



दि न्यू इन्डिया एश्योरन्स कंपनी लिमिटेड

(भारत सरकार का उपक्रम)

THE NEW INDIA ASSURANCE COMPANY LTD.

(Govt. of India Undertaking)

पंजीकृत एवं प्रधान कार्यालय : न्यू इन्डिया एश्योरन्स बिल्डिंग, 87, महात्मा गांधी मार्ग, फोर्ट, मुंबई - 400 001.

Regd. & Head Office : New India Assurance Bldg., 87, M.G. Road, Fort, Mumbai - 400 001.

CIN No. L66000MH1919GOI000526

CORP.HRM.CL.I:2023

May 8, 2023



Phone : 022 2270 8100

022 2270 8400

Website : www.newindia.co.in

NOTICE

Re : Promotion Exercise 2023-24 for Class I Officers (Scale I to II, II to III, III to IV & IV to V).

This is further to our earlier circular Ref. CORP.HRM.CL.I CELL:2023 dated 25th April, 2023 in regard to the above.

The cadrewise number of vacancies to be considered under Normal Channel and Fast Track Channel for the Promotion Exercise 2023-24 are as below :-

Sl. No.	Particulars	Scale IV to Scale V	Scale III to Scale IV	Scale II to Scale III	Scale I to Scale II
1	Total number of vacancies	55	150	300	510
2	Vacancies for Normal Channel	33	90	180	306
3	Vacancies for Fast Track Channel	22	60	120	204

Zone of consideration under Normal Channel :-

Promotion from	Seniority No.(as on 01.04.2023) upto which the eligible candidates would come under Consideration zone under Normal Channel	Batch Consideration upto
Scale - IV to Scale - V	283	2019-20
Scale - III to Scale - IV	311	2019-20
Scale - II to Scale - III	1013	2019-20
Scale - I to Scale - II	1306	Nov. 2019 (Class III to I)

Employees who have been promoted (from Class II or Class III) and reported in Scale I cadre on or before 01.04.2020 and not listed in the Seniority List of Admn. Officers as on 01.04.2023 (Projected) are required to inform their R.O. HRM Dept. to take suitable action. They are required to use common seniority number "9999" in case of application for Fast Track Channel; as per conditions of eligibility.

Option to Opt out from Promotion process under Normal Channel :

From Promotion Exercise 2022-23, the officer has an option (maximum two times in one cadre) to Opt out from the process of Promotion Exercise. For this purpose, the candidates included in the zone of consideration (under Normal channel) desirous to Opt out from the process of PE 2023-24 are advised to log on to their Self Service in Portal and submit the application for Opt out. (Self service / Promotion Exercise / Promotion Application / Add a new value / Promotion Cycle code / Promotion Type – Normal Track Opt out). This facility will remain active from 8th May, 2023 to 22nd May, 2023. Application copies are not to be sent to Head Office.

Eligibility under Fast Track Channel :

- a) For the Promotion Exercise 2023-24, for promotion to the cadre of Scale II to Scale III, Scale III to Scale IV and Scale IV to Scale V, Officer taken charge in the existing cadre on or before **01.04.2020 (Completing three years as on 31.03.2023)**

Requisite Insurance Qualification : F.I.I.I. or F.C.I.I. (as on 31.03.2023)

- b) For promotion to the cadre of Scale I to Scale II, Officer taken charge in the existing cadre on or before **01.04.2020 (Completing three years as on 31.03.2023)**

Requisite Insurance Qualification : A.I.I.I. or A.C.I.I. (as on 31.03.2023)



दि न्यू इन्डिया एश्योरन्स कंपनी लिमिटेड, मुंबई (प्र.का.)
THE NEW INDIA ASSURANCE CO. LTD. MUMBAI (H.O.)

- 2 -

All RO/LCBOs are advised to update insurance qualification of the officers, working under their jurisdiction in portal immediately, where certificate has been issued by I.I.I. before 31.3.2023. Copy of the certificate / marksheet of Insurance Qualification may be sent to Head Office for our records.

Application through Portal :

Eligible candidates, desiring to apply under Fast Track Channel, are advised to log on to Self Service of Portal and submit their application through system only. (Self service / Promotion Exercise / Promotion Application / Add a new value / Promotion Cycle code / Promotion Type – Fast Track). **Hard copy will not be accepted.** The option for filling up the form for Fast Track Channel in Self Service will be available from **8th May, 2023 to 17th May, 2023.** The last date for withdrawal of Fast Track application is **22nd May, 2023.**

Duly signed print copy of applications are to be sent by eligible candidates to their respective R.O./LCBO. **Applications are not to be sent to Head Office.**

(1) Applications for Fast Track (2) withdrawal of Fast Track application and (3) Applications for Opt out from promotion process under Normal channel, have to be made **online through Portal only.** Applications made to any person at H.O. will not be entertained. Please note that mere submission of online application does not confirm the eligibility for the same. Since this facility under Self Service will be de-activated **at 6.00 p.m.** on the respective closing dates as mentioned above, all concerned are advised to fill the application **well in advance.**

Officers not having access to Portal:

The officers working in Foreign offices, on deputation to other organizations are required to mail scan copy of duly completed and signed application (along with enclosures wherever applicable) within the relevant dates for application for Fast Track channel, withdrawal of application for Fast Track Channel and Application for Opt out from promotion process under Normal channel to the following mail id :

rajendra.khandelwal@newindia.co.in

hk.narkar@newindia.co.in

Mail received after the closing dates will not be considered.

Transfer on promotion:

Officers selected for promotion under P.E.2023-24 under Normal & Fast Track Channels may be transferred as per organizational need on the following basis.

1. Promoted from Scale I to II – Transfer may be within the TAC Zone.
2. Promoted from Scale II to III, III to IV & IV to V – Transfer may be all India basis.

Date of Online Examination: 18th June, 2023 (Sunday).

Other details such as Venue, Timing, download of admit card and instructions relating to the online examination will be informed in due course.

It may be noted here that the candidates due to retire on or before **31-05-2023** will not be included in the zone of consideration under Normal channel and also will not be called for appearing the online examination under Fast track channel.

Officers are advised to study the instructions carefully and adhere to the same to ensure correct online application (apply for fast track / withdraw of application for fast track / Application for Opt out from promotion process under Normal channel) is made through portal only within the prescribed time limit.

NOTE : After submitting the application, if there are any mistakes, application should not be withdrawn. Kindly send email regarding the same for our records. Once the application under fast track channel is withdrawn, the officer will not be able to apply it again.



दि न्यू इन्डिया एश्योरन्स कंपनी लिमिटेड, मुंबई (प्र.का.)
THE NEW INDIA ASSURANCE CO. LTD. MUMBAI (H.O.)

- 3 -

TIME LINE

1.	Fast Track Application	08.05.2023 to 17.05.2023 (till 6.00 p.m.)
2.	Withdrawal of Fast Track Application / Opt out from Promotion process under Normal channel	08.05.2023 to 22.05.2023 (till 6.00 p.m.)

All eligible candidates are requested to check their Insurance qualifications as on 31.03.2023 in portal (cwiss.newindia.co.in / self service / Learning and Development / My Current Profile / Tech. Qualifications) and if not updated, kindly submit copy of the certificate / marksheet of Insurance Qualification to their respective R.O./L.C.B.O. for updation.


(SMITA SRIVASTAVA)
GENERAL MANAGER & DIRECTOR

H/O.

Rail