


UNITED INDIA INSURANCE COMPANY LIMITED

Regd. & Head Office : 24 Whites Road, Chennai - 600 014

CALL LETTER FOR ONLINE MAIN EXAMINATION FOR RECRUITMENT OF ADMINISTRATIVE OFFICERS SCALE-I (GENERALIST)
ROLL NO. : 2426132631
REGISTRATION NO. : 25317579
NAME AND ADDRESS :
ABINAYA V
ROOM NO N603 H10 IIT BOMBAY
POWAI
MUMBAI
MAHARASHTRA
400076
VENUE CODE : 12277
VENUE OF EXAMINATION :
DON BOSCO CENTER FOR LEARNING
PREMIER AUTOMOBILE ROAD
OPPOSITE FIAT COMPANY KURLA(W)
NEAR VIDYAVIHAR RAILWAY
STATION WEST MUMBAI 400070

Login ID : 2426132631

Password : 62302376

DATE OF EXAMINATION : 12/06/16 Sunday
TIME * : 12:15 PM
Category : UR
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 photograph affixed thereon, currently valid Photo identity proof in original and a photocopy of the same ID proof which you bring 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/Driving Licence/Voter's Card/Bank Passbook with photograph/Photo Identity proof issued by a Gazetted Officer on official letterhead /Photo Identity proof issued by a People's Representative on official letterhead/Valid recent Identity Card issued by a recognised College/University/Aadhar Card with a photograph/Employee ID/Bar Council Identity card with photograph. Please Note - Ration Card and E-adhar Card will NOT be accepted as valid ID proof for this project.** You must report at the examination venue 30 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.

Left thumb impression (should be clearly affixed in the presence of the invigilator at the time of examination)	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).

IMPORTANT : The candidate's photograph affixed on the call letter should match the one uploaded in the online application form failing which the candidate may not be allowed to appear for the examination. The Candidate's signature should tally with the signature uploaded. In case of discrepancy, candidate will not be allowed to appear for the examination. Candidates coming without stipulated currently valid photo ID card in original and photocopy of the same ID proof which is brought in original will not be allowed to take the test. Photo ID should be valid as on the day of exam.

* Late comers will not be allowed to take the test.

Dy. General Manager

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.**
3. A handout giving information about the type of examination is available on the website of the UNITED INDIA 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 (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 Company in all respects. However, UIICL will take up the verification of eligibility conditions i.e. Age, Educational qualification, experience, category etc. with reference to original documents only at the time of interview on the basis of their performance in the online examination.
7. Candidates will have to appear for the online examination at their own cost.
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.**
9. **You must report at the examination venue 30 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 mobile phones/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 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 Company.
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. 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 for occurrences 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 problem, which may include the conduct of another examination if considered necessary. Decision of the test conducting body in this regard shall be final. Candidates not willing to accept such change shall lose his/her candidature for this exam.
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 Disabilities (PWD) should contact the Test Centre Administrator of the test venue at least 45 minutes before the time of examination for assistance in seating, if needed.
18. After the Online examination of 120 minutes, a 30 minutes Descriptive Paper will be administered immediately thereafter. You will have to type your answers on the computer using keyboard.
