person with benchmark disabilities in the category of (Tick any one):
- Blindness (VI),
 - locomotor disability - both arm affected (OC - BA),
 - cerebral palsy (CP)
 - have physical limitation to write as certified by Chief Medical Officer / Civil Surgeon / Medical Superintendent of a Government health care institution (LW).
- *B. I intend to use a scribe. I and Shri / Smt. / Kum. _____, the scribe / reader, undertake to abide by the following rules:
- The scribe is identified by me at my own cost and as per own choice.
 - The scribe does not have / or be pursuing any Insurance linked qualification/course (Diploma/Certificate/Degree etc., including any course having major / specialization in Insurance)
 - The scribe is not an active/retired employee of any PSGIC (including GIC)
 - The scribe does not belong to / employed in / commercially engaged in Insurance Industry.
 - The scribe arranged by the candidate is not a candidate for the examination. Also, the same scribe cannot be used by more than one candidate.
 - We hereby declare that all the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of selection that we do not fulfill the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the candidature of the applicant will stand cancelled, irrespective of the result of the examination. If any of these shortcoming(s) is/are detected even after the candidate's promotion, his/her services are liable to be terminated. In such circumstances, we both signatories will be liable to criminal prosecution.

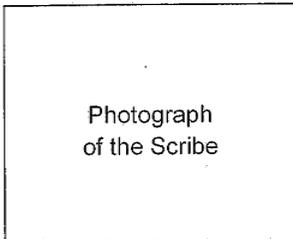
(*Strike out 'B' if scribe is not required)

Given under our signature:-

Signature of the Scribe with date

Signature of the Candidate with date

Photo ID No.:



Salary Roll / Employee No.: _____

Examination Roll No.: _____

Designation & Place of Posting: _____

Counter Signatures with Stamp of Officer I/C of the Candidate

Signature of Invigilator on date of Examination