# NATIONAL INSURANCE COMPANY LIMITED

**(A Govt. of India Undertaking)**
**CIN: U10200WB1906GOI001713**
**Registered & Head Office: Premises No.18-0374, Plot no.CBD-81, New Town, Kolkata-700156.**

## RECRUITMENT OF 500 ASSISTANTS

National Insurance Company Limited, a leading Public Sector General Insurance Company, invites applications for recruitment of Assistants in Class III cadre from open market.

**Important Dates (Tentative):**

| | |
|---|---|
| On line Registration commences from | 18th July 2026 |
| Last Date for Online Registration | 07th August 2026 |
| Payment of Application fees | 18th July 2026 to 07th August 2026 |
| Date of online Examination – Phase I | 27th August 2026 |
| Date of online Examination – Phase II | 30th October 2026 |
| Downloading of call letters for examination commences from | To be notified |

**If there is any change in date of examination it shall be notified in Company website.**
**Candidates are advised to regularly visit the official website of the company https://nationalinsurance.nic.co.in/recruitment/ for details and updates.**
**Candidates should apply through Online mode only. No other means/mode of application will be accepted.**

**STATE/ UNION TERRITORY WISE VACANCIES (PROVISIONAL):**

| Sl. No. | State/ Union Territory | Language | VACANCIES | | | | | | | | | | | | BACKLOG PwBD & XS | | | | | | Backlog vacancies SC/ST/OBC | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | Category Wise UR/SC/ST/OBC/EWS | | | | | | Out of which | | | | | | | | | | | | | | |
| | | | | | | | | | PwBD | | | | EXS | DXS & DISEXS | PwBD | | | | EXS | DXS & DISEXS | | | |
| | | | SC | ST | OBC | EWS | UR | Total | a | b | c | d& e | | | a | b | c | d & e | | | SC | ST | OBC |
| 1 | ANDHRA PRADESH | Telugu | 1 | 0 | 6 | 1 | 6 | 14 | 0 | 1 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 3 |
| 2 | ARUNACHAL PRADESH | English | 0 | 2 | 0 | 0 | 3 | 5 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3 | ASSAM | Assamese | 0 | 3 | 4 | 1 | 10 | 18 | 0 | 1 | 0 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 2 | 1 | 0 | 0 | 0 |
| 4 | BIHAR | Hindi | 2 | 0 | 4 | 1 | 5 | 12 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 |
| 5 | CHHATTISGARH | Hindi | 2 | 5 | 1 | 1 | 9 | 18 | 0 | 1 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 |
| 6 | GOA | Konkani | 0 | 0 | 0 | 0 | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7 | GUJARAT | Gujarati | 2 | 4 | 9 | 3 | 16 | 34 | 1 | 0 | 1 | 0 | 4 | 1 | 0 | 1 | 0 | 0 | 1 | 1 | 0 | 1 | 1 |
| 8 | HARYANA | Hindi | 1 | 0 | 0 | 0 | 2 | 3 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 |
| 9 | HIMACHAL PRADESH | Hindi | 0 | 0 | 0 | 0 | 2 | 2 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | JHARKHAND | Hindi | 1 | 3 | 1 | 1 | 4 | 10 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 |
| 11 | KARNATAKA | Kannada | 5 | 2 | 8 | 3 | 12 | 30 | 1 | 0 | 0 | 0 | 3 | 1 | 0 | 1 | 0 | 0 | 2 | 3 | 1 | 1 | 1 |
| 12 | KERALA | Malayalam | 5 | 0 | 6 | 3 | 21 | 35 | 1 | 0 | 1 | 0 | 4 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 2 |
| 13 | MADHYA PRADESH | Hindi | 3 | 3 | 1 | 1 | 10 | 18 | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 |
| 14 | MAHARASHTRA | Marathi | 3 | 6 | 16 | 5 | 27 | 57 | 0 | 0 | 1 | 1 | 6 | 2 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 1 | 3 |
| 16 | MEGHALAYA | Khasi/ Garo | 0 | 0 | 0 | 0 | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 17 | MIZORAM | Mizo | 0 | 0 | 0 | 0 | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 18 | NAGALAND | English | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 19 | ORISSA | Odia | 3 | 0 | 3 | 1 | 9 | 16 | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 |
| 20 | PUNJAB | Punjabi | 3 | 0 | 2 | 1 | 4 | 10 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| 21 | RAJASTHAN | Hindi | 7 | 5 | 6 | 3 | 15 | 36 | 0 | 0 | 1 | 1 | 4 | 1 | 0 | 0 | 0 | 0 | 2 | 1 | 1 | 0 | 0 |
| 22 | SIKKIM | Nepali/ English | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Sl. No. | State/ Union Territory | Language | VACANCIES | | | | | | | | | | | | BACKLOG PwBD & XS | | | | | | Backlog vacancies SC/ST/OBC | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | Category Wise UR/SC/ST/OBC/EWS | | | | | | Out of which | | | | | | | | | | | | | | |
| | | | | | | | | | PwBD | | | | EXS | DXS & DISEXS | PwBD | | | | EXS | DXS & DISEXS | | | |
| | | | SC | ST | OBC | EWS | UR | Total | a | b | c | d& e | | | a | b | c | d & e | | | SC | ST | OBC |
| 23 | TAMIL NADU | Tamil | 8 | 1 | 8 | 4 | 28 | 49 | 0 | 0 | 0 | 1 | 5 | 2 | 0 | 1 | 1 | 0 | 2 | 2 | 0 | 0 | 1 |
| 24 | TELANGANA | Telugu | 3 | 1 | 2 | 1 | 8 | 15 | 0 | 1 | 0 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 |
| 25 | TRIPURA | Bengali/ Kokborok | 0 | 0 | 0 | 0 | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 26 | UTTAR PRADESH | Hindi | 3 | 0 | 4 | 2 | 15 | 24 | 1 | 0 | 0 | 0 | 2 | 1 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 |
| 27 | UTTARAKHAND | Hindi | 1 | 0 | 1 | 0 | 6 | 8 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 28 | WEST BENGAL | Bengali | 9 | 1 | 13 | 4 | 19 | 46 | 0 | 0 | 0 | 1 | 5 | 2 | 1 | 1 | 0 | 0 | 0 | 3 | 0 | 0 | 0 |
| 30 | CHANDIGARH (UT) | Hindi/ Punjabi | 1 | 0 | 1 | 0 | 2 | 4 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 31 | DELHI (UT) | Hindi | 4 | 0 | 6 | 2 | 8 | 20 | 0 | 1 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 3 | 2 | 0 | 0 | 0 |
| 32 | JAMMU AND KASHMIR | Hindi/ Urdu | 0 | 0 | 1 | 0 | 3 | 4 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 34 | PUDUCHERRY (UT) | Tamil | 0 | 0 | 1 | 0 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | **67** | **36** | **104** | **38** | **255** | **500** | **9** | **8** | **4** | **4** | **55** | **11** | **9** | **8** | **1** | **0** | **14** | **22** | **5** | **4** | **12** |

**Abbreviations stand for: UR** –Unreserved; **SC**-Scheduled Caste; **ST**-Scheduled Tribe; **OBC**-Other Backward Classes, **PwBD –** Person with Benchmark Disability, **a:** Blindness and Low Vision; **b:** Deaf and Hard of Hearing; **c:** Locomotor Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy; **d:** Autism, Intellectual Disability, Specific Learning Disability and Mental Illness; **e:** Multiple Disabilities from amongst persons under clauses (a) to (d) including deaf-blindness, **EXS –** Ex-Servicemen, **DISEXS-** Disables Ex-Servicemen**, DXS-** Dependents of Servicemen killed in Action.

Since recruitment in clerical cadre is done on State/UT wise basis, Candidates can apply for vacancies in one State/UT only and will have to opt for an Online examination centre amongst the centres as notified in the advertisement, at the time of application.

**In case there is no vacancy reserved for SC/ST/OBC (RESERVED) candidates in a particular State, they can also apply against Un-reserved vacancies (if any). However, they will not be entitled for any relaxation/ concession except application fee due to their category.**

**Candidates belonging to OBC category but coming in "Creamy Layer" are not entitled to OBC reservation and age relaxation. They should indicate their category as "Un-reserved (General)".**

**In case there is no vacancy reserved for PwBD/EXS candidates in a particular State, they can also apply against Un-reserved/EWS/OBC/SC/ST vacancies (if any). However, they will not be entitled for any relaxation/ concession except age and application fee.**

Reservation for Person with Benchmark Disabilities (PwBD) and Ex-servicemen are applicable as per prevailing government rules.

Reservation for Economically Weaker Section (EWS) in recruitment is governed by Office Memorandum No. 36039/1/2019-Estt (Res) dated 31/01/2019 of Dept. of Personnel & Training, Ministry of Public Grievance & Pensions, Government of India. EWS vacancies are tentative and subject to further directives of Government of India and outcome of any litigation. The appointment shall be provisional and shall be subject to the Income & Asset Certificate to be verified through the proper channels.

The reservation under various categories will be as per prevailing Government Guidelines at the time of finalization of result. The above vacancies are provisional and may vary according to the actual requirement of the Company at the material time. The vacancies of reserved category candidates are inclusive of backlog/unfilled vacancies, if any. Merit list will be drawn up State-wise and Category-wise. **The candidates who qualify in the pre-recruitment tests (Preliminary & Main Examination) will be further shortlisted for Regional Language Test**.

**ELIGIBILITY CRITERIA**

**1. NATIONALITY:**

A candidate applying for recruitment in the Company must be either: —

a) a citizen of India, or
b) a subject of Nepal, or
c) a subject of Bhutan, or
d) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or
e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

**2. AGE (as on 01.07.2026)**

Minimum Age: **21 years**; Maximum Age: **30 years** (as on 01.07.2026. Candidates born not earlier than 02.07.1996 and not later than 01.07.2005 (both days inclusive) are only eligible to apply. The upper age limit will be relaxed as under:

| Sl. | Category | Age Relaxation |
|---|---|---|
| 1. | Scheduled Castes/ Scheduled Tribes | 5 years |
| 2. | Other Backward Classes (OBC, Non-Creamy layer) | 3 years |
| 3. | Persons with Benchmark Disabilities (PwBD) as defined under "The Rights of Persons with Disabilities Act, 2016": | |
| | PwBD (Gen/EWS) | 10 years |
| | PwBD (SC/ST) | 15 years |
| | PwBD (OBC) | 13 years |
| 4. | Ex-Serviceman. Disabled Ex-Serviceman | actual period of service rendered in the defence forces + 3 years (8 years for Disabled Ex-Servicemen belonging to SC/ST) subject to a maximum age limit of 50 years |
| 5. | Widows, Divorced women and women legally separated from their Husbands, who have not remarried | Age concession upto the age of 35 years for General/EWS, 38 years for OBC and 40 years for SC/ST candidates |
| 6. | Existing Employees of the Company | 5 years |

**Note**

i. Cumulative age relaxation will not be available either under the above items or in combination with any other items.

ii. Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) and produce the original certificate(s) for verification at the time of Regional Language Test and/or any subsequent stage of recruitment process.

