



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.

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CORP.HRM/CL.III-IV/PROM/AO2024

27/08/2024

**CIRCULAR FOR NOTICE BOARD**

**Re : Promotion to the cadre of Scale I Officer (AO) under Para 13.1 & 13.2 - Promotion Exercise 2024**

**Date of Competitive Examination under Para 13.2 – 28/09/2024 (Saturday)**

Online applications are invited from eligible employees for Promotion to the cadre of Scale I Officer (Promotion Exercise 2024) under Para 13.1 (Departmental) and 13.2 (Competitive) of the Promotion Policy for SCS Staff 2008 and its amendments till date.

Zone-wise, Category-wise bifurcation of the Total Vacancies (including unfilled vacancies) are as under :-

PROMOTION ZONE	Para 13.1 (Departmental)								Para 13.2 (Competitive)							
	GEN	SC	ST	TOTAL	PwBD *				GEN	SC	ST	TOTAL	PwBD *			
					VI	HI	OC	ID/MD					VI	HI	OC	ID/MD
<b><u>EASTERN ZONE</u></b> KOLKATA RO & CBO, GUWAHATI, PATNA, BHUBANESHWAR	13	7	4	24	1	1	1	0	8	5	2	15	0	1	0	0
<b><u>NORTHERN ZONE</u></b> DELHI RO I, II, DELHI CBO I, II, LEGAL HUB, AUTO HUB, JAIPUR RO & RGBO, DEHRADUN, CHANDIGARH RO & CBO, LUDHIANA, KANPUR RO & LUCKNOW CBO	36	5	8	49	2	2	1	1	37	5	8	50	0	2	0	1
<b><u>SOUTHERN ZONE</u></b> HYDERABAD RO & CBO, VIZAG, BANGALORE RO, CBO I, II & AUTO HUB, CHENNAI RO & CBO, COIMBATORE, MADURAI, ERNAKULAM RO & CBO	37	4	8	49	2	2	2	1	32	3	8	43	1	1	0	1
<b><u>WESTERN ZONE</u></b> HEAD OFFICE, MUMBAI RO I, II, III, IV, V, MUMBAI CBO I, II, III, MUMBAI LEGAL HUB & AUTO HUB, PUNE RO & CBO, NAGPUR, AHMEDABAD, IFSC, BARODA CBO, SURAT, BHOPAL, RAIPUR	52	13	8	73	3	3	3	2	39	12	7	58	0	2	1	1

VI - Visually Impaired, HI - Hearing Impaired, OC - Orthopedically Challenged, ID - Intellectual Disability, MD - Multiple Disabilities.

\* PwBD vacancies are included in the Total Vacancies declared under respective Zone and Para.

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Schedule of AO Promotion Exercise 2024	
Submission of application, through HRMS Portal will start from	27/08/2024
Last date for submission of application, through HRMS Portal	02/09/2024
Withdrawal of application, through HRMS Portal	04/09/2024
Last date for submission of eligible candidate's data for Competitive Examination to HO	05/09/2024
Display of Eligibility List of the candidates by the individual Regional Office (PDF & Excel copies to be sent to HO and their Co-ordinating RO's for consolidation) Co-ordinating ROs :- Kolkata RO (EZ), Delhi RO I (NZ), Chennai RO (SZ), Head Office (WZ)	06/09/2024
Display of Zone-wise Consolidated Eligibility List by Co-ordinating ROs (copies to be sent to Head Office and their member ROs)	12/09/2024
Pre-Promotional Training for SC/ST/OBC Candidates to be completed by	25/09/2024

**BASE DATE FOR ELIGIBILITY : 31/12/2023**

Uniform cut-off date for producing the proof of passing the examination for Academic and Technical (including Insurance) Qualification for the purpose of eligibility as well as assigning qualification marks for promotion is Date of Notice declaring the Vacancies i.e. 27/08/2024.

All Regional Offices are advised to update the Academic and Insurance Qualification of the employees, working under their jurisdiction in HRMS Portal immediately, if proof of passing the examination is submitted by the employee on or before 27/08/2024.

**APPLICATION THROUGH HRMS PORTAL :-**

Eligible employees, desiring to apply for promotion are advised to submit their application by online mode through the HRMS Portal only. Hard copy will not be accepted under any circumstances.

If an employee is eligible and wishes to apply under both the Paras i.e. 13.1 & 13.2, he / she will have to submit two separate applications for promotion under these Paras.

**Navigation for submitting the Promotion Application through online mode :-**

HRMS > Self Service > Promotion Exercise > Promotion Application > Add a New Value > Promotion Cycle Code > PE 2024 > Promotion Type > Para 13.1 / Para 13.2 > Add > Submit

Previous attempts made for Competitive Examination under Para 13.2 before Year 2013 (if any) are to be entered by the employee (Under heading - Previous Attempt details by employee, as below :-  
Promotion Cycle Code – PE YYYY, Promotion Attempt Status)

All eligible employees are requested to check their Personal details and Qualification(s) in HRMS Portal, before submitting their application for promotion. Once submitted, the application cannot be modified and hence employees are advised to carefully go through the form before submitting his / her application.

