



UNITED INDIA INSURANCE COMPANY LIMITED

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HRM DEPARTMENT

Ref: HO:HRM:CIR: 04

18.01.2021

NOTICE

**Re: Promotion to the cadre of Scale-I under Para 13 of Promotion Policy for SCS Staff
2008 - Para 13.2 Written examination – Information Handout for candidates.**

Please find enclosed the information handout sent by GIPSA with regard to the Para 13.2 Written examination (Online Mode) scheduled to be held on 31.01.2021, for the information of candidates.


CHIEF MANAGER

Encl: as above

INFORMATION HAND-OUT FOR CANDIDATES

Competitive Examination under Para 13.2 of Promotion Policy for SCS Staff (Online Mode) to be held on 31.01.2021

(For Promotion to the Cadre Of Scale - I : Promotion Exercise 2020-21)

The employees of the Public Sector General Insurance Companies (PSGICs) in SCS cadre who have applied for promotion under '**Para 13.2 of Promotion Policy for SCS Staff**' in the PSGICs are required to qualify a Competitive Examination which is conducted through online mode.

For the Promotion Exercise 2020-21, the said Examination will be conducted on 31.01.2021 (Sunday).

This Information Handout contains information and important instructions pertaining to the structure of the Examination and various aspects of conduct of the Examination. All the employees concerned are advised to carefully read the Handout as it will help & facilitate them to attempt the questions in a right manner.

A. COVID-19 ADVISORY:

Given the pandemic COVID-19 situation, the examination will be conducted on Social Distancing - 50 Model (SD-50), whereby candidates will be allotted alternate places keeping a gap of at least 1 meter between 2 candidates. A copy of Instructions for Social Distancing Mode of Conduct of the Examination is enclosed herewith, for information and compliance by the candidates (**Enclosure – 'A'**).

Further, the candidates are advised to follow the guidelines / instructions and standard operating procedure as may be prescribed by the test conducting agency IBPS and its service provider TCSiON with respect to covid appropriate behavior at the examination venues.

B. STRUCTURE OF THE EXAMINATION:

1. The Examination is conducted in 02 sessions - Paper 1 (Departmental Subjects) and Paper 2 (English and General Knowledge). Both the Papers are conducted through on-line mode, i.e., without pen and paper.
2. **Paper 1 – Departmental Subjects (MCQs) : Total 100 marks**

Paper 1 consists of the 06 Groups, each containing 40 Objective Type Multiple Choice Questions (MCQs) on departmental subjects, as below:-

Sr. No.	Name of the Group	No. of Questions	Marks	Time
1.	Fire Insurance	40	100	Composite time of 120 minutes (Two Hours)
2.	Marine Insurance	40		
3.	Miscellaneous Insurance	40		
4.	Accounts & Investment	40		
5.	Personnel & Legal (Labour Laws)	40		
6.	Data Processing / Mechanization & Management Information System	40		

The candidate has to choose any 03 Groups from the above 06 Groups. Thus, a total of 120 Questions from 03 Groups will be available to the candidate. Out of these 120 questions, the candidate has to attempt 100 Questions and there is no requirement to attempt minimum or maximum number of question from any Group. In case a candidate attempts more than 100 questions, only first 100 questions, in order in which they are attempted by the candidates will be considered for evaluation and not the first 100 right answers. Therefore, it is strongly advised that the candidates should not attempt more than 100 questions. Any such attempt may lead to undesired attempted questions being scored in place of the desired ones.

Each question carries 01 mark. For every correct answer, 01 mark will be awarded. There will be NO PENALTY for wrong answers.