**Note for Ex-Servicemen**

I. In case of an Ex-serviceman who has once joined in a Govt. job on the civil side after availing the benefits given to him as an Ex-serviceman for his re-employment, his Ex-servicemen status for the purpose of re-employment in Government ceases. However, he/she will be eligible for age relaxation as applicable to Ex-servicemen.

II. An Ex- serviceman, who applies for various vacancies before joining any civil employment, can avail the benefit of reservation as ex-serviceman for any subsequent employment. However, to avail of this benefit, an Ex-serviceman, as soon as he/she joins any civil employment, should give self-declaration/undertaking to the concerned employer about the date-wise details of application for various vacancies for which he/she had applied for before joining the initial civil employment. Further, this benefit would be available only in respect of vacancies which are filled on direct recruitment and wherever reservation is applicable to the Ex-servicemen.

## 3. EDUCATIONAL QUALIFICATION (as on 01.07.2026):

A candidate must possess the minimum qualification of Graduation in any discipline from a recognized University or any equivalent qualification recognized as such by the Central Government. Candidate should possess certificate in proof of passing the qualifying examination as on 01.07.2026.

The Date of passing eligibility will be the date appearing on the marksheet or provisional certificate issued by the University/ Institute, In case the result of a particular examination is posted on the website of the University/ Institute, a certificate issued by the appropriate authority of the University/ Institute indicating the date on which the result was posted on their website will be taken as the date of passing.

Knowledge of Reading, Writing and Speaking of Regional Language of the State / UT against the vacancies for which a candidate wishes to apply, is essential. To ascertain the candidate's familiarity with the Regional Language of the State / UT, a Regional Language Test will be conducted before final selection. Candidates not found to be proficient in the Regional Language Test would be disqualified.

**Note**: Candidates are advised to satisfy themselves before they apply that they fulfill the requirements as to Age, Educational Qualifications and other eligibility criteria and if found ineligible their candidature will be cancelled at any stage of recruitment. Appearing in the ONLINE EXAMINATION & REGIONAL LANGUAGE TEST will not automatically confer any right of being selected for the said post.

## 4. DEFINITIONS:

### A. Ex-Servicemen, Disabled Ex-Serviceman & Dependents of Servicemen killed in Action:

**Ex-Serviceman (EXS):** Only those candidates shall be treated as Ex-Serviceman who fulfill the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel and Administrative Reforms Notification No.36034/5/85/Estt (SCT) dated 27th October 1986 as amended from time to time, including the DoPT Notification No.DOPT-1778494429265 dated 09.02.2026.

**Disabled Ex-Serviceman (DISEXS):** Ex-Serviceman, who while serving in Armed Forces of the Union, disabled in operation against the enemy in disturbed areas, shall be treated as Disabled Ex-Serviceman.

**Dependents of Serviceman killed in Action (DXS):** Servicemen killed in the following operations would be deemed to have been killed in action attributable to Military Service (a) war (b) warlike operations or border skirmishes either with Pakistan on cease fire line or any other country (c) Fighting against armed hostiles in a counter insurgency environment viz. Nagaland, Mizoram, etc. (d) Serving with peace-keeping mission abroad (e) Laying or clearance of mines

including enemy mines as also mine sweeping operation between one month before and three months after conclusion of an operation (f) Frost-bite during actual operations or during the period specified by the Government (g) Dealing with agitating Para Military forces personnel (h) IPKF personnel killed during the operations in Sri Lanka.

**Note:**

- For the purpose of availing the concession of reservation for dependents of Servicemen killed in action, the member of the family would include his widow, son, daughter or his near relations who agree to support his family and an affidavit stating that the relaxation is availed by one dependent of Ex-Servicemen or not availed by any dependent of Servicemen killed in action will have to be submitted at the time of Regional Language Test.
- The relaxation in upper age limit is not available to dependents of the Servicemen killed in action.
- The Territorial Army Personnel will be treated as Ex-Servicemen w.e.f. 15.11.1986.

**B. Persons with Benchmark Disabilities (PwBD):**

Under section 34 of 'The Rights of Persons with Disabilities Act, 2016', persons with benchmark disabilities are eligible for Reservation. Only such persons would be eligible for reservation who suffer from not less than 40% of specified disability and are certified by certifying authorities as per the Act. Accordingly, candidates with the following disabilities are eligible to apply. Candidates claiming such benefits should possess certificate in original issued by the Competent Authority on or before the **last date of online submission of application** in the prescribed format (Format available at the end this advertisement) and should produce the same in support of their claim at the time of **Regional Language Test / at any stage of the recruitment process.**

**a) VI - Visual Impairment (Blindness and Low Vision);**
**b) HI - Hearing Impairment (Deaf and hard of hearing);**
**c) OC - Locomotor Disability (OH) including cerebral palsy, leprosy cured, dwarfism, acid attack victims, muscular dystrophy;**
**d) ID - Autism, intellectual disability, specific learning disability, mental illness;**
**e) MD - Multiple disabilities from amongst persons under clauses (a) to (d) including deaf – blindness in the post identified for each disability.**

**Note: Definition of the above specified disabilities will be as per 'The Rights of Persons with Disabilities Act, 2016'.**

**GUIDELINES FOR PERSONS WITH BENCHMARK DISABILITIES USING A SCRIBE:**

The scribe will be allowed to be used as per the guidelines issued vide Office Memorandum F. No. 16-110/2003-DDIII dated February 26, 2013 of Government of India, Ministry of Social Justice and Empowerment, Department of Disability Affairs, New Delhi and clarification issued by Government of India, Ministry of Finance, Department of Financial Services vide letter F. No. 3/2/2013-Welfare dated 26.04.2013, Office Memorandum F. No. 34-02/2015-DD-III dated 29.08.2018 of Government of India, Ministry of Social Justice and Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan) and F. No. 29-6/2019-DDIII dated 10.08.2022. In all such cases where a scribe is used, the following rules will apply:

i. The candidate will have to arrange his / her own scribe at his/her own cost.
ii. The scribe arranged by the candidate should not be a candidate for the same examination .If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained
iii. For candidates availing scribe in accordance with OM - F. No. 29-6/2019- DD-III dated 10.08.2022, shall be allowed scribe facility subject to production of a certificate at the time of online examination to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from competent medical authority of a Government healthcare institution as per proforma attached as Appendix I.
iv. The scribe may be from any academic stream.
v. Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfills all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the exercise.
**vi. Deliberate Wrong information about the candidate/ scribe in declaration form submitted at the time of online application or at the time of examination or at any stage would render the candidate and scribe being debarred either permanently or for a specified period of time as decided by the Company.**
vii. Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination..
**viii. In view of the importance of the time element, the examination being of a competitive nature, the candidate must fully satisfy the Company that there was necessity for use of a scribe as he/ she has physical limitation to write including that of speed by the disabilities as mentioned in guidelines regarding Persons with Benchmark/Specified Disability using the services of a scribe.**
ix. The scribe should not be a candidate for this process. In case it is found at any stage, that the scribe has also appeared for the same exam in a different session, the candidature of both the scribe and the candidate will be cancelled.
x. The Scribe should not be a current employee of National Insurance Co. Ltd.
xi. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.
xii. The same scribe cannot be used by more than one candidate. The scribe arranged by the candidate should not be a candidate for the online examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.
xiii. Only candidates registered for compensatory time (at the time of online registration) will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.
**xiv.** During the exam, at any stage if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions. **In such cases, the Candidate and scribe may also be debarred either permanently or for a specified period from all future process.**

**Guidelines for PwBD Candidates:**

i. **Visually Impaired candidates (category a)**

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour of the examination.
- The facility of viewing the contents of the test in magnifying font will be available to Visually Impaired candidates.

ii. **Candidates in (category c) of Identified Benchmark Disabilities**

- A Compensatory time of twenty minutes per hour shall be permitted for the candidates in cat c) of identified benchmark disabilities where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

iii. **Candidates in (category d) of Identified Benchmark Disabilities**

A Compensatory time of twenty minutes per hour of examination, either availing the services of a scribe or not, shall be permitted to the candidates with more than 40% of identified cat d) benchmark disabilities (autism, intellectual disability, specific learning disability and mental illness).

iv. **Persons with specified disability having less than 40% disability and having difficulty in writing**

v. In addition to instructions applicable to PwBD candidates (who have disability of 40% or more), following rule will apply for persons with specified disabilities covered under the definition of Section 2(s) of the Rights of Persons with Disabilities Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing:

- The facility of scribe and/or compensatory time shall be granted solely to those having difficulty in writing subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from the competent medical authority of a Government healthcare institution as per proforma at Appendix-I.

- The qualification of the scribe should be one step below the qualification of the candidate taking examination. The person opting for own scribe should submit details of the own scribe as per proforma at Appendix-II.

Any candidate who is not eligible to use scribe as per guidelines referred above but uses scribe in the online examination shall be disqualified to participate further in the process of recruitment. Any candidate using scribe in violation of the above guidelines shall stand disqualified from the exercise and can be removed from service without notice, if he/she has already joined the Company.

**These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.**

**C. Economically Weaker Section (EWS):**

Persons who are not covered under the existing scheme of reservations to the Scheduled Castes, the Schedule Tribes and the Other Backward Classes and whose family has gross annual income below Rs. 8.00 lakh (Rupees Eight Lakh only) are to be identified as EWSs for benefit of reservation. The income shall include income from all sources i.e., salary, agriculture, business, profession etc. and it will be income for the financial year 2025-26. The certificate should have been issued after 31.03.2026. Also, persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:

- 5 acres of Agricultural Land and above;
- Residential flat of 1000 sq. ft. and above;
- Residential plot of 100 sq. yards and above in notified municipalities;
- Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

The property held by a "Family" in different locations or different places / cities would be clubbed while applying the land or property holding test to determine EWS status.

The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority.
The Income and Asset Certificate issued by any one of the Authorities as notified by the Government of India in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS.

The candidates shortlisted for Regional Language Test shall be required to bring the requisite certificate as specified by the Government of India at the time of appearing for the process of Regional Language Test and at any stage of the recruitment process as required by the Company, failing which they will not be allowed to appear in the Regional Language Test/ their candidature is liable to be rejected at any stage.

The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

The instructions issued by the Government of India in this regard from time to time shall be adhered to.

