



युनाइटेड इंडिया इश्यूरेन्स कंपनी लिमिटेड UNITED INDIA INSURANCE COMPANY LIMITED,

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

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

HO:HRM:CIR:62:2024

Date : 27/08/2024

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 2024.

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 **340 promotional vacancies** for promotion to the cadre of **Administrative Officer** for the current Promotion Exercise 2024. As per Para 9 of Promotion Policy, Zone-wise/Para-wise vacancies and reservation is as given below:

PROMOTION ZONE	PARA 13.1					PARA 13.2				
	UR	SC	ST	TOT	PwBD	UR	SC	ST	TOT	PwBD
SOUTHERN (comprising of Offices of the Company in the States of Andhra Pradesh, Telangana, Tamilnadu, Karnataka, Kerala and U.T of Pondicherry)	25	19	14	58	9	54	15	11	80	8
WESTERN (comprising of Offices of the Company in the States of Maharashtra, Gujarat, Goa, Madhya Pradesh, U.T of Dadra & Nagar Haveli and Daman & Diu)	22	13	3	38	10	20	4	2	26	2
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)	31	6	5	42	6	36	7	4	47	3
EASTERN (comprising of Offices of the Company in the States of Bihar, Jharkhand, Chattisgarh, West Bengal, Sikkim, Tripura, Manipur, Mizoram, Arunachal Pradesh, Meghalaya, Nagaland, Assam, Orissa and Andaman and Nicobar islands)	18	7	4	29	7	15	3	2	20	1
TOTAL	96	45	26	167	32	125	29	19	173	14

Reservation for PwBD:

The provision of providing reservation for Persons with Disability as per para 19(b) of Promotion Policy and amendments made till date is applied.



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For the current Promotion Exercise 2024, it has been decided to declare Region-wise vacancies as given below:

SOUTHERN ZONE:

REGION	NO. OF VACANCIES
HEAD OFFICE	3
CHENNAI	20
MADURAI	15
COIMBATORE	14
PUDUCHERRY	12
BANGALORE	12
HUBLI	15
KOCHI	15
KOZHIKODE	14
HYDERABAD	9
LCB HYDERABAD	1
VIZAG	8
TOTAL	138

NORTHERN ZONE:

REGION	NO. OF VACANCIES
DELHI I	10
DELHI II	7
CHANDIGARH	15
LUDHIANA	15
LUCKNOW	12
DEHRADUN	5
JAIPUR	10
JODHPUR	15
TOTAL	89

WESTERN ZONE:

REGION	NO. OF VACANCIES
MUMBAI I	5
MUMBAI II	5
PUNE	13
NAGPUR	9
BHOPAL	8
VADODARA	12
AHMEDABAD	12
TOTAL	64

EASTERN ZONE:

REGION	NO. OF VACANCIES
KOLKATA	13
BHUBANESWAR	6
RAIPUR	13
PATNA	5
GUWAHTI	12
TOTAL	49

Applications are invited from eligible employees for promotion to the cadre of Administrative Officer under Para 13.1 and 13.2 of Promotion Policy for SCS Staff, 2008 and subsequent amendments till date. Candidates have to submit their application through "online" mode only via ESS HCM Portal. The candidate has to apply from "ESS HCM Portal -> Promotion Exercise" and submit his/her application separately for Para 13.1 & 13.2.

Candidates can use ESS User ID / Password for login and submit the application which will be available from **27/08/2024 till 02/09/2024 (1800 hrs)**. In case employees are not able to login with their ESS portal password, a request may be sent to loginsupport@uiic.co.in for reset of 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 **04/09/2024 (1800 hrs)**, which is also to be exercised through "online" mode only.



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It is to be noted that Academic and Technical Qualification details will be automatically pre-fetched in the online application from SAP Database. Candidates shall not have option to enter/modify the qualification details in the application. In case if candidates do not find their qualification details in the application (or) notice discrepancy in the qualification, they may contact the RO Personnel Officer along with copy of certificate(s). RO Personnel Officer after verification of the qualification certificate(s) may in turn communicate the matter to Head Office HRM department by way of official mail to surendars@uiic.co.in and navaneethakrishnanv@uiic.co.in for updation of qualification details in SAP.

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 may 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	02-09-2024 (Monday) 1800 HRS
Withdrawal of application for Para 13.1 & Para 13.2	04-09-2024 (Wednesday) 1800 HRS
Verification of application by RO Personnel Officer through online only	On or before 06-09-2024 (Friday)
Submission of data by ROs to Head Office for onward transmission to GIPSA	09-09-2024 (Monday)
Display of eligible employees who have applied for promotion after taking into account the withdrawal by the Regional Offices	10-09-2024 (Tuesday)
Date of Para 13.2 examination by IBPS	28-09-2024 (Saturday)
Training for SC/ST/OBC/PwBD candidates (to be organised by each RO) – ONLINE ONLY	To be completed on or before 25-09-2024 (Thursday) (Minimum 10 days)

Eligibility criteria as stipulated in Para 13 of Promotion Policy for SCS Staff 2008 is reproduced hereunder:

There shall be two channels of promotion to this cadre known as “Departmental” and “Competitive” Channels, each having distinct eligibility criteria described in the succeeding sub-paragraphs.



