



UNITED INDIA INSURANCE COMPANY LIMITED
Regd.: 24, Whites Road, Chennai – 600 014
Head Office: No:19, IVth Lane, Nungambakkam High Road, Chennai-600 034
Phone : 044-28520161 Fax : 044-28524191

Ref : HO:HRM: PE 2022-2023: CIR: 030 :2022

29.03.2022

NOTICE

Re : Promotion Exercise 2022-23 – within Class I Officers

It has been decided to initiate Promotion Exercise 2022-23 for promotion up to the cadre of Scale V. It has already been brought to the notice of all concerned that the online pre-promotion qualifying examination for Promotion under Fast Track Channel is scheduled to be held on 30th April 2022(Saturday). The cadre wise number of vacancies as approved by the competent authority and the batch of officers in the zone of consideration for promotion under **Normal Channel/Fast Track Channel** as per published Seniority List as on 01.07.2021 is given below:

Sl. No	Promotion from	Batch under zone of consideration for normal channel	No.of Vacancies (Total including Fast Track Channel)	No.of vacancies under Fast Track Channel (40% of total Vacancies)
1.	Scale IV to V	2018-19	40	16
2.	Scale III to IV	2018-19	105	42
3.	Scale II to III	2018-19	225	90
4.	Scale I to II	2016-17	377	151

Officers exited/to be exited through various modes and those who are due to **retire on or before 30th April, 2022** would not be included in the zone of consideration. Seniority List as on 01.04.2022 will be published in the First week of April, 2022.

All Officers in the Zone of Consideration for Promotion shall be automatically included for further process of Promotion as per reckoning parameters for Promotion under Normal Channel.

However, from Promotional Exercise 2022-23, an officer who has been included in the Zone of Consideration for promotion to the cadre of Scale V / Scale IV / Scale III / Scale II, shall have the option to apply for being excluded from the process of promotion for a particular year / exercise within 14 days from the date of declaration of the Zone of Consideration.

Provided, however, that such an option can be availed by an officer not more than twice in one cadre.

Provided further that against any such exclusion of officers from the process of promotion in any particular year / exercise, no substitution or further inclusion of officers shall be made in the zone of consideration already constituted in terms of para 8.2.

--contd--

Hence, officers who are in the ZoC and want to opt out from the further process of promotion for the current Promotion Exercise 2022-23 have to submit their option through online on or before 12.04.2022 (6P.M).

Fast Track Channel:

For Promotion to the higher cadre upto Scale V, for Promotion Exercise 2022-23, an officer having completed minimum three years of continuous service as on 31st March, 2022 from the date of his selection to the existing cadre and qualified Associate from Insurance Institute of India (For promotion to Scale-II) as on 31.03.2022 and qualified Fellow from Insurance Institute of India (For promotion to Scale-III, IV and Scale V) as on 31.03.2022 is eligible to participate in the Fast Track Channel.

Officers who are re-instated/promoted with retrospective seniority and not given due effect and are in Zone of Consideration as mentioned above may contact HRM department of RO/HO in case of any difficulties in applying under Fast Track Channel.

Officers eligible as per Promotion Policy for Officers 2006 and desirous of applying for the Fast Track Channel of Promotions under Promotional Exercise 2022-23 in terms of Para 14A(as amended) of the Promotion Policy may submit their applications (On line) through an option available as "Promotion Exercise" in My page login in our Intranet site latest by 8th April, 2022 (6.00 P.M.)

Only online submission of application will be accepted and system will not allow any officer to submit application beyond the last date stipulated for submission of the application. This may be brought to the notice of officers who are on leave/on deputation/on tour etc., Only submitted applications will be taken into consideration for verification.

The officers who have opted out from the current Promotion Exercise are not eligible to apply under Fast Track Channel.

The applications submitted online have to be verified by the nominated personnel officer at RO/HO through my page login (Dash Board GC Core) on or before 11.04.2022. The names of nominated officers will be sent to ROs. Only validated applications will be taken as eligible for consideration.