**Disclaimer: EWS Vacancies are tentative and subject to further directives of Government of India and outcome of any litigation.**

**These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.**

**5. PRE-EXAMINATION TRAINING (ONLINE):**

SC/ST/OBC (Non-creamy)/PwBD candidates who wish to avail the benefit of pre-examination training should indicate the same while applying online. The candidates are required to refer to Recruitment Section of our website **https://nationalinsurance.nic.co.in/** regularly for details. Candidates who have opted for the online training will also be informed about the date and schedule through the registered Email ID / Mobile. Please note that by merely attending the Pre-Examination Training no candidate acquires any right to be offered employment in the Company.

## 6. SELECTION PROCEDURE:

The Selection process will consist of online tests (Preliminary and Main Examination). Thereafter, candidates qualifying the Main examination will be further shortlisted for Regional Language Test.

**Phase-I: Preliminary Examination (Online):**

Preliminary Examination consisting of Objective Tests (Multiple Choice type Questions) for 100 marks will be conducted online. This test would be of 60 minutes duration consisting of 3 sections (with separate timings for each section) as follows:

| S. No | Name of Test/Section (Not in Sequence) | Type of test | No. of Questions | Max. Marks | Duration for each test/section (Separately timed) | Medium of Exam |
|---|---|---|---|---|---|---|
| 1 | English Language | Objective | 30 | 30 | 20 minutes | English |
| 2 | Reasoning Ability | Objective | 35 | 35 | 20 minutes | English / Hindi |
| 3 | Quantitative Aptitude | Objective | 35 | 35 | 20 minutes | English / Hindi |
| | **Total** (Aggregate) | | **100** | **100** | **60 minutes** | |

Candidates will have to qualify in each test/section by securing passing marks to be decided by the Company. Adequate number of candidates state-wise and category-wise as decided by the Company (approximately 15 times the numbers of vacancies subject to availability) will be shortlisted for the Main Examination.

**Phase – II: Main Examination (Online):**

Main Examination will consist of Objective Tests (Multiple Choice type Questions) for 200 marks. The duration of examination would be of 120 minutes duration (separate time for each test / section) and will consist of 5 sections as follows

| S. No | Name of Test/Section (Not in sequence) | Type of test | No. of Questions | Maximum Marks | Duration for each test/section (Separately timed) | Medium of Exam |
|---|---|---|---|---|---|---|
| 1 | Test of Reasoning | Objective | 40 | 40 | 30 minutes | English / Hindi |
| 2 | Test of English Language | Objective | 40 | 40 | 30 minutes | English |
| 3 | Test of Numerical Ability | Objective | 40 | 40 | 30 minutes | English / Hindi |
| 4 | Test of General Awareness | Objective | 40 | 40 | 15 minutes | English / Hindi |
| 5 | Test of Computer Knowledge | Objective | 40 | 40 | 15 minutes | English / Hindi |
| | **Total** (Aggregate) | | **200** | **200** | **120 minutes** | |

i. National Insurance Company reserves the right to modify the structure of the examination which will be intimated through its website.
ii. The questions except for the test of English Language will be made available in English & Hindi.
iii. Each candidate will be required to obtain a minimum total score (as decided by the Company) in the Main Examination
iv. Candidates qualifying in the online Main Examination will be shortlisted and called for Regional Language Test, before final selection. No separate marks will be awarded for Regional Language Test. This test will be only qualifying in nature.
v. Final selection would be made based on the performance in the online Main Examination & qualifying in the Regional Language Test. Merely satisfying the eligibility norms do not entitle a candidate to be called for online examinations & Regional Language Test.
vi. In case of equal marks scored by the last two or more candidates in the merit list, the candidate senior most in age will be shortlisted for further process of recruitment.
vii. There will be penalty for wrong answers marked in both Preliminary & Main online objective examination. For each question for which a wrong answer has been given by the candidate, one fourth of the marks assigned to that question will be deducted as penalty to arrive at corrected score. No marks will be deducted for un-attempted questions.
viii. The Final Merit List state-wise and category-wise shall be prepared in descending order of the marks secured by the candidates in the Online Main Examination subject to qualifying the Regional Language Test. Candidates who fall within the number of vacancies in the Merit List shall be considered for appointment subject to Medical Fitness. Candidates will be intimated of the same through the Company's website. The candidates are requested to check the website regularly.
ix. A Contingency List of candidates may also be prepared and may be utilized in the event of non-acceptance of employment offer by the candidates selected in the Final Merit List.

**Please note that candidates will not be permitted to appear for the online examination without the following documents (All Documents are compulsory):**

1. **Valid Call Letter for the respective date and session of Examination**
2. **Photo-identity proof (as specified below**) in original bearing exactly the same name and other information as it appears on the call letter/ application form**
3. **Photocopy of the above photo-identity proof**

****IDENTITY VERIFICATION**

In the examination hall as well as at the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazzetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhar card/ E-Aadhar Card with a photograph/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

Ration Card and Learner's Driving License are **not** valid id proof.

**Note:** Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. Candidates must note that the name as appearing on the call letter (provided 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 the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

**CANDIDATES REPORTING LATE i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination.** The reporting time mentioned on the call letter is prior to the start time of the test. Though the duration of the examination is 60 minutes for Phase-I & 120 minutes for Phase-II, candidates may be required to be at the venue for a longer duration for completion of various formalities such as verification and collection of various requisite data/documents, logging in, giving of instructions, etc.

**BIOMETRIC DATA – Capturing and Verification**

It has been decided to capture the biometric data (thumb impression), IRIS Scan and the photograph of the candidates on the day of the Main Examination (Phase-II) for the candidates who qualify after the Preliminary Examinations (Phase-I) and appear for the Main Examination (Phase-II). The biometric data and photograph will be verified subsequently. Candidate will ensure that the correct thumb impression or IRIS is captured at various stages and any inconsistency at any stage of the recruitment process may lead to rejection of candidature. Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

Candidates are requested to take care of the following points in order to ensure a smooth process

- If fingers are coated (stamped ink / mehndi / coloured…etc), ensure to thoroughly wash them so that coating is completely removed before the exam / Regional Language Test / joining day.
- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- If the primary finger (thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre. In such cases impression of other fingers, toes etc. may be captured.
- Candidates are advised to not wear contact lenses or makeup around the eye for accurate iris scanning.

## 7. REGIONAL LANGUAGE TEST:

Candidates shortlisted in the online Main Examination will subsequently be called for Regional Language Test to be conducted by the Company, at select centres. The name and address of the Centre, time & date of this test will be informed to the shortlisted candidates on our website. Candidates applying for vacancy under State / UT other than their domiciled State / UT, have to appear and qualify the Regional Language Test in the language of State / UT for which they have applied.

Candidates are required to download their call letters for the Regional Language Test from the Company's website. Please note that any request regarding change in date, time, centre etc. will not be entertained. However, the Company reserves the right to change the date / time / venue / centre etc. of this test or hold a supplementary process for particular date / session / venue / centre / set of candidates at its discretion, under unforeseen circumstances, if any.

**The Regional Language Test will be of qualifying nature only. No Scores will be allotted for the same.**

The scores obtained by the candidates in the Online Main Examination will be considered while arriving at the Final Ranking subject to their qualifying the Regional Language Test. Candidate should be sufficiently high in the Merit List to be shortlisted for subsequent Recruitment process.

## 8. LIST OF DOCUMENTS TO BE PRODUCED AT THE TIME OF REGIONAL LANGUAGE TEST (AS APPLICABLE)

The following documents in **original and self-attested photocopies** in support of the candidate's eligibility and identity, as indicated in the online application form, are to be invariably submitted at the time of Regional Language Test, failing which the candidate may not be permitted to appear for the same. **Non submission of requisite documents by the candidate at the time of Regional Language Test will debar his/ her candidature from further participation in the recruitment process.**

**a.** Printout of the valid Regional Language Test Call Letter for Regional Language Test.
**b.** Valid system generated printout of the online application form registered for the online examination.
**c.** Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authorities or SSLC/ Std. X Certificate with DOB)
**d.** Original and photocopy of Photo Identify Proof as indicated in ****IDENTITY VERIFICATION** of the advertisement
**e.** Mark-sheets & certificates for Graduation / Equivalent examination etc. Proper document from University for having declared the result on or before 01.07.2026 has to be submitted.
**f.** Caste Certificate issued by the competent authority in the prescribed format as stipulated by Government of India in the case of SC / ST / OBC category candidates.
**g.** In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate **does not belong to creamy layer section** excluded from the benefits of reservation for Other Backward Classes in Civil posts & services under Government of India. **OBC caste certificate containing the Non-creamy layer clause should be valid as on the date of online registration. Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.**
**h.** **Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation. They should indicate their category as Un-reserved (General) in the online application form.**
**i.** In case of Persons with Disability category, the candidates should produce Disability certificate in prescribed format issued by the Authorities as per the Act and Unique Disability ID (UDID) card If the candidate has used the services of a Scribe at the time of online examination, the duly filled in details of the scribe should be produced in the prescribed format as available in our website.
**j.** Ex-Servicemen candidates: (i) Candidates who are released/ retired from Armed Forces are required to submit a certificate as per 'Proforma A'. Such Ex-servicemen candidates have to produce a copy of the Discharge Certificate / Pension Payment Order and documentary proof of rank last / presently held (substantive as well as acting) at the time of Regional Language Test. (ii) Candidates who are still in the Armed Forces and desirous of applying under Ex-Servicemen category should submit 'Proforma B' from the Competent Authority showing his/her date of completion of specific period of engagement (SPE) along with the declaration in 'Proforma C'. Such candidates whose SPE is completed on or before **30.06.2027** are eligible to apply. Such candidates have to submit a release letter and a self-declaration form that he/ she is entitled to benefits admissible to Ex-Servicemen as per Govt. of India rules (iii) Those candidates who have completed their initial period of assignment and who are on extended assignment are required to submit the certificate as per 'Proforma D'. (iv) Dependents of Servicemen killed in action or those who have been severely disabled have to produce satisfactory documentary proof showing that they are Dependents of Servicemen killed in action or severely disabled and an affidavit stating that the relaxation is availed by one dependent of Ex-Servicemen or not availed by any Dependent of Servicemen killed in action or severely disabled.
**k.** Income and Asset Certificate issued by any one of the Authorities as notified by the Govt. of India in the prescribed format in the case of EWS category candidates.
**l.** Candidates serving in Government / quasi govt offices/ Public Sector Undertakings (including Nationalised Banks and Financial Institutions) and other institutions are required to produce a — 'No Objection certificate' from their employer at the time of Regional Language Test, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
**m.** Experience certificates, if any
**n.** Persons falling in categories 1 (b), (c), (d) and (e) of Nationality criteria should produce a certificate of eligibility issued by the Govt. Of India
**o.** Any other relevant documents in support of eligibility

**Note:** **Candidate will not be allowed to appear for the Regional Language Test if he/ she fails to produce the relevant eligibility documents as mentioned above.**