Paper 2 – English and General Knowledge: Total 100 Marks

Paper 2 consists of 02 Parts:

- (i) Objective Part (On-line mode - MCQs) - Time allowed 1 Hour 15 Minutes
- (ii) Descriptive Part (On-line mode) - Time allowed 1 Hour 15 Minutes

(i) Objective Part comprises of 02 Sections (75 Marks) as below:-				
Section	Subjects	No. of Questions	Marks	Time
1.	English	25	25	Composite time of 75 Minutes (01 hour & 15 minutes)
2.	General Knowledge	50	50	
All questions in Objective part of the Test Paper 2 are compulsory.				
Each question carries 01 mark. For every correct answer, 01 mark will be awarded. There will be NO PENALTY for wrong answers.				
(ii) Descriptive Part comprises of 03 Questions (25 Marks) as below:-				
Question	Subject	Marks	Time	
1.	Essay (01 out of 04 topics)	10	Composite time of 75 Minutes (01 hour & 15 minutes)	
2.	Précis	10		
3.	Letter	05		
Questions will be displayed on the screen of the computer. Answers are to be typed on the same screen.				
Before start of writing answers to questions in Descriptive Paper, the candidate should ensure that the keyboard is working properly.				

Carrying or possession of calculators or mobiles (even in switch off mode) in the Examination Room will not be permitted.

3. **Pass Marks:**

- (i) For General Category Candidates - 50 marks in each of Paper 1 & Paper 2 out of 100 marks and an aggregate of 120 marks out of 200 marks for both the papers taken together.
- (ii) For SC/ST Category Candidates - 40 marks in each of Paper 1 & Paper 2 out of 100 marks and an aggregate of 100 marks out of 200 marks for both the papers taken together.

There shall not be any requirement of individual pass marks for any Group in Paper 1 or any Part in Paper 2 or any Section / Question within the 02 Parts of Paper 2.

C. TIME AND ACTIVITY SCHEDULE:

Time	Schedule of Activity
09.15 a.m.	Reporting Time for Candidates at Test Venue for Paper 1
10.00 a.m. to 12.00 noon	Paper 1 (Duration 120 minutes)
12.00 noon to 01.15 p.m.	Lunch Break
01.15 p.m.	Reporting Time for Candidates at Test Venue for Paper 2
02.00 p.m. to 03.15 p.m.	Paper 2 – Objective Part (Duration 75 minutes)
03.15 p.m. to 04.30 p.m.	Paper 2 – Descriptive Part (Duration 75 minutes)

Entry Gate of the Examination Centre will be closed at 09.55 a.m. for Paper 1 session and at 01:55 p.m. for Paper 2 session.

D. COMPENSATORY TIME FOR PwBD CANDIDATES:

The candidates with Benchmark Disabilities, shall be allowed compensatory time of 40 minutes for Paper 1 and 25 minutes for each part of Paper 2.

Accordingly, the timings for the examination for PwBD candidates will be as under:-

Time	Schedule of Activity
10.00 a.m. to 12.40 noon	Paper 1 (Duration 160 minutes)
02.00 p.m. to 03.40 p.m.	Paper 2 – Objective Part (Duration 100 minutes)
03.40 p.m. to 05.20 p.m.	Paper 2 – Descriptive Part (Duration 100 minutes)

E. MODE OF THE EXAMINATION:

1. The Examination will be conducted On-line i.e. on a computer.
2. The candidates are required to report at the Test Venue 45 minutes before start of the Examination, i.e., by 09.15 a.m. for the Morning Session and by 01.15 P.M. for the Afternoon Session, to complete the pre-Examination process and satisfy themselves that the PC, mouse and keyboard allotted to them are working fine.
3. On announcement of the start of the Examination, the candidate will sign-in to the Examination through Roll Number / Log-in ID and Password allotted to him/her.
4. Thereafter, the Computer Screen will show the Instructions as to How to take the Examination (e.g. General Instructions, Navigating to a question, answering questions, navigating through Sections). These Instructions are very important and prescribe the right

manner in which the questions are required to be attempted. The candidates are advised to read the instructions very carefully and follow them scrupulously.