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13.1 Departmental channel: The following employees shall be eligible to be considered for promotion to the cadre of Scale —I Officer under this channel:-

(a) Senior Assistants and Stenographers who have put in 7 years service in the cadre;

(or)

(b) Senior Assistants and Stenographers who have put in at least 5 years service in the cadre and have passed the Licentiate Examination of the I.I.I. or who have passed one subject of Institute of Actuaries or Post Graduate Diploma (minimum one year duration) in Computer Applications/ Business Administration / Management of recognized University or Institute with AICTE approval for the course;

(or)

(c) Senior Assistants and Stenographers who have put in at least 3 years service in the cadre and are qualified as AIII or ACII or who have passed three subjects of Institute of Actuaries;

(or)

(d) Senior Assistants and Stenographers who have passed F.I.I.I. or F.C.I.I. or ACA or ACWA or who have passed five subjects of Institute of Actuaries or Graduates in Engineering or Master of Business Administration (MBA) qualification from a recognized University or 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.

Note: Senior Assistants means all employees in the scale of Senior Assistants including Senior Assistant (Programmer).

13.1.1 Selection under this channel shall be based on seniority, qualification, work record and interview.

13.2 Competitive channel: Graduate and Post Graduate employees, employees holding F.I.I.I. or F.C.I.I. Diploma (A.I.I.I. or A.C.I.I. in case of SC/ST employees), employees who have passed five subjects of Institute of Actuaries, employees who are ACA or ACWA and employees who have acquired Master of Business Administration (MBA) qualification from a recognized University or 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:



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- (a) 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;
- (b) 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.

13.3 Separate Ranking Lists shall be prepared for those qualifying under the provisions of Sub-paragraph 13.1 and those qualifying under the provisions of the sub-paragraph 13.2.

As per Para 18.3 of Promotion Policy for SCS Staff, 2008 with amendments till date, a Contingency List comprising of 10% of the respective number of vacancies in each cadre and each category shall be prepared. The unutilized portion of the Contingency List would lapse on 31st March of that Financial Year.

The eligibility criteria as prescribed in the Promotion Policy is to be reckoned as on **31-12-2023**. Uniform cut-off date for producing the proof of passing the examination for Academic and Technical (Insurance) Qualification for the purpose of eligibility as well as assigning qualification marks for promotion is the Date of Notice declaring the vacancies i.e., **27-08-2024**. To secure the marks for technical qualifications and/or eligibility for promotion on the basis of technical qualifications, the membership of the concerned Institute should be in force as on the date of reckoning the eligibility (NO REQUEST FOR RELAXATION IN THESE PROVISIONS SHALL BE ENTERTAINED).



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To secure the marks for technical qualifications and/or eligibility for promotion on the basis of technical qualification acquired through Distance Learning Programme, appropriate approval from the Distance Education Council for the same should be in force.

In the Scheme of Weightage for qualifications, the marks for the highest qualification only shall be given to employees who possess (i) a Graduation Degree after a pass in SSC and HSC i.e., 10+2+3 stream (ii) Post Graduation/Double Graduation (minimum 2 years duration) after Graduation as defined in Para 17.2 of Promotion Policy.

It may be noted that as per Amendments in Promotion Policy, the marks granted to MBA will be 5.

Attention is drawn to the provisions of Para 13.2, 13.2.1 and 19 of Promotion Policy for SCS Staff 2008, regarding relaxations/concessions in the matter of promotion to SC/ST employees.

Even if the employee does not appear in the examination under Para 13.2 for whatsoever reason, it would be considered as an attempt unless he/she has withdrawn his/her application within the time stipulated for withdrawal i.e., **04-09-2024**.

Selected employees will be posted to any Office/Region within the Promotion Zone based on the availability of the vacancies.

The four Public Sector General Insurance Companies in coordination with IBPS have arranged to conduct the centralized competitive examination under Para 13.2 of the Promotion Policy for SCS Staff 2008 on **28-09-2024 (Saturday)**.

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



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- 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. **Separate application forms have to be submitted by the employees who intend to apply for both Para's.**
 5. **Training for SC/ST/OBC/PwBD candidates has to be conducted through 'online' mode only. As mentioned above, training shall be conducted any 10 days and must be completed on or before 25-09-2024.**
 6. 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.

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, the candidates with following benchmark disabilities will be allowed compensatory time of 40 minutes for Paper 1 and 25 minutes for each part of Paper 2:

- i) Blindness (VI),
- ii) Locomotor disability - both arm affected (OC - BA),
- iii) Cerebral Palsy (CP),



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iv) have Physical limitation to write (LW) as certified by Chief Medical Officer / Civil Surgeon / Medical Superintendent of a Government health care institution.

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.

(KALAIVENI SUBBIAH)
GENERAL MANAGER (P)

Encl.: Scribe Declaration Format



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DECLARATION

I, the undersigned, Shri / Smt. / Kum. _____, a candidate for Para 13.2 Competitive Examination for promotion to Scale I, for PE 2024 (DoE 28.09.2024) 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: _____

Photograph
of the Scribe

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

Signature of Invigilator on date of Examination