Officers who have already qualified and not yet submitted their copy of proof of requisite insurance qualification viz., AIII/FIII to RO/HO are requested to submit the same immediately to enable RO/HO to verify the applications and to validate the same.

The withdrawal of application for Fast Track Channel is permitted upto 11.04.2022(6.00 P.M) and it should also be through on line mode only through the same option as mentioned above. Any request for withdrawal submitted after 11.04.2022 (6.00 p.m) will not be considered.



An officer who has withdrawn the application for FAST TRACK will not be allowed to re-submit application for FAST TRACK for the current exercise for whatever be the reason and the officer will not be considered for promotion under fast track.

The facility of online submission of application including withdrawal of application for Fast Track Channel and Option for opting out of the Promotion is available through Company's Website in the following path:

Home=>Login=>Employee=>Employee's Mypage Login=>Promotion Exercise

Or through Intranet with the path "Employee's Mypage Login=>Promotion Exercise".

Officers who have applied under Fast Track Channel and found eligible have to qualify in the pre-promotional qualifying exam as per para 14(A) (e) of Promotion Policy for Officers, 2006 as amended.

The guidelines covering the facility of scribe/ compensatory time for candidates with Benchmark Disabilities & Scribe and the Declaration Forms are furnished in Annexure I. The eligible PwD officers as per the guidelines and are desirous to avail the said facility shall submit the declaration as mentioned in Annexure I through proper channel.

Pre-Promotion Training for SC/ST/OBC and PwD officers who have applied for Fast Track Channel and found eligible will be conducted for a period of 4 days through online. Exact date and link will be intimated later.

Guidelines for candidates - FTC:

1. Officers promoted under this channel in various scales would be posted, preferably in the following Regional Centres:
2.
 - a. Promotees would be posted in the offices under the Regions such as Hubli, Raipur, Chennai, Madurai, Coimbatore, Kozhikode, Jodhpur, Pondicherry etc., where there is shortage/requirement of manpower, especially that of BO/DO/Hub In-charges.
 - b. Promotees would not be considered for posting in Cities where Regional Offices are located like New Delhi, Chandigarh, Hyderabad, Kochi, Vizag, Jaipur, Bhubaneswar, Kolkata, Lucknow, Ludhiana, Ahmedabad, Vadodara, Dehradun, Nagpur, Pune, Patna, Bhopal, Mumbai, Bangalore, and Guwahati which have adequate manpower. However, to protect business interests, posting as Branch, Divisional and Hub In-charges may be considered in the above cities, wherever required.
 - c. A Specific Declaration/Undertaking to be given by officers that they are willing to be posted as per the requirement of the Management.



--contd.--

3. Promotees under this channel would be shifted from the existing location if they have completed 3 years as on 31.03.2022 for promotion from Scale I to II & II to III and 2 years for Scale 3 to 4.

Guidelines for candidates - NC:

1. From the Current Promotion Exercise onwards, the option to opt out has been introduced for Normal Channel promotion.
2. Promotees under this channel would be shifted from the existing location if they have completed 4 years as on 31.03.2022 for promotion from Scale I to II & II to III and 2 years for Scale 3 to 4.
3. Those retiring by 30.09.2024 may be considered for retention in the same location to avoid transfers at the fag end of the career.
4. Officers falling under shifting norms as above are advised to prepare themselves to serve at the deficit Regions.

Manpower has been re-deployed from the offices under consolidation to needy offices under the office rationalization process which is being continued. Hence, all the promotees would be liable for posting at the requisite and deficit places only.

Important Dates:

Sl.No	Activity	Last Date
1	Submission of Fast Track Application(On Line)	08.04.2022
2	Withdrawal of Fast Track Application (On Line)	11.04.2022
3	Verification of Fast Track Application by RO Nominated Personnel Officer	11.04.2022
4	Date of Pre-Promotional Qualification Exam	30.04.2022
5	Last date for Opting out from Promotion Process	12.04.2022

The other details like venue of examination, exact time of online examination and roll numbers will be intimated in due course of time.