5. The next screen will ask the candidate's choice between English or Hindi as default language which can be selected through a button given on the screen. The candidates are advised to select the default language, as all the questions will appear in default language. However, the language of a particular question only can be changed to the other language by selecting through the relevant button given on the top right side of the particular question, but the default language opted once selected on the Instructions page will not be changed.
6. On the same screen, the candidate will indicate his confirmation to have read and understood the instructions and acceptance to adherence thereof. Thereupon, '**I am ready to begin**' button will be highlighted and by clicking this button the candidate will access the question paper & be able to start attempting questions.
7. For the convenience of the candidates and with an idea to give them an opportunity to familiarize themselves with the process and procedure of the conduct of the Examination through on-line mode as also to give advance information on the Instructions on 'How to Take the Examination', **Mock Tests** have been uploaded on the website and are available at the following links:-

Paper 1: <https://www4.digialm.com:443//OnlineAssessment/index.html?167@@M146>

Paper 2: <https://www4.digialm.com:443//OnlineAssessment/index.html?167@@M145>

8. The candidates are advised to log on to the Mock Test links, read the instructions carefully and practice attempting the questions. The Mock Tests correspond to 15% (Paper 1) / 20% (Paper 2 – Objective Type) of the format of the main Examination. It may be noted that the sample questions set in the Mock Tests are only indicative / illustrative and not exhaustive. In the actual examination, questions may vary and be of a higher difficulty level & of the type not mentioned in the Mock Tests.
9. Candidates are advised to read the instructions appearing on the computer screen carefully during the actual online Examination and follow the same for answering the questions.
10. As per practice followed by the Examining Body, candidates' responses (answers) will be analyzed with other candidates' responses (answers) to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted in this regard, it is inferred / concluded that any candidate has copied from or shared his/her responses with any other candidate(s) the and scores obtained are not genuine/valid, his/her candidature is liable to be cancelled. Hence, answers of any such candidate who is found copying or receiving or giving assistance or engaging in any behaviour unbecoming of a candidate will not be considered for assessment. Further, the Company may also take disciplinary action against such candidate(s), as deemed fit.

F. GENERAL INSTRUCTIONS:

1. The candidate is advised to bring Photo Admit Card to Examination Centre and ensure that his/her photograph is attested & signatures in the Photo Admit Card are counter signed by the Competent Officer in his/her Office.

2. The candidate must carry with his/her Employee Identity Card bearing photograph. In case the same has not been issued, he/she may bring any other photo identity proof (original) i.e. PAN Card / Passport / Driving license / Voter-ID.
3. The candidate should also bring a Pen / ball-point pen. A sheet of paper will be provided during the examination, which can be used for rough work or noting the question number to review at the end of the examination. After the examination is over, the candidate MUST hand over this sheet of paper to the Test Administrator before leaving the examination venue.
4. The candidate must report at the test venue by 09.15 a.m. for Paper 1 and by 01.15 p.m. for Paper 2. The Photo Admit Card will be used for both Paper 1 and Paper 2. Hence, Photo Admit Card will be retained by the candidate after Paper I. The Photo Admit Card may be handed over to the Invigilator during Paper 2 session.
5. The entire examination will be conducted through online mode. The candidate is required to enter Login id and Password as given in the Photo Admit Card, to enter the On-Line Examination Site. He / she should ensure that Name, Roll Number and other details which subsequently appear on the screen are correct.
6. The candidate is required to sign at the appropriate space given in the Photo Admit Card, in presence of the INVIGILATOR during each session. The tear off portion of Candidate's Copy-cum-Certificate provided in Photo Admit Card will be detached during Paper 2 session and will be handed over to the candidate.
7. The candidate must scrupulously follow the instructions of the Test Administrator at the Test Venue. If he / she violate any instruction, he / she will be disqualified and will be asked to leave the Test Venue.
8. Use of books, notebooks, calculators, watch calculators, pagers, mobile phones, etc. is not permitted in this examination. The candidate is advised not to bring any of these prohibited items to the Test Venue as custody arrangements for these items cannot be assured.
9. Any candidate who is found resorting to any unfair means or malpractice or any misconduct while appearing for the examination including giving / receiving help to / from any candidate during the examination will liable to be disqualified. The candidate should be vigilant to ensure that no other candidate is able to copy from his/her answers.
10. The candidate's responses (answers) will be analyzed with answers 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 by a candidate, his/her candidature may be cancelled and/or the result withheld.
11. The examination is conducted through on-line mode and, therefore, possibility of any technical snag, in spite of the best precautions, cannot be ruled out completely. In such an event, every effort will be made by the Test Conducting Agency to rectify the problem. Candidates are requested not to panic and wait for the further instructions from the Test Conducting Agency. Test Conducting Agency maintains complete logs of every activity on each Computer System. Decision of the Test Conducting Agency in this regard will be final.