Please note that, mere submission of online application does not confirm the eligibility for the same. All concerned are advised to submit their application well in advance, as this facility under Self Service will be de-activated on the respective closing date, as mentioned above.

In case of any difficulty in submitting the application, employees are advised to contact their respective Regional Office immediately.

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**ELIGIBILITY :-**

The following employees shall be eligible to be considered for Promotion to the cadre of Scale I Officer :-

**PARA 13.1 (DEPARTMENTAL) :-**

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

Senior Assistants and Stenographers, who have put in at least 5 (five) 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

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

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 years 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.

Selection under Para 13.1 shall be based on Seniority, Qualifications, Work Record and Interview.

**PARA 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 years 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 and those securing at least 60% marks aggregate & 50% marks in individual subject (50% marks aggregate & 40% marks in individual subject, in case of SC/ST employees) shall be declared successful. The marks obtained by the successful candidates will be reduced to the base of 35, for consideration while preparing the Panel List for Interview.

Selection under Para 13.2 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, Qualification, Work Record and Interview shall be according to the scheme of Weightage given in Para 16 and to the total of the marks so obtained shall be added the marks (reduced to 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 numbers of attempts permitted to him / her.

**CENTRES, TIMING AND DOWNLOAD OF ADMIT CARD FOR THE COMPETITIVE EXAMINATION :-**

Details of Centres / Venue, Timing, download of Admit Card and Instructions relating to the online examination will be intimated in due course.

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**PATTERN OF THE EXAMINATION UNDER PARA 13.2 :-**

Paper I (Departmental Subjects) & Paper II (English & General Knowledge) will be held through online mode only. Detailed instructions will be intimated in due course.

**PASSING REQUIREMENTS FOR THE EXAMINATION :-**

For General Category candidates and SC/ST candidates competing under General Category, 50% marks in an individual subject and aggregate 60% marks.

For SC/ST candidates competing under Reserved Category, 40% marks in an individual subject and aggregate 50% marks.

**CONFIDENTIAL REPORTS :-**

For the purpose of this Promotion Exercise, employees' Confidential Reports of Year 2021, 2022 & 2023 are to be taken into account. Therefore, all Regional Offices are advised to ensure that CRs (by following guidelines of its disclosure procedure), of all eligible employees are received by RO HRM and evaluation process is carried out simultaneously (except Mumbai ROs), so that Promotion Exercise is completed within the stipulated time frame.

**RANKING LIST :-**

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

As per Para 18.3, a Contingency List comprising of 10% (subject to minimum one candidate) of the respective number of vacancies in each para and each category shall be prepared. The unutilized portion of the Contingency List would lapse on 31st March of that Financial Year.

**PRE-PROMOTIONAL TRAINING TO SC/ST/OBC CANDIDATES AND ADDITIONAL COACHING FOR SC/ST/OBC CANDIDATES :-**

Pre-Promotional Training to all eligible SC/ST/OBC candidates and additional Coaching for SC/ST/OBC candidates under Dr. B. R. Ambedkar Trust will be arranged by the respective Regional Office, as per the prevailing practice. Please ensure that, the Training should be completed by 25/09/2024.

**PROVISION UNDER 20A FOR OUT OF ZONE POSTING ON PROMOTION :-**

As per the Para 20A, unfilled vacancies for promotion to the cadre of Scale I under Competitive Channel (Para 13.2) 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.

Interested employees, willing for Out of Zone Posting on promotion, have to give their consent in Application Form under heading - Posting Option in Application Page of HRMS Portal.

**GENERAL NOTES :-**

Reservation for SC/ST and PwBD employees has been provided as per Para 19 (a) & (b) of the Promotion Policy for SCS Staff 2008 respectively.

The employees selected for the promotion to the cadre of Scale I Officer (AO) under Para 13.1 & 13.2 - PE 2023, but not joined to their respective place of posting, are not eligible for this exercise, as per Para No. 22 of the Promotion Policy for SCS Staff 2008.

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

The relevant provisions of the RPwD Act, 2016 and Gol OMs with regard to conducting written examination for persons with benchmark disabilities (PwBD) 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 the following benchmark disabilities will be allowed compensatory time of 40 minutes for Paper 1 and 25 minutes for each part of Paper 2 :- 1) Blindness (VI), 2) Locomotor Disability - both arm affected (OC-BA), 3) Cerebral Palsy (CP) and 4) 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 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.

For detailed clarification, please refer Promotion Policy for SCS Staff 2008 and its amendments till date.

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(SREEDEVI NAIR S)  
GENERAL MANAGER

Encl.: Scribe Declaration Form