

UNITED INDIA INSURANCE COMPANY LTD. (UIICL)



CALL LETTER FOR ONLINE EXAMINATION FOR RECRUITMENT OF ADMINISTRATIVE OFFICERS (GENERALIST)

ROLL NO. / USER ID : 2981000332
 PASSWORD : 14981429
 CATEGORY : UN-RESERVED
 NAME AND ADDRESS :
 SUDHANSHU UNIYAL
 KANDAL BHANIYAWALA
 JOLLYGRANT DEHRADUN
 DEHRADUN
 UTTARAKHAND 248140

REGISTRATION NO. : 391035273
 VENUE CODE : 11184
 VENUE OF EXAMINATION :
 ACADEMY OF MANAGEMENT STUDIES
 C/O ACADEMY OF MANAGEMENT
 STUDIES NEAR NANDA KI CHOWKI
 PREM NAGAR DEHRADUN
 UTTARAKHAND 248007

PLEASE AFFIX YOUR
 RECENT PASSPORT
 SIZE COLOUR
 PHOTOGRAPH & SIGN
 ACROSS



DATE OF EXAMINATION : 13/02/24 Tuesday
 REPORTING TIME : 11:30 AM

Madam / Sir,

With reference to your Online Application for the above post advertised, you are hereby admitted provisionally to the online examination on the date and time at the venue mentioned above. **Please bring this call letter with your recent photograph affixed thereon, photocopy of the ID proof stapled with call letter and same currently valid photo identity proof in original. - THIS IS ESSENTIAL. Please hand over this call-letter alongwith photocopy of photo identity proof duly stapled together to the invigilator. Currently valid photo identity proof may be PAN Card/Passport/ Permanent Driving License/Voter's Card with photograph/Bank Passbook with photograph/Photo Identity proof issued by a Gazetted Officer on official letterhead along with photograph/Valid recent Identity Card issued by a recognized College/ University/Aadhaar Card/E-Aadhaar Card with a photograph/ Bar Council Identity card with photograph. Please Note - Ration Card and Learner's Driving License will NOT be accepted as valid ID proof for this purpose.** You must report at the examination venue 15 minutes before the reporting time as printed on this call-letter. Candidates reporting later than the time mentioned above will not be allowed to appear for the online examination. The candidates will not be allowed to leave the examination hall without the permission of the test administrator.

Handwriting Sample (to be copied from screen as instructed)

I have brought and attached my _____ (Aadhaar/ PAN/ DL etc.) ID with number _____

Left Thumb Impression (in the presence of the invigilator at the time of examination; you may bring your own ink stamp pad for this purpose)	Candidate's Signature (To be signed in the presence of the invigilator at the time of examination)	Invigilator's Signature (Candidate's signature and left thumb impression obtained in my presence and photograph verified by me)

Manager – HO HRM

IMPORTANT: Your photograph affixed on the call letter should match the one uploaded in the online application form, failing which you may not be allowed to appear for the examination. Registration at the exam venue will be done by photo and biometric capture. Photo captured will be matched with the photo uploaded by you in the application (as printed in the call letter). You must NOT change your appearance from the photo uploaded by you. Your signature should tally with your signature uploaded by you. In case of discrepancy, you will not be allowed to appear for the examination. Latecomers will not be allowed to take the test. Candidates coming without stipulated currently valid photo ID card in original (bearing same name as given above) and photocopy of the same ID proof stapled with the call letter will not be allowed to take the test. Photo ID should be valid as on the day of exam.

The examination will be conducted online. You will be required to enter USER ID and Password to enter the Online exam site. Please ensure that your name and other details which will subsequently appear on the screen are correct. Disclosure of User ID & Password to third party shall be at the risk & responsibility of the candidate.

➤ Please print and read the attached instructions from next page carefully.