Encls.: Enclosure - 'A'

सामाजिक दूरी पद्धति से परीक्षा संचालन संबंधी अनुदेश

1. अभ्यर्थी को परीक्षा स्थल पर बुलावा पत्र में उल्लिखित और / या परीक्षा तिथि से पूर्व उनके पंजीकृत मोबाइल नंबर/मेल पर SMS/मेल के जरिए सूचित समयावधि के अनुसार ही रिपोर्ट करना है। अभ्यर्थियों से इस समयावधि का सख्ती से पालन अपेक्षित है - क्योंकि परीक्षा स्थल पर प्रवेश की अनुमति संबंधित अभ्यर्थी को केवल उसे आबंटित समयावधि में ही मिलेगी। अभ्यर्थी को बुलावा पत्र में दिए गए रिपोर्टिंग समय से न्यूनतम 15 मिनट पहले रिपोर्ट करना चाहिए।
2. अभ्यर्थी के अनुक्रमांक व उनके बैठने की लैब संख्या परीक्षा स्थल के बाहर नहीं दर्शाई जाएगी, पर इसे प्रत्येक अभ्यर्थी को परीक्षा स्थल पर प्रवेश करने के समय बता दिया जाएगा।
3. परीक्षा स्थल पर अभ्यर्थियों को अनुमत सामग्री
अभ्यर्थियों को परीक्षा स्थल पर केवल कुछ निश्चित सामान लाने की अनुमति होगी
 - a. मास्क (मास्क पहनना अनिवार्य है)
 - b. दस्ताने
 - c. पानी की अपनी पारदर्शी बोतल (अभ्यर्थी अपनी पानी की बोतल लेकर आएँ)
 - d. अपना हैंड सैनिटाइजर (50 मिली)
 - e. एक बाल पोंडेंट पेन
 - f. परीक्षा संबंधी कागजात (बुलावा पत्र तथा सत्यापन के लिए मूल ID कार्ड)
 - g. स्क्राइब वाले अभ्यर्थियों के मामले में- विधिवत भरा व फोटोग्राफ लगा कर हस्ताक्षर किया हुआ स्क्राइब फार्म परीक्षा स्थल के भीतर कोई अन्य सामग्री लाने की अनुमति नहीं है।
4. अभ्यर्थी को अपने किसी भी निजी सामान सामग्री को किसी/के साथ साझा नहीं करना चाहिए।
5. अभ्यर्थी को एक दूसरे से सुरक्षित सामाजिक दूरी बनाकर रखनी चाहिए।
6. अभ्यर्थी को स्थल पर दिए गए निर्देशों के अनुसार पंक्ति में खड़े होना चाहिए।
7. यदि अभ्यर्थी स्क्राइब की सुविधा का लाभ उठा रहा है तो स्क्राइब को भी अपने दस्ताने, N95 मास्क, सैनिटाइजर (50 मिली) और पानी की पारदर्शी बोतल लानी चाहिए। अभ्यर्थी और स्क्राइब दोनों को N95 मास्क पहनकर रखना होगा।
8. अभ्यर्थी द्वारा अपने मोबाइल फोन में आरोग्य सेतु एप्प जरूर इन्सटाल किया हुआ होना चाहिए। आरोग्यसेतु स्टेटस में अभ्यर्थी का जोखिम स्तर जरूर दर्शाया हुआ होना चाहिए। अभ्यर्थी को यह स्टेटस परीक्षा स्थल में प्रवेश करते समय सुरक्षा गार्ड को दिखाना होगा। यदि अभ्यर्थी के पास स्मार्ट फोन नहीं है तो उसे इस आशय की हस्ताक्षरित