



NICL Administrative Officer Exam

Eligibility Criteria: The eligibility Criteria for Recruitment shall be as under:

Nationality: A candidate applying for recruitment in the Company must be either: (a) a citizen of India, or (b) a subject of Nepal, or (c) a subject of Bhutan, or (d) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

Age: A candidate must be of a Minimum Age of 21 years and a Maximum Age of 30 years as on the stipulated date for this purpose. Relaxation in upper age limit shall be as follows:

Sr.No.	Category	Age relaxation
1	Scheduled Caste/Scheduled Tribe	5 years
2	Other Backward Classes (eligible for reservation)	3 years
3	Persons With Disability	10 years
4	Ex-Servicemen / Disabled Ex-Servicemen	Actual period of service rendered in the defence forces + 3 years (8 years for Disabled Ex-Servicemen belonging to SC/ST) subject to a maximum age limit of 45 years
5	Widows, Divorced women and women legally separated from their husbands who have not remarried	9 years
6	Persons ordinarily domiciled in the Kashmir Division of the State of Jammu & Kashmir during the period	5 years

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	1-1-80 to 31-12-89	
7	Existing Confirmed Employees of Public Sector General Insurance Companies (including GIC & Agriculture Insurance Company of India Ltd.)	8years

Educational Qualification:

(a) For Generalist Stream – A candidate must possess the minimum qualification of a Degree in any discipline from a recognized University OR any equivalent qualification recognized as such by Central Government.

(b) For Specialist Stream- A candidate must possess the minimum qualification of Degree in the relevant discipline from a recognized University OR any equivalent qualification recognized as such by Central Government:

The minimum Educational Qualifications required for various disciplines are:-

Sl.No.	Discipline	Minimum Qualification
1	Finance	Chartered Accountant (ICAI)/ Cost Accountant (ICWA)/ M.Com./B.Com. with MBA (Finance).
2	Marketing	Bachelor's Degree in any discipline plus MBA with specialization in Marketing from any University/Institute.
3	Engineering	B.Tech/B.E in any Engineering branch.
4	Automobile Engineering	B.E./B.Tech. in Engineering with specialization in Automobile Engineering OR Graduate in Mechanical Engineering with PG Diploma (atleast one year duration) in Automobile Engineering.
5	Information Technology	B. Tech / B.E in Information Technology / Computer Science



6	Agriculture Specialist	Bachelor's Degree in Agricultural Science.
7	Librarian	Bachelor's Degree in Library Science.
8	Legal	Graduate in Law.
9	Generalist	Graduate in any stream.

Service Conditions: Candidates may be selected for employment in any of the four Companies. Company's decision in this regard shall be final. The service conditions will be applicable as per the prevalent rules of the companies from time to time. Selected candidates on appointment may be posted or transferred to any place in India as may be decided by the Companies.

Probation: Selected candidates, if certified fit medically, may be appointed as Administrative Officers (Scale-I) on probation for a period of one year, which may be extended by a further period up to six months. During the probationary period, candidates may be required to undergo theoretical/practical training as may be prescribed/arranged for them.

Emoluments & Benefits: Basic pay of Rs.17,240/- in the scale of Rs.17,240-840(14)-29,000-910(4)-32640 and other admissible allowance as applicable. Total emoluments will be above Rs.34,000/- plus in Metropolitan Centers. Other benefits are Pension under New Pension Scheme governed by PFRDA. Gratuity, LTS, Medical Benefits, Group Personal Accident and Group Savings Linked Insurance Scheme (GSLI) etc as shall be as per rules. The Officers are also entitled for Company's/leased accommodation as per norms. With Major Benefits beside the total emoluments, the CTC works out to approximately to Rs.5.10 lacs per annum at Metro centers.

How to Apply: Candidates should have valid email ID. This will help him/her in getting call letter/Interview advices etc. by e-mail. Candidates have to visit the website "www.nationalinsuranceindia.com" and open the appropriate Online Application Format given under "Recruitment" Link.

Selection Procedure: The candidates who are shortlisted in the written test will have to appear for Interview. National Insurance Company Limited would coordinate the written examination, thereafter; Interview for the short-listed candidates would be conducted by each Company in their respective zones where their Head Office is situated.



The written test will be both Objective & Descriptive type. The structure of written test is given below:

(A) For Generalist- The duration of the exam is 3 Hours.