GENERAL MANAGER(HR)
or

**GUIDELINES FOR CANDIDATES WITH BENCHMARK DISABILITIES &
SCRIBE DECLARATION FORM**

The relevant provisions of the RPwD Act, 2016 and GoI OMs with regard to conducting written examination for persons with benchmark disabilities are given below:

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 disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority.

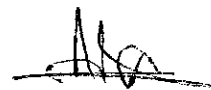
The OM dated 29.08.2018 of Department of Empowerment of Persons with Disabilities (Divyangjan) on Guidelines for conducting written examination for Persons with Benchmark Disabilities provides that in the case of candidates with benchmark disabilities in the category of blindness, locomotor disability (both arm affected - BA), cerebral palsy or having physical limitation to write as certified by Chief Medical Officer / Civil Surgeon / Medical Superintendent of a Government health care institution, the facility of scribe / reader shall be given if so desired by the candidate. Further, the corrigendum OM dated 08.02.2019 of the said Department provides that 'compensatory time' of 20 minutes for every hour of the examination will be allowed to candidates who are eligible for availing the facility of scribe, **irrespective of whether they use the facility of scribe or not.**

Accordingly, compensatory time of 40 minutes for the captioned examination will be given to the candidates with benchmark disabilities in the category of blindness / locomotor disability (both arm affected - BA), cerebral palsy or having physical limitation to write as certified by CMO / Civil surgeon / Medical Superintendent of a Government health care Institution. Therefore, the clock and countdown timer for such candidates will be set for 160 minutes (regular time 120 minutes plus compensatory time 40 minutes). However, the "Submit" button will get enabled after 120 minutes from the start of the examination and the candidate will be able to submit his answers any time between 121 minutes and 160 minutes.

Further, all such candidates will also have the option to avail the facility of scribe / reader for which the following rules will apply:

- The candidate is to ensure that he is eligible to use a scribe as per the Government of India rules governing conducting written examination for Persons with Benchmark Disabilities.
- The candidate will have to arrange his own scribe at his own cost
- The scribe should not have / or be pursuing any Insurance linked qualification/course (Diploma/Certificate/Degree etc., including any course having major / specialization in Insurance)
- The scribe should not be an active/retired employee of any PSGIC (including GIC)
- The scribe does not belong to / employed in / commercially engaged in Insurance Industry.
- The same scribe cannot be used by more than one candidate.
- The scribe arranged by the candidate should not be a candidate for the examination.
- Both, the candidate as well as the scribe, will have to give a suitable declaration, in the prescribed format with passport size photograph of the scribe, confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case it later transpires that he / she did not fulfill any of the laid-down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the examination.

The candidates with benchmark disabilities are advised to take note of the above and submit the scanned copy of the duly completed and signed Declaration Form (format attached herewith) along with their application for promotion under Fast Track Channel. The original copy of the Declaration Form will be carried to the test venue by the candidate and submitted to the invigilator.



(Y.K.SHIMRAY)
GENERAL MANAGER (P)

Encl.: Format for Declaration

DECLARATION

I, the undersigned, Shri / Smt. / Kum. _____, a candidate for the Written Test / Examination (Online) for Promotion under Fast Track Channel (DoE 28.08.2021) do hereby declare that:

- A. I am a person with benchmark disabilities in the category of (**Tick any one**):
- a) Blindness (VI),
 - b) locomotor disability - both arm affected (OC - BA),
 - c) cerebral palsy (CP)
 - d) 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:
- a) The scribe is identified by me at my own cost and as per own choice.
 - b) 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)
 - c) The scribe is not an active/retired employee of any PSGIC (including GIC)
 - d) The scribe does not belong to / employed in / commercially engaged in Insurance Industry.
 - e) 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.
 - f) 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

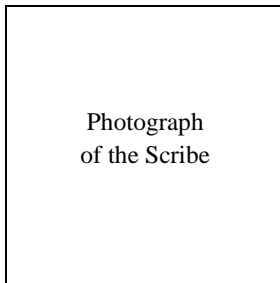
Photo ID No.:

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