घोषणा (घोषणा इस बुलावा पत्र के साथ उपलब्ध करायी गई है) लानी होगी और इसे परीक्षा स्थल में प्रवेश करते समय सुरक्षा गार्ड को दिखाना होगा। उन अभ्यर्थियों को प्रवेश की अनुमति नहीं होगी जिनका आरोग्यसेतु एप्प स्टेटस माडरेट अथवा अधिक जोखिम वाला है। यदि घोषणा में की गई किसी भी रेस्पॉन्स से कोविड-19 संक्रमण/लक्षण के बारे में पता चलता है तो अभ्यर्थी को परीक्षा स्थल के अंदर प्रवेश करने की अनुमति नहीं दी जाएगी। (यदि अभ्यर्थी स्क्राइब की सेवाओं का लाभ उठा रहा है तो स्क्राइब को भी इन्हीं निर्देशों का पालन करना होगा)
9. प्रवेश द्वार पर आरोग्यसेतु स्टेटस दिखाने के बाद अभ्यर्थियों/ स्क्राइब को अपने मोबाइल फोन स्विच ऑफ कर तय स्थान पर जमा करने होंगे और परीक्षा स्थल से बाहर निकलते समय वापस इन्हें लेना होगा ।
10. प्रवेश द्वार पर सभी अभ्यर्थियों (और स्क्राइब, यदि लागू है) के तापमान की जांच थर्मामीटर गन से की जाएगी। यदि किसी व्यक्ति का तापमान सामान्य से अधिक (>99.14° F) होता है या वायरस का कोई लक्षण दिखाई देता है तो उसे स्थल में प्रवेश की अनुमति नहीं होगी।
11. अभ्यर्थी पंजीकरण में :
 - a. अभ्यर्थी का पंजीकरण फोटो लेकर किया जाएगा।
 - b. फोटोग्राफ अभ्यर्थी के खड़े होने की मुद्रा में लिया जाएगा।
 - c. अभ्यर्थी को सीट क्रमांक दिया जाएगा।
12. रफ शीट, बुलावा पत्र और ID प्रमाण प्रबंधन
 - अभ्यर्थी, प्रत्येक अभ्यर्थी डेस्क पर रखी रफ शीट का इस्तेमाल करेंगे।
 - अभ्यर्थी को लैब/स्थल को छोड़ते समय उपलब्ध कराए गए बॉक्सों में या किसी तय स्थान पर या परीक्षा पदाधिकारियों द्वारा निर्देशित तय स्थान पर ID प्रमाण प्रति सहित बुलावा पत्र तथा रफ शीट डालने के संबंध में निर्देशों का पालन अवश्य करना चाहिए। स्क्राइब की सेवाओं का लाभ उठाने वाले अभ्यर्थियों को बुलावा पत्र और ID प्रमाण की प्रति सहित स्क्राइब फॉर्म जमा करना चाहिए।
 - अभ्यर्थी को लैब/स्थल से बाहर निकलते समय, वहाँ उपलब्ध कराए गए बॉक्सों में या परीक्षा पदाधिकारियों द्वारा निर्देशित तय स्थान पर रफ शीट, बुलावा पत्र, ID प्रमाण की प्रति अनिवार्यतः डालनी चाहिए।
13. परीक्षा आयोजित होने के बाद नियंत्रण:
 - परीक्षा पूर्ण होने पर अभ्यर्थियों को परीक्षा स्थल स्टाफ द्वारा निर्देशित किए जाने के अनुरूप भीड़ लगाए बगैर व्यवस्थित तरीके से बाहर निकलना चाहिए।