## 9. EXAMINATION CENTRES (Provisional):

### a Centres :

| Zone | State | City |
|---|---|---|
| East 1 | Bihar | Arrah |
| East 1 | Bihar | Bhagalpur |
| East 1 | Bihar | Darbhanga |
| East 1 | Bihar | Gaya |
| East 1 | Bihar | Muzaffarpur |
| East 1 | Bihar | **Patna *** |
| East 1 | Bihar | Purnea |
| East 1 | Jharkhand | Bokaro |
| East 1 | Jharkhand | Dhanbad |
| East 1 | Jharkhand | Hazaribagh |
| East 1 | Jharkhand | Jamshedpur |
| East 1 | Jharkhand | **Ranchi*** |
| East 1 | Odisha | Balasore |
| East 1 | Odisha | Berhampur-Ganjam |
| East 1 | Odisha | **Bhubaneswar*** |
| East 1 | Odisha | Cuttack |
| East 1 | Odisha | Dhenkanal |
| East 1 | Odisha | Rourkela |
| East 1 | Odisha | Sambalpur |
| East 2 | Andaman and Nicobar Island | Port Blair |

| Zone | State | City |
|---|---|---|
| East 2 | Arunachal Pradesh | Naharlagun |
| East 2 | Assam | Dibrugarh |
| East 2 | Assam | **Guwahati*** |
| East 2 | Assam | Jorhat |
| East 2 | Assam | Silchar |
| East 2 | Assam | Tezpur |
| East 2 | Manipur | Imphal |
| East 2 | Manipur | Churachnadpur |
| East 2 | Manipur | Kakching |
| East 2 | Meghalaya | Shillong |
| East 2 | Mizoram | Aizawl |
| East 2 | Nagaland | Dimapur |
| East 2 | Nagaland | Kohima |
| East 2 | Tripura | Agartala |
| East 2 | West Bengal | Asansol |
| East 2 | West Bengal | Burdwan |
| East 2 | West Bengal | Durgapur |
| East 2 | West Bengal | Hooghly |
| East 2 | West Bengal | Kalyani |
| East 2 | West Bengal | **Kolkata*** |
| East 2 | West Bengal | Siliguri |
| North 1 | Delhi | **New Delhi*** |
| North 1 | Haryana | Faridabad |
| North 1 | Haryana | Gurugram |
| North 1 | Uttar Pradesh | Ghaziabad |
| North 1 | Uttar Pradesh | Meerut |
| North 1 | Uttar Pradesh | Noida |
| North 2 | Uttar Pradesh | Agra |
| North 2 | Uttar Pradesh | Aligarh |
| North 2 | Uttar Pradesh | Ayodhya |
| North 2 | Uttar Pradesh | Gorakhpur |
| North 2 | Uttar Pradesh | Jhansi |
| North 2 | Uttar Pradesh | Kanpur |
| North 2 | Uttar Pradesh | **Lucknow*** |
| North 2 | Uttar Pradesh | Moradabad |
| North 2 | Uttar Pradesh | Muzaffarnagar |
| North 2 | Uttar Pradesh | Prayagraj |
| North 2 | Uttar Pradesh | Varanasi |
| North 2 | Uttar Pradesh | Bareliy |
| North 2 | Uttarakhand | **Dehradun*** |
| North 2 | Uttarakhand | Haldwani |
| North 2 | Uttarakhand | Roorkee |
| North 3 | Rajasthan | Ajmer |
| North 3 | Rajasthan | Bikaner |
| North 3 | Rajasthan | **Jaipur*** |
| North 3 | Rajasthan | Jodhpur |
| North 3 | Rajasthan | kota |
| North 3 | Rajasthan | Sikar |
| North 3 | Rajasthan | Udaipur |
| North 4 | Haryana | Ambala |
| North 4 | Himachal Pradesh | Hamirpur |
| North 4 | Himachal Pradesh | Kangra |
| North 4 | Himachal Pradesh | Una |
| North 4 | Jammu and Kashmir | **Jammu*** |
| North 4 | Jammu and Kashmir | Samba |
| North 4 | Jammu and Kashmir | Srinagar |

| Zone | State | City |
|---|---|---|
| North 4 | Punjab | Amritsar |
| North 4 | Punjab | Bathinda |
| North 4 | Punjab | Mohali |
| North 4 | Punjab | **Patiala*** |
| North 4 | Punjab | Phagwara |
| South 1 | Andhra Pradesh | Anantapur |
| South 1 | Andhra Pradesh | Chirala |
| South 1 | Andhra Pradesh | Guntur/vijayawada |
| South 1 | Andhra Pradesh | Kadapa |
| South 1 | Andhra Pradesh | Kakinada |
| South 1 | Andhra Pradesh | Kurnool |
| South 1 | Andhra Pradesh | Nellore |
| South 1 | Andhra Pradesh | Ongole |
| South 1 | Andhra Pradesh | Rajahmundry |
| South 1 | Andhra Pradesh | Tirupathi |
| South 1 | Andhra Pradesh | Visakhapatnam |
| South 1 | Andhra Pradesh | Vizianagaram |
| South 1 | Karnataka | Belagavi(Belgaum) |
| South 1 | Karnataka | **Bengaluru*** |
| South 1 | Karnataka | **Hubballi(Hubli)/Dharwad*** |
| South 1 | Karnataka | Kalaburagi(Gulbarga) |
| South 1 | Karnataka | Mangaluru(Mangalore) |
| South 1 | Karnataka | Mysuru(Mysore) |
| South 1 | Karnataka | Shivamogga(Shimoga) |
| South 1 | Karnataka | Udupi |
| South 1 | TELANGANA | **Hyderabad*** |
| South 1 | TELANGANA | Karimnagar |
| South 1 | TELANGANA | Khammam |
| South 1 | TELANGANA | Warangal |
| South 2 | Kerala | Alappuzha |
| South 2 | Kerala | **Ernakulam*** |
| South 2 | Kerala | Kannur |
| South 2 | Kerala | Kollam |
| South 2 | Kerala | Kottayam |
| South 2 | Kerala | Kozhikode |
| South 2 | Kerala | Malappuram |
| South 2 | Kerala | Palakkad |
| South 2 | Kerala | Thiruvananthapuram |
| South 2 | Kerala | Thrissur |
| South 2 | Puducherry | Puducherry |
| South 2 | Tamil Nadu | **Chennai*** |
| South 2 | Tamil Nadu | Coimbatore |
| South 2 | Tamil Nadu | Erode |
| South 2 | Tamil Nadu | Kanchipuram |
| South 2 | Tamil Nadu | Kanyakumari/nagarcoil |
| South 2 | Tamil Nadu | Madurai |
| South 2 | Tamil Nadu | Namakkal |
| South 2 | Tamil Nadu | Thanjavur |
| South 2 | Tamil Nadu | Tiruchirappalli |
| South 2 | Tamil Nadu | Tirunelveli |
| South 2 | Tamil Nadu | Tirupur |
| South 2 | Tamil Nadu | Vellore |
| South 2 | Tamil Nadu | Virudhunagar |
| West 1 | Goa | Panaji |
| West 1 | Gujarat | **Ahmedabad/Gandhinagar*** |
| West 1 | Gujarat | Anand/Baroda |

| Zone | State | City |
|---|---|---|
| West 1 | Gujarat | BARDOLI/Surat |
| West 1 | Gujarat | Mehsana |
| West 1 | Gujarat | Rajkot |
| West 1 | Maharashtra | Amravati |
| West 1 | Maharashtra | Chandrapur |
| West 1 | Maharashtra | Chhatrapati Sambhaji Nagar |
| West 1 | Maharashtra | Jalgaon |
| West 1 | Maharashtra | Kolhapur |
| West 1 | Maharashtra | Latur |
| West 1 | Maharashtra | **Mumbai/NaviMum/Thane/MMR*** |
| West 1 | Maharashtra | Nagpur |
| West 1 | Maharashtra | Nanded |
| West 1 | Maharashtra | Nashik |
| West 1 | Maharashtra | Pune |
| West 1 | Maharashtra | Sangli |
| West 1 | Maharashtra | Satara |
| West 1 | Maharashtra | SOLAPUR |
| West 2 | Chhattisgarh | Bhilai |
| West 2 | Chhattisgarh | Bhilai Nagar |
| West 2 | Chhattisgarh | **Raipur*** |
| West 2 | Madhya Pradesh | **Bhopal*** |
| West 2 | Madhya Pradesh | Gwalior |
| West 2 | Madhya Pradesh | Indore |
| West 2 | Madhya Pradesh | Jabalpur |
| West 2 | Madhya Pradesh | Satna |
| West 2 | Madhya Pradesh | Ujjain |
| North 2 | UTTAR PRADESH | MATHURA |
| North 4 | LADAKH | KARGIL |
| North 4 | LADAKH | LEH |
| South 2 | TAMIL NADU | SALEM |
| West 1 | MAHARASHTRA | DHULE |
| West 2 | CHHATTISGARH | BILASPUR(CHHATTISGARH) |
| West 2 | MADHYA PRADESH | SAGAR |
| North 4 | HARYANA | KURUKSHETRA |
| SOUTH 2 | LAKSHADWEEP | KAVARATTI |
| East 2 | Sikkim | Gangtok |

**"Cities marked in * will also be Centres for Phase II examination with Chandigarh & Shimla"**

**Note:**

1. The examination will be conducted online in venues given in the respective call letters.
2. No request for change of centre/venue/date/session for Examination shall be entertained.
3. National Insurance Company Limited, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
4. National Insurance Company Limited also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
5. Candidate will appear for the examination(s) at an Examination Centre(s) at his/her own risks and expenses and National Insurance Company Limited will not be responsible for any injury or losses etc. of any nature.
6. Choice of centre once exercised by the candidate will be final.
7. If sufficient number of candidates does not opt for a particular centre for "Online" examination, National Insurance Company Limited reserves the right to allot any other adjacent centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, National Insurance Company Limited reserves the right to allot any other centre to the candidate.
8. Candidates will not be admitted to the examinations without the Call Letters.

Note: Centre and dates of Examinations are liable to be changed at the Company's discretion. In the event of cancellation of Examinations at any centre, the Company may at its discretion allot an alternative centre to the candidates concerned

## 10. APPLICATION FEES:

Payable from 18th July 2026 to 07th August 2026 (both days inclusive).

| Category | Application Fees |
|---|---|
| **SC/ST/PwBD/EXS** | **NIL** |
| **All candidates other than SC/ST/PwBD/EXS** | **Rs. 850/- (Application fee including Intimation Charges)** |

Bank Transaction charges, if applicable, have to be borne by the candidate.

Fee once paid will neither be refunded nor be adjusted against any future recruitment projects. Fee payment options are detailed under Para 11(B) given below.