INSTRUCTIONS

1. The examination will be conducted online. You will be required to enter User ID and Password, as given above, to enter the On-Line exam site. Please ensure that your Name and other details which will subsequently appear on the screen are correct. You must maintain secrecy of the username & password.
2. **You are required to bring this call letter along with photo affixed thereon and currently valid photo identity proof in original and photocopy of the identity proof. Please note that your name as appearing on the call letter (provided by you during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the names indicated in the Call Letter and Photo Identity Proof you will not be allowed to appear for the exam. In case of candidates who have changed their name will be allowed only if they produce original Gazette notification/their marriage certificate in original/affidavit in original.**
3. A handout giving information about the type of examination is available on the website of the UIICL. Please download the handout and study it carefully.
4. Candidates should put their Left Thumb Impression **clearly** and sign in the respective space provided on the call-letter **in the presence of the invigilator**.
5. Biometric data (thumb impression) and photograph will be captured at the examination venue before the start of examination. Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates. **Refusal to participate in the process of biometric data capturing / verification on any occasion may lead to cancellation of candidature.** With regards to the same, please note the following :
 - (a) If fingers are coated (stamped ink/mehndi/coloured...etc.), ensure to thoroughly wash them so that coating is completely removed before the examination day.
 - (b) If fingers are dirty or dusty, ensure to wash them and dry them before the thumb impression (biometric) is captured.
 - (c) Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
 - (d) If the primary finger (thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre.
 (Any failure to observe these points will result in non-admittance for the examination).
6. You must bring a ball point pen with you. You may bring an ink stamp pad with you. A sheet of paper will be provided which can be used for rough work or taking down the question number you would like to review at the end of the test before submitting your answers. **After the test is over, you MUST handover this sheet of paper along with the Call Letter to the Invigilator.**
7. You are called for the on-line examination **without verifying** your details viz. age, qualification and reservation, category etc. with your certificates whatsoever you have mentioned in your online application form. Before appearing for the on-line examination, you must ensure that you fulfill the eligibility criteria stipulated by the UIICL in all respects. If you are selected and unable to submit the documents, then your selection will be cancelled.
8. **Your responses (answers) will be analysed with 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, your candidature may be cancelled and/or the result withheld unilaterally.**
9. **You must report at the examination venue 15 minutes before the time as printed on this call-letter. Candidates arriving late will not be permitted to appear for the on-line examination.**
10. Use of books, notebooks, calculators, watch calculators, pagers, mobile phones etc. is not permitted in this examination. Candidates are advised not to bring any of the banned items including pagers to the venue of examination as safety arrangement cannot be assured. Any candidate 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 be disqualified. The candidate should be vigilant to ensure that no other candidate is able to copy from his/her answers.
11. Any request for change of post / date / session / centre / venue **will not be entertained**.
12. You may please note that this call-letter does not constitute an offer of employment with the UIICL.
13. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to their selection/recruitment shall be considered as **DISQUALIFICATION**.
14. The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problems, which may include movement of candidates, delay in test. The conduct of a re-exam is at the absolute discretion of the test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
15. Anyone found to be disclosing, publishing reproducing, transmitting, storing or facilitating transmission and storage of test contents in any form or any information therein in whole or part thereof or by any means verbal or written, electronic or mechanical or taking away the papers supplied in the examination hall or found to be in unauthorised possession of test content is likely to be prosecuted.
16. Persons with Benchmark Disabilities (PwBD) should contact the Test Centre Administrator of the test venue at least 30 minutes before the time of examination for assistance in seating, if needed.
17. Candidates will have to appear for the online examination at their own cost. No travelling expenses will be reimbursed for attending online examination.
18. Candidates will have to appear for the exam at his/her own risk. UIICL will not be responsible for any injury or losses etc. of any nature.
19. Please read instructions related to the Social Distancing given below.

INSTRUCTIONS WITH REGARD TO SOCIAL DISTANCING

- 1 Candidate is required to report at the exam venue strictly as per the time slot mentioned in the Call Letter. Latecomers will not be allowed to take the test.
- 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 following items with them into the venue:
 - a. Mask
 - b. Personal hand sanitizer (50 ml)
 - c. A simple pen and ink stamp pad (blue/black)
 - d. Exam related documents (Call Letter and Photocopy of the ID card stapled with it, ID Card in Original)
 - e. 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 a candidate is availing services of a scribe, then scribe also should bring their own Mask.
- 8 On completion of examination, the candidates should move out in an orderly manner without crowding as instructed by the venue staff.

WISH YOU GOOD LUCK!