



CALL LETTER FOR ONLINE EXAMINATION FOR RECRUITMENT OF ADMINISTRATIVE OFFICERS – (PRELIMS EXAM)

ROLL NO.: 2251000126
 PASSWORD : 81538268
 CATEGORY : OBC
 POST : INFORMATION TECHNOLOGY
 NAME AND ADDRESS :
 MADHU KOILAKONDA
 HOUSE NO 25525 SRINEVASA NAGER
 NEAR CP COMPLEX

REGISTRATION NO.: 654110955
 VENUE CODE: 12335
 VENUE OF EXAMINATION:
 ION DIGITAL ZONE IDZ
 POTTEPALEM VILLAGE JONNAWADA &
 NARASIMHAKONDA ROAD POTTEPALEM
 VILLAGE-MAIN ROAD NELLORE
 RURAL MANDAL NELLORE AP 524003

NANDYAL
 ANDHRA PRADESH 518501



PLEASE AFFIX YOUR
 RECENT PASSPORT
 SIZE COLOUR
 PHOTOGRAPH & SIGN
 ACROSS

DATE OF EXAMINATION : 20/07/25 Sunday
 REPORTING TIME : 01:00 PM

Madam / Sir,

With reference to your Application for the above recruitment, 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/Photo Identity proof issued by a People's Representative on official letter head along with photograph/Valid recent Identity Card issued by a recognized College/ University/Aadhaar Card/E-Aadhaar Card with a photograph/ Employee ID in original/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 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)

Chief Manager (Pers.)

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 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 Login ID and Password to enter the On-line exam site. Please ensure that your Name and other details which will subsequently appear on the screen are correct.
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 photo 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 name 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 Gazette notification/their marriage certificate/affidavit.**
3. A handout giving information about the type of examination is available on the website of the National Insurance Co. Ltd. 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. You must bring a ball point pen with you. You can bring your own ink stamp pad (blue/black) with you.
6. You are called for the on-line examination **without verifying** your personal details viz. age, qualification etc. with your certificates. Before appearing for the on-line examination, you must ensure that you fulfill the eligibility criteria stipulated by the National Insurance Co. Ltd. in all respects.
7. **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.**
8. **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.**
9. Use of books, mobile phone, notebooks, calculators, watch calculators, pagers etc. are 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.
10. Any request for change of date / session / centre / venue will not be entertained.
11. You may please note that this Call letter does not constitute an offer of employment with the National Insurance Co. Ltd.
12. 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.
13. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session is required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.
14. Please note that a candidate is allowed to appear only once in the online examination. Multiple appearance in online examination will result in cancellation of candidature. In case more than one call letter has been generated, candidates are advised to appear only once on the date and at the time mentioned on the respective call letter. All other call letters are to be surrendered.
15. The possibility of occurrence of some problems 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.
16. 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.
17. 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.
18. Candidates are advised to take note of "The Public Examinations (Prevention of Unfair Means) Act, 2024".

WISH YOU GOOD LUCK!