## 11. HOW TO APPLY:

**Candidates can apply online only from 18th July 2026 to 07th August 2026 (both days inclusive) and no other mode of application will be accepted. No other mode of application would be accepted, and such applications would be rejected.**

Detailed Guidelines/Procedures for-

A. Application Registration
B. Payment of Fees
C. Document Scan and Upload.

### I. IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should

i. Scan their
   - Photograph (4.5 cm x 3.5 cm)
   - Signature **(on white paper with black ink)**
   - Left thumb Impression **(on white paper with black or blue ink)**
   - A Hand Written Declaration **(on white paper with black ink)** (text given below).

   ensuring that all these scanned documents adhere to the required specifications as given in Point C.

ii. Signature in CAPITAL LETTERS will NOT be accepted.

iii. The Left Thumb Impression should be properly scanned and not smudged (If a candidate is not having left thumb, he / she may use his / her right thumb for applying).

iv. The text for the hand written declaration is as follows :-
***"I, _____ (Name of the candidate), hereby declare that all information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."***

**v.** The above mentioned a hand written declaration has to be in the candidate's handwriting and in English only and should not be in Capital letters. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. **(In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left-hand thumb impression below the typed declaration and upload the document as per specifications).**

vi. Keep the necessary details / documents ready to make Online Payment of the requisite application fee / intimation charges.

vii. Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Company may send intimation for pre-recruitment training, call letters for the online examinations, Regional Language Test etc. through the registered e-mail ID/ mobile number. In case a candidate does not have a valid personal e-mail ID/ mobile number, he/she should create his/her new e-mail ID and take a mobile no. in his/her name before applying on-line and must maintain that email account and mobile number.

### A. APPLICATION REGISTRATION:

Candidates are advised to satisfy themselves before they apply that they fulfill the requirements as to Age, Educational Qualifications and other eligibility criteria and that the particulars furnished by him/ her are correct in all respects. If found ineligible their candidature will be cancelled at any stage of recruitment.

1. Candidates have to go to the Company's website **https://nationalinsurance.nic.co.in/** and click on the option "**APPLY ONLINE**" under the **"RECRUITMENT"** section which will open a new screen.
2. To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "**SAVE AND NEXT**" tab. Prior to submission of the online application candidates are advised to use the "**SAVE AND NEXT**" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.

4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the "**COMPLETE REGISTRATION" button.**
5. The Name of the candidate and his /her Father/ Husband etc. should be spelt correctly in the application and should be the same as it appears in the Certificates/ Mark sheets as well as on the Identity Proof. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the **"VALIDATE YOUR DETAILS"** and "**SAVE & NEXT"** button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "**C**".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before "**COMPLETE REGISTRATION**".
10. Modify details, if required, and click on "**COMPLETE REGISTRATION"** ONLY after verifying and ensuring that the photograph, signature has been uploaded and other details filled by you are correct.
11. Click on **"PAYMENT"** Tab and proceed for payment.
12. Click on **"SUBMIT"** button.

**B. PAYMENT OF FEES (ONLINE MODE ONLY):**

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets
3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. **DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE**.
4. On successful completion of the transaction, **an e-Receipt** will be generated.
5. Non-generation of **'E-Receipt'** indicates **PAYMENT FAILURE**. On failure of payment, Candidates are advised to login **again** using their Provisional Registration Number and Password and repeat the process of payment.
6. **Candidates are required to take a printout of the e-Receipt and online Application Form containing fee details. Please note that if the same cannot be generated, online transaction may not have been successful.**
7. **For Credit Card users**: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert it to your local currency based on prevailing exchange rates.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. There is facility to print application form containing fee details after payment of fees.

**C. GUIDELINES FOR SCANNING AND UPLOAD OF DOCUMENTS:**

Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph, signature as per the specifications given below.

**PHOTOGRAPH IMAGE :** (4.5cm × 3.5cm)

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.
- If the photo is not uploaded at the place of Photo, Admission for Examination will be rejected / denied. Candidate him/herself will be responsible for the same.
- Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

Photograph Capture

- In addition to the above photograph, candidates will also be required to capture and upload their live photograph either by using webcam or mobile phone.
- On selecting "Capture Photo" option, candidates' webcam will be activated allowing them to click their picture, which will get auto uploaded in the application form.
- On selecting "Click here to Scan" option, candidates can use their mobile phone to scan the QR code, which will redirect to a website, allowing to click photograph on their mobile phone. On selecting the taken picture, photograph will get auto uploaded in the application form.

Do's and Don'ts of Photo Capture

Dos:

- Ensure the photo is captured against a light coloured, preferably white background and there is adequate light.

- Look straight at the webcam/ camera.
- Photograph should be of passport size.

Don'ts

- Small size photograph not to be clicked/ uploaded.
- Coloured glasses or sunglasses/ Cap should not be worn.
- Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image.
- Photo not taken in dark/ improper background.

**SIGNATURE, LEFT THUMB IMPRESSION AND HAND-WRITTEN DECLARATION IMAGE:**

- The applicant has to sign on white paper with Black Ink pen.
  - Dimensions 140 x 60 pixels (preferred)
  - Size of file should be between 10kb – 20kb for signature and 20kb - 50kb for left thumb impression.
  - Ensure that the size of the scanned image is not more than 20kb
  - The signature may be used to put on the Call Letter and wherever necessary.

- The applicant has to put his left thumb impression on a white paper with black or blue ink.
  - File type: jpg / jpeg
  - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
  - File Size: 20 KB – 50 KB
- The applicant has to write the declaration in English clearly on a white paper with black ink.
  - File type: jpg / jpeg
  - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
  - File Size: 50 KB – 100 KB
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

**SCANNING THE DOCUMENTS:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MSOffice can easily obtain documents in .jpeg format by using MS Paint or MSOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

**PROCEDURE FOR UPLOADING THE DOCUMENTS**:

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload'
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.

**Note:**

(1) In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.

(2) After uploading the Photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.

(3) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.

(4) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

(5) If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.

(6) Candidates should ensure that the signature uploaded is clearly visible

(7) After registering online candidates are advised to take a printout of their system generated online application forms.

**Note: Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination, etc. will be considered as final and no change/modifications will be allowed after completion of the registration process of the online application. Candidates are hence advised to fill in the online application form with utmost care as no correspondence regarding change of details will be entertained. The Company will not be responsible for any consequences arising out of furnishing of incorrect and/or incomplete details in the application or omission to provide the required details in the application form.**

**An online application which is incomplete in any respect such as without proper passport size photograph, signature, left thumb impression and the hand written declaration uploaded in the online application form/ unsuccessful fee /intimation charges payment will not be considered as valid. Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee / intimation charges to avoid the possibility of disconnection/ inability/ failure to log on to the website on account of heavy load on internet/website jam. The Company does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason. Please note that the above procedure is the only valid procedure for applying. No other mode of application would be accepted. Incomplete applications would be rejected.**

**Candidates can apply for vacancy for one (01) State/UT only. If there are multiple registrations, the last registration will be retained.**

**Candidates need not submit/send at any address, application printouts or any certificates or copies thereof at the time of online application. If at any stage, it is found that any information furnished in the online applications is false/ incorrect or if the candidate does not satisfy the eligibility criteria as mentioned herein, his/ her candidature/ appointment is liable to be cancelled/ terminated.**

**Requests for change/ correction in any particulars in the application form, once submitted, will not be entertained under any circumstances. No correspondence/ phone/ email will be entertained in this regard. Candidates are advised to fill the application form carefully and furnish the correct information.**

*Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.*

**DOWNLOAD OF CALL LETTERS**:

Candidates will have to visit our website https://nationalinsurance.nic.co.in/ for downloading call letters for online test (separately for Preliminary (Phase-I) and Main (Phase II) examinations) & Regional Language Test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof in original as stipulated earlier under Identity Verification and also specified in the call letter and iii) a photocopy of the same Photo Identity Proof as brought in original.

## 12. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of Examination and Regional Language Test or in a subsequent selection procedure, if a candidate is (or has been) found guilty of:-

i. Using unfair means or

ii. Impersonating or procuring impersonation by any person or

iii. Misbehaving in the examination/Regional Language Test Hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or

iv. Resorting to any irregular or improper means in connection with his/her candidature or

v. Obtaining support for his/her candidature by any unfair means or

vi. Carrying mobile phones or similar electronic devices of communication in the examination/Regional Language Test hall, such a candidate may in addition to rendering himself/herself liable to criminal prosecution, be liable:

- To be disqualified from the examination for which he/she is a candidate.
- To be debarred, either permanently or for a specified period, from any examination conducted by National Insurance Co.Ltd.
- For termination of service, if he/she has already joined National Insurance Co.Ltd.

Candidates are advised in their own interest not to bring any of the prohibited items including mobile phones, pagers, smart watches, calculators, etc. to the venue of the examination/ Regional Language Test, as arrangement for safekeeping cannot be assured.

## 13. SPECIAL INSTRUCTIONS FOR SC/ ST/ OBC/ PwBD/ EWS:

a) Competent Authority for issuing of Caste Certificate in respect of SC/ST/OBC candidates (as notified by GOI from time to time):

i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / City Magistrate / Sub- Divisional Magistrate (not below the rank of First-Class Stipendiary Magistrate) / Taluk Magistrate / Executive Magistrate / Extra Assistant Commissioner (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate (iii) Revenue Officer not below the rank of Tehsildar (iv) Sub-divisional officer of the Area where the candidate and or his family normally resides.

In so far as the Scheduled Tribes communities of Tamil Nadu is concerned, the Certificate given by the Revenue Divisional Officer instead of Tehsildar would only be accepted.

**Note:** Caste validity certificate (wherever applicable) in original, from the appropriate authorities of the state/union territory from which the caste certificate was issued along with self-attested Photostat copy is to be submitted at the time of Regional Language Test.

b) Candidates seeking reservation as OBC are required to submit a certificate regarding his/her "OBC Status & Non-Creamy Layer Status" issued by an authority mentioned in DOPT OM No. 36012/22/93-Estt.(SCT) dated 15/11/1993, as amended from time to time. Certificate should contain the "Non Creamy Layer Clause" in line with Column 3 of the Schedule to the DoPT OM No.36012/22/93-Estt.(SCT) dated 08/09/1993 (as amended from time to time). The certificate should be based on the income for the preceding three financial years i.e., FY 2023-24, 2024-25 and 2025-26 **and should have been issued after 31.03.2026**. Without this the candidate will not be allowed to appear for the Regional Language Test. Such candidates should also submit a declaration in addition to certificate issued by the Competent Authority in the following format:

*"I, _____ son/daughter of Shri_____ resident of Village/town/city _____ District _____ State hereby declare that I belong to the community which is recognised as a backward class by the Government of India for the purpose of reservation in services as per rules contained in Department of Personnel and Training Office Memorandum No.36012/22/93-Estt.(SCT) dated 08/09/1993, as amended from time to time. It is also declared that I do not belong to persons /sections /sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum dated 8-9- 1993, as amended from time to time."*

Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification. Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation.

c) For Persons with Benchmark Disabilities, the authorized certifying authority will be the Medical Board at the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopaedic / Ophthalmic / ENT Surgeon or any person designated as certifying authority by appropriate government.