Sl. No	Name of Test	Type of Test	Maximum Marks	Medium of Exam
1	Test of Reasoning	Objective	25	Eng./Hindi
2	Test of English Language	Objective	25	Eng
3	Test of General Awareness	Objective	25	Eng./Hindi
4	Test of Maths & Computer Literacy	Objective	25	Eng./Hindi
5	Test in English language comprising of: Essay, Précis & Comprehension	Descriptive	50	Eng
	Total (Aggregate)		150	

(B) For Specialist- The duration of the exam is 3 Hours.

Sl. No	Name of Test	Type of Test	Maximum Marks	Medium of Exam
1	Test of Reasoning	Objective	20	Eng./Hindi
2	Test of English Language	Objective	20	Eng
3	Test of General Awareness	Objective	20	Eng./Hindi

4	Test of Maths & Computer Literacy	Objective	20	Eng./Hindi
5	In Specialist stream, an additional test to assess technical & professional knowledge in the relevant discipline.	Objective	20	Eng./Hindi
6	Test in English language comprising of: Essay, Précis & Comprehension	Descriptive	50	Eng
Total (Aggregate)			150	

Note:

1. For both Generalist & Specialist English Descriptive Test answer booklets will only be evaluated of those candidates who qualify in the objective type of tests. The various qualifying cut-off percentage will be at the discretion of the Company.
2. There will be negative marks for wrong answer in objective test. 1/4th of the allotted marks will be deducted for each wrong answer.

NICL Assistant Grade Exam

Eligibility Criteria: The eligibility Criteria for Recruitment shall be as under:

Educational Qualification: Graduate from a recognized University OR Pass in HSC/Equivalent (XII pass) examination with 60% marks (50% for Ex-servicemen, SC/ST and Persons with Disabilities)

Age: Between 18 years and 28 years. The upper age limit will be relaxed as under:

Sl.	Category	Age Relaxation
1.	SC/ST	5 years
2.	Other Backward Classes (OBC)	3 years



3.	PWD (Gen)	10 years
4.	PWD (SC/ST)	15 years
5.	PWD (OBC)	13 years
6.	Resident of Assam State during the period from 01.01.1980 to 15.08.1985	Maximum age shall be 33 years.
7.	Persons domiciled in Kashmir Division of Jammu & Kashmir State during the period from 1-1-80 to 31-12-89	Gen: 5 years OBC: 8 years SC/ST: 10 years
8.	Ex-Serviceman. Disabled Ex-Serviceman	The maximum age may be enhanced by the number of years of service put in by the candidates in the Armed Forces plus 3 years, provided that the maximum age in these cases do not exceed 45 years.
9.	Displaced persons from East Pakistan who have migrated to India on or after 1.1.1964	Maximum age shall be 33 years.
10.	Existing Employees of the Company	5 years

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.

Emoluments & Benefits: Total emoluments (Pre-revision) works out to approximately Rs.15000/- per month in the initial stage in a metro city. Other Allowance may vary depending upon the place of posting. Apart from allowances other benefits such as lump sum domiciliary medical benefit, membership of Group Mediclaim Policy for



Reimbursement of hospitalisation expenses, leave travel subsidy and other staff welfare schemes would be as per the rules of the Companies.

How to Apply: Candidates should have valid email ID. This will help him/her in getting call letter/Interview advices etc. by e-mail. Candidates have to visit the website “www.nationalinsuranceindia.com” and open the appropriate Online Application Format given under “Recruitment” Link.

Selection Procedure: a. All candidates will have to appear for the Written examination, thereafter, candidates will be shortlisted and will be called for Interview and Computer Proficiency Test.

b. Final selection will be made on the basis of performance in the Written Test, Interview and Computer Proficiency Test taken together. Merely satisfying the eligibility norms do not entitle a candidate to be called for Written Test/Computer Proficiency Test/Interview.

The Written Test: Duration of Objective Test 120 minutes.

Section	Maximum Marks
Reasoning	50
English Language	50
Numerical Ability/Maths	50
General Awareness	50
Computer Knowledge	50
Total	250
Total Marks obtained shall be proportionately reduced to a base of 35 marks (A)	35
Interview (B)	15



Total (A) + (B)

50

Note: Candidates have to qualify in the Computer Proficiency Test for final selection. No separate marks will be awarded for Computer Proficiency Test. The questions in objective tests, except for the test of English Language, will be printed bilingual i.e. English & Hindi. There will be negative marks for wrong answers in the Objective tests. 1/4th marks will be deducted for each wrong answer.

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