SOCIAL DISTANCING MODE CONDUCT OF EXAM RELATED INSTRUCTIONS

- 1 Candidate is required to report at the exam venue strictly as per the time slot mentioned in the Call Letter AND/OR informed via SMS/Mail on their registered mobile number/mail prior to exam date. It is expected that candidate strictly adhere to this time slot – as entry into the exam venue will be provided based upon the individual's time slot ONLY. Candidates should report atleast 15 minutes before the Reporting time indicated on the call Letter.
- 2 Mapping of 'Candidate Roll Number and the Lab Number' will NOT be displayed outside the exam venue, but the same will be intimated to the candidates individually at the time of entry of the candidate to the exam venue.
- 3 Items permitted into the venue for Candidates
Candidates will be permitted to carry only certain items with them into the venue.
 - a. Mask (WEARING A MASK is COMPULSORY)
 - b. Gloves
 - c. Personal transparent water bottle (Candidate should bring his / her own water bottle)
 - d. Personal hand sanitizer (50 ml)
 - e. A ball point pen
 - f. Exam related documents (Call Letter and ID Card in Original.)
 - g. In case of Scribe Candidates - Scribe form duly filled and signed with Photograph affixed.No other Items are permitted inside the venue.
- 4 Candidate should not share any of their personal belonging/material with anyone
- 5 Candidate should maintain safe social distance with one another.
- 6 Candidate should stand in the row as per the instructions provided at venue.
- 7 If candidate is availing services of a scribe, then scribe also should bring their own Gloves, N95 Mask, sanitizer (50ml) and transparent water bottle. Wearing a mask is compulsory. Both candidate and Scribe will require to be wearing N95 Mask.
- 8 A Candidate must have AarogyaSetu App installed on his mobile phone. The AarogyaSetu status must show candidate's risk factor. A candidate will have to display this status to the Security Guard at the entry into the exam venue. In case a candidate does not have a smart phone, he/she will have to bring in a signed declaration to this effect (declaration is provided along with this Call Letter) and show the same to the Security Guard at the entry into the exam venue. Candidates with Moderate or High Risk Status on AarogyaSetu App will not be allowed entry. In case any of the responses in declaration suggest COVID 19 infection/symptoms, the candidate will not be permitted inside the exam venue. (If candidate is availing services of a Scribe, then Scribe should also follow the same instructions.)
- 9 After AarogyaSetu status display at the entry gate, candidates/scribe will be required to switch off their mobile phones, and deposit it at the designated location, to be collected while exiting.
- 10 All candidates (and Scribe, if applicable) will be checked with Thermo guns at the entry point for temperature. In case, any person is observed to be having above normal temperature ($> 99.14^{\circ}$ F) or displaying any symptoms of the virus, they will not be allowed entry into the venue.
- 11 In candidate registration :
 - a. Candidate registration will be done through photo capture.
 - b. Photograph will be taken while candidate is standing.
 - c. Seat number will be given to the candidate.
- 12 Rough sheet, call letter and ID proof management
 - Rough sheet(s) kept at each candidate desk will be used by candidate.
 - Candidate must follow the instructions related to dropping the call letter with the ID proof copy and rough sheets in the boxes provided at the exit of lab/venue while leaving or at the place designated by Exam officials. Those candidates who avail the services of Scribe should submit Scribe form also along with the Call Letter and ID proof copy.
 - Candidate must drop the rough sheets, call letter, ID proof copy in the boxes provided at the exit of lab/venue while leaving or at the designated place indicated by Exam officials.
- 13 Post Examination Controls
 - On completion of examination, the candidates should move out in an orderly manner without crowding as instructed by the venue staff.