Such certificate shall be subject to verification/ re-verification, as may be decided by the Competent Authority/ Company.

d) Competent Authority for issuing Income and Asset Certificate in respect of Economically Weaker Section (EWS) candidates (as notified by GOI from time to time): (i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/1st Class Stipendiary Magistrate/ Sub- Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner, (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate, (iii) Revenue Officer not below the rank of Tehsildar and (iv) Sub- Divisional Officer or the area where the candidate and/or his family normally resides. The income shall include income from all sources i.e. salary, agriculture, business, profession etc. and it will be income for the financial year 2025-26. The certificate should have been issued after 31.03.2026 and valid for the year 2026-27.

**e) Please refer to Annexure for the prescribed formats of (SC, ST, OBC, PwBD, EWS, Ex-Servicemen) certificates to be submitted at the time of Regional Language Test etc. Candidates belonging to these categories are required to produce the certificates strictly in these formats only.**

## 14. PROBATION PERIOD:

The newly appointed employees will be on probation for a minimum period of 6 months. Before the probation period comes to an end the performance of the newly recruited employees will be evaluated and the probation period of those employees whose performance fails to meet Company's expectation, may be extended.

Candidates resigning from the Company during the probationary period and candidates whose services are terminated by the Company during the probationary period shall be liable to pay the amount equivalent to the salary received by them during their entire service in the Company in addition to an amount of **Rs.25,000/-** towards partial cost of training. No lien/bond executed to retain a substantive post with present employer will be binding upon the Company and no leave, Salary or Pension Contribution will be made.

## 15. EMOLUMENTS & BENEFITS:

i. **Scale of Pay: Rs.36290-2115(1)-38405-2310(2)-43025-2600(5)-56025-3005(2)-62035-3660(3)- 73015-3800(2)-80615-4050(5)-100865**

ii. **Emoluments:** Total Gross emoluments works out to approximately Rs.53,000/- per month in the initial stage in a Metro city. Other Allowance may vary depending upon the place of posting. Apart from allowances, other benefits such as Lump sum Domiciliary Medical Benefit, Membership of Group Mediclaim Policy for Reimbursement of Hospitalization expenses, Leave Travel Subsidy and other Staff welfare schemes would be as per the rules of the Company.

## 16. GENERAL INFORMATION:

(i) Candidates will have to invariably produce and submit the requisite documents such as valid call letter, a photocopy and original of photo-identity proof bearing the same name as it appears on the online submitted application form etc. at the time of examinations (Preliminary & Main) and Regional Language Test respectively.

(ii) 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 problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of 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.

(iii) Decision of National Insurance Company Limited in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Company in this regard.

(iv) If examination is held in more than one session, the scores across various sessions will be equated following IBPS' standard practice to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one sessions are required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.

(v) The responses (answers) of individual candidates will be analyzed & compared with those of 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, the Company reserves the right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

(vi) Instances of providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any NICL's (National Insurance Company Limited) recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.

(vii) Any request for change of date, time and venue for online examination (Preliminary & Main) and/or Regional Language Test will not be entertained. Any request for change of details mentioned in the online application form will not be entertained.

(viii) While applying on-line for the post, the applicant should ensure that he/she fulfils the eligibility and other norms mentioned above as on the specified dates and that the particulars furnished by him/her are correct in all respects**. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material facts, his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated**.

(ix) **Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability/failure to log on to the website on account of heavy load on internet or website jam.**

(x) Company does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of any reason whatsoever.

(xi) **Applicants are advised to register themselves online and to keep their e-mail id active during the recruitment exercise. The candidates should give their mobile number in the application form for SMS service from the company. <u>Please note that the e-mail id and mobile numbers are to be kept active during the exercise.</u>**

(xii) **Intimations will be sent by email and/ or SMS only to the email ID and mobile number registered in the online application form**. The Company shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of the Company and candidates are advised to keep a close watch on the Recruitment section of our website https://nationalinsurance.nic.co.in/ for latest updates as well as to check their registered e-mail account from time to time during the recruitment process.

(xiii) The selection of the candidates will be on the basis of Online Tests & Regional Language Test. The Company reserves the right to hold any other test wherever deemed necessary as well as the right to add, delete or allot any centre at its discretion.

(xiv) **Admission to Online Tests will be purely provisional without verification of age / qualification / category (SC/ST/OBC/PwBD/EWS/EXS) etc. of the candidates with reference to documents.**

(xv) Not more than one application should be submitted by any candidate. In case of multiple applications only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited.

(xvi) Multiple attendance/ appearances in the online examination and/ Regional Language Test will be summarily rejected/ candidature cancelled.

(xvii) Online applications once registered will not be allowed to be withdrawn and/or the application fee/ intimation charges once paid will not be refunded nor be held in reserve for any other examination.

(xviii) Candidate should apply for any **<u>ONE STATE / UT only</u>**. Applications made for more than one discipline will render all the applications of the candidate invalid.

(xix) Documents relating to Age/Qualification/Category etc. will have to be submitted at the time of Regional Language Test by the candidates called for Regional Language Test. **Caste certificate accompanied with caste validity certificate (wherever applicable)** must be submitted by candidates seeking reservation as SC/ST/OBC in the prescribed proforma from the competent authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognized as SC/ST/OBC and the village/town the candidate is originally a resident of.

(xx) **At any stage if falsification of caste certificate is noticed, the candidature will stand cancelled automatically.**

(xxi) Candidates serving in Government / Quasi Government Offices, Public Sector undertakings including Nationalized Banks and financial institutions, whether in a temporary or permanent capacity or as work-charged employees other than casual or daily-rated employees are required to inform their employer (Head of Office/ Department) in writing, about applying for this recruitment. At the time of applying online, candidates working in such organizations are required to submit and undertaking that they have informed in writing about applying for this recruitment to the Head of Office/ Department. Candidates should note that in case a communication is received at NICL from their employer withholding permission to the candidate applying for this recruitment/ appearing for the examination(s), their application/ candidature is liable to be rejected. Accordingly, candidates will be required to submit 'No Objection Certificate' from their employer at the time of Regional Language Test, failing which their candidature may not be considered and travelling expenses, if any otherwise admissible, will not be paid**. Candidates who are selected are required to submit discharge letter / relieving letter from their employer (Govt. /Public sector / Private) at the time of joining the company, WITHOUT WHICH THEY WILL NOT BE ALLOWED TO JOIN.**

(xxii) The candidates will have to appear for the tests at their own cost. SC/ST/PwBD candidates called for REGIONAL LANGUAGE TEST are entitled to sleeper class to & fro railway fare/bus fare by shortest route, from their place of residence, on production of evidence of travel (Rail/bus ticket/receipt etc.)

(xxiii) A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondence with the Company in future should be identical and there should be no variation of any kind. **Signature in CAPITAL LETTERS will not be acceptable.**

(xxiv) If at a later stage of selection process or appointment, the handwriting on the handwritten declaration of the candidate is found to be dissimilar / different, as per expert analysis, the candidature of the candidate will be cancelled.

(xxv) A recent, recognizable photograph (4.5cm × 3.5cm) should be uploaded by the candidate in the online application form and the candidate should ensure that copies of the same are retained for use at various stages of the process. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process or doubt about identity at any stage could lead to disqualification.

(xxvi) The candidates are required to follow all the Guidelines regarding Social Distancing Mode of Exam (if any).

(xxvii) Appointment of selected candidates is subject to their being found medically fit as per the requirements of the Company. Such appointment will also be subject to the service and conduct rules of the Company.

(xxviii)Decisions of the Company in all matters regarding eligibility, conduct of online examinations, other tests, Regional Language Test and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the Company in this regard.
(xxix) The Company reserves the right to transfer any candidate anywhere in India even before the expiry of 5-year period at the initial place of posting.
(xxx) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in responses thereto can be instituted only in Kolkata. Courts/ Tribunals/Forums at Kolkata only shall have sole and exclusive jurisdiction to try any cause/dispute.
(xxxi) Selected candidates will be governed by the terms and conditions of the Service Regulations of the Company in force.
(xxxii) Candidate's admission to the test/Regional Language Test is strictly provisional. The mere fact that the call letter has been issued to the candidate does not imply that his candidature has been finally cleared by the Company.
(xxxiii)Following items are not allowed inside the examination centre:

a) Any stationery item like textual material (printed or written), bits of papers, Geometry/Pencil Box, Plastic Pouch, Calculator, Scale, Writing Pad, Pen Drives, Log Table, Electronic Pen/Scanner etc.
b) Any communication device like Bluetooth, Earphones, Microphone, Pager, Health Band etc.-Other items like Goggles, Handbags, Hair-pin, Hair-band, Belt, Cap, etc.
c) All ornament like Ring, Earrings, Nose-pin, Chain/Necklace, Pendants, Badge, brooch etc. should be thoroughly checked.
d) Any watch/Wrist Watch, Camera, etc.
e) Any metallic item
f) Any eatable item opened or packed
g) Any other item which could be used for unfair means for hiding communication devices like camera, blue tooth devices etc.

Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations and police complaints. Candidates are advised in their own interest not to bring any of the banned items to the venue of the examination, as arrangement for their safekeeping cannot be assured. Any agency engaged with conduct of the online examination shall not take any responsibility for loss of any of the items. Responsibility of safekeeping of the same shall rest with the candidates at cost or no cost.

(xxxiv) Process for Arriving at Scores

- The Scores of Online Examination are obtained by adopting the following procedure:

a. Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers.

b. The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores*

* Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.

c. Testwise scores and scores on total is reported with decimal point upto two digits.

Note: Cutoffs are applied in two stages:
i) on scores in individual tests
ii) on Total Score

(xxxv) As per policy of the examination conducting body, the tests/question papers are not disclosed to anybody other than the candidates only during the examination. The test papers are also not shared with anybody even after the examination.

(xxxvi) **Please note that a candidate is allowed to appear only once in the online examination for a post. 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 for one post on the date and at the time mentioned on the respective call letter.**

The Company reserves the right to cancel the above Recruitment Exercise at any stage of the process without assigning any reason thereof.

Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the Recruitment Process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.

**IN CASE OF ANY DISCREPANCIES, ENGLISH VERSION OF THE DETAILED ADVERTISEMENT PUBLISHED IN THE RECRUITMENT SECTION OF OUR WEBSITE https://nationalinsurance.nic.co.in/recruitment SHALL BE FINAL.CANDIDATES ARE ADVISED TO VISIT THE RECRUITMENT SECTION OF OUR WEBSITE FOR DETAILED ADVERTISEMENT, TO APPLY ONLINE AND FOR FURTHER UPDATES ON THE RECRUITMENT EXERCISE.**

**CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.**

**Dated: 18th July 2026.**
**Place: Kolkata.**

**Sd/-**
**Deputy General Manager,**
**Personnel Department,**
**Head Office, Kolkata.**

**FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO SCHEDULED CASTE OR SCHEDULED TRIBE IN SUPPORT OF HIS / HER CLAIM**

**1. This is to certify that Sri / Smt. / Kum*_____ son / daughter* of _____ of village / town* _____ in District /Division*_____of the State / Union Territory*_____belongs to the _____Caste / Tribe* which is recognized as a Scheduled Caste / Scheduled Tribe* under:**

* The Constitution (Scheduled Castes) Order, 1950;
* The Constitution (Scheduled Tribes) Order, 1950;
* The Constitution (Scheduled Castes) (Union Territories) Orders, 1951;
* The Constitution (Scheduled Tribes) (Union Territories) Order, 1951;

[as amended by the Scheduled Castes and Scheduled Tribes lists Modification) Order,1956; the Bombay Reorganisation Act, 1960; the Punjab Reorganisation Act 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation) Act, 1971, the Constitution (Scheduled Castes and Scheduled Tribes) Order (Amendment) Act,1976, The State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act, 1987]:

* The Constitution (Jammu and Kashmir) Scheduled Castes Order,1956;
* The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976;
* The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;
* The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;
* The Constitution (Pondicherry) Scheduled Castes Order 1964;
* The Constitution (Uttar Pradesh) Scheduled Tribes Order,1967;
* The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;
* The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;
* The Constitution (Nagaland) Scheduled Tribes Order, 1970;
* The Constitution (Sikkim) Scheduled Castes Order, 1978;
* The Constitution (Sikkim) Scheduled Tribes Order, 1978;
* The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989;
* The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990;
* The Constitution (ST) Orders (Amendment) Ordinance, 1991;
* The Constitution (ST) Orders (Second Amendment) Act, 1991;
* The Constitution (ST) Orders (Amendment) Ordinance, 1996;
* The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act 2002;
* The Constitution (Scheduled Castes) Order (Amendment) Act, 2002;
* The Constitution (Scheduled Caste and Scheduled Tribes) Order (Amendment) Act, 2002;
*The Constitution (Scheduled Caste) Order (Second Amendment) Act, 2002].

…2

**2. Applicable in the case of Scheduled Castes / Scheduled Tribes persons, who have migrated from one State / Union Territory Administration.**

**This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes* Certificate issued to Shri / Smt / Kumari* _____ Father / Mother* of Shri / Smt / Kumari* _____ of village / town _____ in District / Division*_____ of the State / Union Territory* _____ who belong to the _____ Caste / Tribe* which is recognized as a Scheduled Caste / Scheduled Tribe* in the State / Union Territory* issued by the _____ [Name of the authority] vide their order No. _____ dated _____.**

**3. Shri / Smt / Kumari* _____ and / or* his / her* family ordinarily reside(s) in village / town* _____ of _____ District / Division* of the State / Union Territory* of _____.**

**Signature _____**

**Designation _____**

**Place:** **[With seal of Office]**
**Date:** **State/Union Territory**

Note: The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

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* Please delete the words which are not applicable. #
Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste / Tribe Certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector/I Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Asst. Commissioner / Taluka Magistrate / Executive Magistrate.

2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / presidency Magistrate.

3. Revenue Officer not below the rank of Tehsildar.

4. Sub-Divisional Officers of the area where the candidate and / or his family normally resides.

**Note: The Certificate is subject to amendment/modification of Scheduled Castes and Scheduled Tribes lists from time to time**

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri / Smt. / Kumari …….....son / daughter of …… of village / town ……. In District / Division …….... in the State / Union Territory …….... belongs to the ……..... community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. …….... dated……..*. Shri / Smt. / Kumari ……. and / or his / her family ordinarily reside(s) in the …….... District / Division of the ……. State / Union Territory.

This is also to certify that he / she does not belong to the persons / sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personal & Training O. M. No. 36012/22/93 – Estt.(SCT) dated 08.09.1993**.

District Magistrate
Deputy Commissioner etc.

Dated:

Seal :

---

*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

**- As amended from time to time.

Note: - The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the people Act, 1950.

**The Prescribed proforma shall be subject to amendment from time to time as per Government of India Guidelines.**

**Form of declaration to be submitted by the OBC candidates (in addition to the Community Certificate)**

I …….…… Son / daughter of Shri ……. resident of village / town / city…… district ……..……. State hereby declare that I belong to the……. Community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No. 36102/22/93-Estt (SCT) dated 08/09/1993. It is also declared that I don't belong to persons / sections / (Creamy Layer) mentioned in column 3 of Schedule to the above referred Office Memorandum dated 08/09/1993, as amended from time to time.

Signature of the Candidate …….

Full Name …….

Roll No……...

Address……...

N.B.: OBC certificate should contain the 'Non-creamy layer' clause based on the income for the preceding three years i.e., FY 2023-24, 2024-25 and 2025-26 **(and should be issued after 31/03/2026**).

**Form-V**
**Certificate of Disability**
**(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of blindness)**

**(Prescribed proforma subject to amendment from time to time)**

**(Name and Address of the Medical Authority issuing the Certificate)**

**Recent passport size attested photograph (Showing face only) of the person with disability.**

**Certificate No.** **Date:**

This is to certify that I have carefully examined
Shri/Smt./Kum._____ son/wife/daughter of
Shri._____ Date of Birth (DD/MM/YY) _____
Age_____ years, Male/Female _____ Registration No. _____ permanent
resident of House No. _____ Ward/Village/Street _____ Post Office _____
District _____ State _____, whose photograph is affixed above, and am satisfied that:

**(A) he/she is a case of:**

- **locomotor disability**
- **dwarfism**
- **blindness**

(Please tick as applicable)

**(B) the diagnosis in his/her case is _____**

(A) he/she has _____ % (in figure) _____ percent (in words) permanent locomotor disability/dwarfism/blindness in relation to his/her_____(part of body) as per guidelines ( .....number and date of issue of the guidelines to be specified).

1. The applicant has submitted the following document as proof of residence: -

| Nature of Document | Date of Issue | Details of authority issuing certificate |
|---|---|---|
| | | |

**Signature/thumb impression of the person in whose favour certificate of disability is issued**

**(Signature and Seal of Authorised Signatory of notified Medical Authority)**

**Form-VI**
**Certificate of Disability**
**(In case of multiple disabilities)**
**(Prescribed proforma subject to amendment from time to time)**
**(Name and Address of the Medical Authority issuing the Certificate)**

**Recent passport size attested photograph**
**(Showing face only) of the person with disability.**

**Certificate No.** **Date:**

This is to certify that we have carefully examined
Shri/Smt./Kum. _____ son/wife/daughter of Shri_____
Date of Birth (DD/MM/YY)_____Age_____years, Male/Female
Registration No. _____ permanent resident of House No._____
Ward/Village/Street _____Post Office_____ District_____State_____, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

| SL No. | Disability | Affected part of body | Diagnosis | Permanent physical impairment/mental disability (in %) |
|---|---|---|---|---|
| 1 | Locomotor disability | @ | | |
| 2 | Muscular Dystrophy | | | |
| 3 | Leprosy cured | | | |
| 4 | Dwarfism | | | |
| 5 | Cerebral Palsy | | | |
| 6 | Acid attack Victim | | | |
| 7 | Low vision | # | | |
| 8 | Blindness | # | | |
| 9 | Deaf | £ | | |
| 10 | Hard of Hearing | £ | | |
| 11 | Speech and Language disability | | | |
| 12 | Intellectual Disability | | | |
| 13 | Specific Learning Disability | | | |
| 14 | Autism Spectrum Disorder | | | |
| 15 | Mental illness | | | |
| 16 | Chronic Neurological Conditions | | | |
| 17 | Multiple sclerosis | | | |
| 18 | Parkinson's disease | | | |
| 19 | Haemophilia | | | |
| 20 | Thalassemia | | | |
| 21 | Sickle Cell disease | | | |

In the light of the above, his/her over all permanent physical impairment as per guidelines (number and date of issue of the guidelines to be specified), is as follows: -

In figures _____ percent

In words: - _____ percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

i. Not necessary,
Or
ii. is recommended/after ..... years……months, and therefore this certificate shall be valid till (DD/MM/YY) ____ ____ ____

@ - e.g., Left/right/both arms/legs
# - e.g., Single eye
£ - e.g., Left/Right/both ears

The applicant has submitted the following document as proof of residence: -

| Nature of document | Date of issue | Details of authority issuing certificate |
|---|---|---|
| | | |

Signature and seal of the Medical Authority.

| | | |
|---|---|---|
| | | |
| **Name and Seal of Member** | **Name and Seal of Member** | **Name and Seal of the Chairperson** |

| |
|---|
| **Signature/thumb impression of the person in whose favour certificate of disability is issued.** |

**Form-VII**
**Certificate of Disability**
**(In cases other than those mentioned in Forms V and VI)**
**(Prescribed proforma subject to amendment from time to time)**
**(Name and Address of the Medical Authority issuing the Certificate)**

**Recent passport size attested photograph (Showing face only) of the person with disability.**

**Certificate No.** **Date:**

This is to certify that I have carefully examined
Shri/Smt./Kum. _____ son/wife/daughter of Shri _____
Date of Birth (DD/MM/YY) _____ Age_____ years, Male/Female_____ Registration No. _____
permanent resident of House No. _____,Ward/Village/Street _____ Post Office_____
District_____ State_____ , whose photograph is affixed above, and am satisfied that he/she is a case of _____ disability. His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (…… number and date of issue of the guidelines to be specified) and is shown against the relevant disability in the table
below: -

| SL No. | Disability | Affected part of body | Diagnosis | Permanent physical impairment/mental disability (in %) |
|---|---|---|---|---|
| 1 | Locomotor disability | @ | | |
| 2 | Muscular Dystrophy | | | |
| 3 | Leprosy cured | | | |
| 4 | Cerebral Palsy | | | |
| 5 | Acid attack Victim | | | |
| 6 | Low vision | # | | |
| 7 | Deaf | £ | | |
| 8 | Hard of Hearing | £ | | |
| 9 | Speech and Language disability | | | |
| 10 | Intellectual Disability | | | |
| 11 | Specific Learning Disability | | | |
| 12 | Autism Spectrum Disorder | | | |
| 13 | Mental illness | | | |
| 14 | Chronic Neurological Conditions | | | |
| 15 | Multiple sclerosis | | | |
| 16 | Parkinson's disease | | | |
| 17 | Haemophilia | | | |
| 18 | Thalassemia | | | |
| 19 | Sickle Cell disease | | | |

(Please strike out the disabilities which are not applicable)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

i. not necessary, or
ii. is recommended/after ..... years……months, and therefore this certificate shall be valid till (DD/MM/YY) ____ ____ ____

@ - e.g., Left/right/both arms/legs
# - e.g., Single eye
£ - e.g., Left/Right/both ears

The applicant has submitted the following document as proof of residence: -

| Nature of document | Date of issue | Details of authority issuing certificate |
|---|---|---|
| | | |

**(Authorised Signatory of notified Medical Authority)**
**(Name and Seal)**

**Countersigned**
**{Countersignature and seal**
**of the Chief Medical Officer/Medical**
**Superintendent/ Head of Government Hospital,**
**in case the Certificate is issued by a medical authority**
**who is not a Government servant (with seal)}**

**Signature/thumb impression of the person in whose favour certificate of disability is issued.**

**Note. -** In case this certificate is issued by a medical authority who is not a Government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.

**PROFORMA A**

**Form of Certificate applicable for Released / Retired Personnel**

1. It is certified that No. _____ Rank _____ Name _____ whose date of birth is _____ has rendered service from _____ to _____ in Army / Navy / Air Force.

2. He has been released from military services:

   % a) on completion of assignment otherwise than

   (i) by way of dismissal, or
   (ii) (ii) by way of discharge on account of misconduct or inefficiency, or
   (iii) on his own request, but without earning his pension, or
   (iv) he has not been transferred to the reserve pending such release.

   % b) on account of physical disability attributable to Military Service.

   % c) on invalidment after putting in at least five years of Military service

3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time.

Place: Signature, Name and Designation of the Competent Authority

Date: Seal

*% Delete the paragraph which is not applicable.*

** Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:

(a) In case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy: Directorate of Personnel, Naval Hqrs., New Delhi; Air Force: Directorate of Personnel Officers, Air Hqrs., New Delhi.

(b) In case of JCOs/ORs and equivalent of the Navy and Air Force : Army : By various Regimental Record Offices; Navy : BABS, Mumbai; Air Force : Air Force Records, New Delhi.

**PROFORMA B**

**Form of Certificate for Serving Personnel**

**(Applicable for serving personnel who are due to be released within one year)**

1. **It is certified that No. _____ Rank _____ Name _____ is serving in the Army / Navy / Air Force from _____.**

2. **He is due for release / retirement on completion of his specific of his specific period of assignment on or before 30/09/2025.**

3. **No disciplinary case is pending against him.**

**Place:** **Signature, Name and Designation of the Competent Authority**

**Date:** **Seal**

**** Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:**

**(a) In case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy: Directorate of Personnel, Naval Hqrs., New Delhi; Air Force: Directorate of Personnel Officers, Air Hqrs., New Delhi.**

**(b) In case of JCOs/ORs and equivalent of the Navy and Air Force: Army: By various Regimental Record Offices; Navy: BABS, Mumbai; Air Force: Air Force Records, New Delhi.**

**PROFORMA C**

**Undertaking to be given by serving Armed Force personnel who are due to be released within one year**

1. **I understand that if selected on the basis of the recruitment / Examination to which this application relates, my appointment will be subject to**
   **my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released / retired / discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.**

2. **I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-serviceman in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertaking, Autonomous Bodies / Statutory Bodies, Nationalised Banks, etc.), by availing of the concession of reservation of vacancies admissible to Ex-serviceman.**

**Place:**

**Date:** **Signature of the Candidate**

**PROFORMA D**

**Form of Certificate applicable for Serving Armed Force Personnel who have already completed their initial assignment and are on extended assignment**

1. **It is certified that No _____ Rank _____ Name _____ whose date of birth is _____ is serving in the Army / Navy / Air Force from _____**

2. **He has already completed his initial assignment of five years on _____ and is on extended assignment till _____**

3. **There is no objection to his applying for civil employment and he will be released on three months' notice on selection from the date of receipt of offer of appointment.**

**Place:** **Signature, Name and Designation of the Competent Authority**

**Date:** **Seal**

**** Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:**

**(a) In case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy: Directorate of Personnel, Naval Hqrs., New Delhi; Air Force: Directorate of Personnel Officers, Air Hqrs., New Delhi.**

**(b) In case of JCOs/ORs and equivalent of the Navy and Air Force: Army: By various Regimental Record Offices; Navy : BABS, Mumbai; Air Force : Air Force Records, New Delhi**

**Government of ……**

**(Name & Address of the authority issuing the certificate)**

**INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

**Certificate No.** **Date:**

**VALID FOR THE YEAR ……**

1. **This is to certify that Shri / Smt. / Kumari …… son / daughter / wife of ……..…. permanent resident of ……Village / Street ……Post Office……. District……..…. in the State / Union Territory ……..…… Pin Code …….. whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his / her family** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year. His/her family does not own or possess any of the following assets***:**

    i. **5 acres of agricultural land and above;**
    ii. **Residential flat of 1000 sq. ft. and above;**
    iii. **Residential plot of 100 sq. yards and above in notified municipalities;**
    iv. **Residential plot of 200 sq. yards and above in. areas other than the notified municipalities**

2. **Shri / Smt. / Kumari …… belongs to the …… caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)**

| **Recent Passport size attested photograph of the applicant** |
|---|
| |

Signature with seal of Office ……..

Name……

Designation…….……

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*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2: The term **'Family"** for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

***Note 3: The property held by a "Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

NOTE: - **The Income and Asset Certificate issued by anyone of the following authorities in the prescribed format as given above shall only be accepted as proof of candidate's claim as belonging to EWS: -**

i. District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner,
ii. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate,
iii. Revenue Officer not below the rank of Tehsildar and
iv. Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

**SCRIBE DECLARATION FORM for Persons with Benchmark Disabilities (40% or more)**
**as per the definition of Section 2(r) of RPWD Act 2016**

**We, the undersigned, Mr./ Mrs./Ms._____ eligible candidate for the _____examination and Mr./ Mrs./Ms. _____ eligible writer (scribe) for the eligible candidate, do hereby declare that:**

1. **(i) We have read, understood and agree to abide by all terms and conditions mentioned in the detailed advertisement.**
   **(ii) The scribe is identified by the candidate at own cost and as per own choice.**
   **(iii) The candidate is Visually Impaired and/or has permanent physical limitation to write including that of speed and he / she needs a writer (scribe) as permissible under the Government of India rules governing the recruitment of Persons with Disability.**

2. **In view of the importance of the time element, the examination being of a competitive nature, the candidate undertakes to fully satisfy the Medical Officer of the Organisation that there was necessity for use of a scribe as he/she has permanent physical limitation to write including that of speed.**

3. **In view of the fact that multiple appearance / attendance in the examination are not permitted, the candidate undertakes that he/she has not appeared / attended the examination more than once and that the scribe arranged by him/her is not a candidate for the examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.**

4. **I, _____(Scribe), am not a candidate for this recruitment exercise.**

5. **I, _____ (Scribe), am not an active employee of National Insurance Co. Ltd.**

6. **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 recruitment that we do not fulfill the eligibility norms and/or that the informat ion 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 written test(s). If any of these shortcomings is/are detected even after the candidate's appointment, his/her services are liable to be terminated. In such circumstances, both signatories will be liable to criminal prosecution.**

**Given under our signature:**

**Signature of the Scribe: _____**

**Postal address:**

**Educational Qualification of the Scribe:**

**Mobile……**

**Signature of the Candidate: _____**

**Registration No:**
**Roll No:**

**Postal address:**

**Mobile……**

| PHOTO OF THE SCRIBE | PHOTO OF CANDIDATE |
|---|---|

……
**Signature of Invigilator**

## APPENDIX- I

**Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.**

This is to certify that, we have examined Mr/Ms/Mrs ..... (name of the candidate), S/o / D/o ....., a resident of ..... (Vill/PO/PS/District/State), aged ..... yrs, a person with ..... (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition, He / She requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is / are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto _____ (it is valid for maximum period of six months or less as may be certified by the medical authority).

Signature of Medical Authority

| (Signature & Name) | (Signature & Name) | (Signature & Name) | (Signature & Name) | (Signature & Name) |
|---|---|---|---|---|
| Orthopedic/ PMR specialist | Clinical Psychologist/ Rehabilitation Psychologist/ Psychiatrist/ Special Educator | Neurologist (if available) | Occupational therapist (if available) | Other Expert, as nominated by the Chairperson (if any) |
| (Signature & Name) | | | | |
| Chief Medical Officer / Civil Surgeon / Chief District Medical Officer ..... Chairperson | | | | |

Name of Government Hospital / Health Care Centre with Seal

Place :

Date :

**APPENDIX - II**

**SCRIBE DECLARATION FORM & LETTER OF UNDERTAKING by the person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing**

1. I _____, a candidate with _____ (nature of disability / condition) appearing for the _____ (name of the examination) bearing Roll No. _____ at _____ (name of the centre) in the District _____, _____ (name of State). My educational qualification is _____.

2. I do hereby state that _____ (name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.

3. I do hereby undertake that his / her qualification is _____. In case, subsequently it is found that his / her qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

We, the undersigned, Mr. / Mrs. / Ms. _____ eligible candidate for the examination and Mr. / Mrs. / Ms. _____ eligible writer (scribe) for the eligible candidate, do hereby further declare that:

4. (i) We have read, understood and agree to abide by all terms and conditions mentioned in the detailed advertisement.
(ii) The scribe is identified by the candidate at own cost and as per own choice.

5. In view of the importance of the time element, the examination being of a competitive nature, the candidate undertakes to fully satisfy the Medical Officer of the Organisation that there was necessity for use of a scribe.

6. In view of the fact that multiple appearance / attendance in the examination are not permitted, the candidate undertakes that he/she has not appeared / attended the examination more than once and that the scribe arranged by him/her is not a candidate for the examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.

7. I, _____ (Scribe), am not a candidate for this recruitment exercise.

8. I, _____ (Scribe), am not an active employee of National Insurance Co Ltd.

9. 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 recruitment 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 written test(s). If any of these shortcomings is / are detected even after the candidate's appointment, his / her services are liable to be terminated. In such circumstances, both signatories will be liable to criminal prosecution.

Given under our signature:

Signature of the Scribe: _____

Postal address:

Mobile……

Signature of the Candidate: _____

Registration No. :
Roll No.:
Postal address:

Mobile……

PHOTO OF THE SCRIBE

PHOTO OF CANDIDATE

_____
Signature of Invigilator

Place:
Date: