



**United India Insurance Company Ltd.**

Regd. & Head Office : 24, Whites Road, Chennai - 600 014 www.uiic.co.in

**INTERVIEW DATA SHEET – AO (Generalists) Scale-I – 2024**

**TO BE BROUGHT IN 4 COPIES (1 ORIGINAL + 3 COPIES)**

Registration No.: \_\_\_\_\_

Interview Venue: \_\_\_\_\_

AFFIX RECENT  
PASSPORT SIZE  
COLOR  
PHOTOGRAPH  
& SIGN ACROSS

<b>Post applied for</b>	<b>Administrative Officer (Scale-I)-Generalist (Shri/Smt/Kum.)</b>
<b>Name in full (in CAPITAL LETTERS)</b>	
<b>Discipline applied for</b>	
<b>Father's/Husband's Name &amp; Occupation (with place of posting)</b>	
<b>Preferred State of Posting (Please mention three different options )</b>  <small>Note: These preferences are not binding on the Company. Candidate may be posted to any location other than the preferred ones mentioned here</small>	(i) (ii) (iii)
<b>Present address in full for Correspondence (with PIN Code)</b>	
<b>E-mail</b>	
<b>Mobile</b>	
<b>Alternate Mobile No.</b>	
<b>Nearest Railway Station</b>	
<b>Permanent Address (with PIN Code)</b>	
<b>*Category (Tick the applicable)</b>  <small>Candidates belonging to OBC but coming in the "Creamy Layer" and thus not entitled to OBC reservation should tick their category as Unreserved i.e.General.  Change of category from that furnished in the application form will disqualify the candidate from recruitment process.</small>	<b>SC ( ) ST ( ) OBC ( ) EWS ( ) UR ( )</b>  <b>Domiciled:</b> _____ <b>Caste Cert. Ref. No.:</b> _____ <b>Date of Issuance:</b> _____ <b>Issuing Authority:</b> _____



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* Whether Ex-Serviceman/Disabled Ex-serviceman (Yes/No)	
* Whether belong to any of the following category? (Yes/No) Widows, Divorced women and women legally separated from their husbands who have not remarried	
* Whether PWD (VI/HI/OC/ID/Multiple) (Yes/No) (if Yes, please specify type and %age of disability)	
Whether existing confirmed Employee of Public Sector General Insurance Companies (including GIC & Agriculture Insurance Co. of India Ltd) (Yes/No)	Yes ( )                      No ( ) If yes, S.R.No. _____ Designation: _____ Name of the Co. _____ Place of Posting -----
Date of Birth	
Age as on 31.12.2023	
Place of Birth	
State of Domicile	
Gender	
Religion	
Do you belong to Religious Minority Community? If yes, Name of the Community to mention.	
Marital status	
Languages known (Read/Write)	To Read:  To Write:

\* Certificates / Documents copy in prescribed format to be attached and original produced.



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**Qualification as on 31.12.2023:**

Course	Name of University/Institution	Exam. Passed	Date of Passing Exam.	Aggregate Marks (%)	Class/ Division/ Rank	Subjects Offered /Specialization
SSC						
HSC						
Graduation						
Post Graduation						
Any Other						

**Insurance Qualification, if any**

Examination Passed	Year of Passing	Name of Institution

**Past & Present Employment (To be furnished in detail)**

Name & full address of employer(s)	Designation/post held	Period		Scales & pay drawn	Reason(s) for leaving
		From	To		

Experience certificates to be enclosed.

Candidates serving in Govt./Quasi Govt /PSU (including Nationalised Banks and FIs) are required to produce a "No Objection Certificate" from their employer at the time of interview, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid.



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Do you have working knowledge of Computers (Yes/No)? \_\_\_\_\_

Are you pursuing further studies (If yes, give details): \_\_\_\_\_

Academic Distinctions, Prizes, Scholarships, etc: \_\_\_\_\_

Probable notice period required to relinquish from present employment \_\_\_\_\_ days.

The candidates are advised to satisfy themselves before they appear for the interview that they fulfil the requirement as to age, qualification, category etc. and if found ineligible, their candidature will be cancelled at any stage of recruitment. Appearing for the interview will not automatically confer any right of being selected for the said post. The decision of the Company will be final and binding in all matters. The candidates selected will have to serve a minimum period of 5 years in the posted location.

**I HEREBY DECLARE THAT:**

1. I have carefully read and understood the instructions given in the advertisement and all statements made in the application are true and correct to the best of my knowledge and belief and no relevant information has been concealed.
2. Mere submission of application for this post will not entail a right for claiming appointment.
3. In the event of any information being found false or incorrect, and in the event of any misrepresentation, misstatement or discrepancy in the particulars being detected prior to or after my appointment, my candidature/services for the post applied is liable to be cancelled/rejected/terminated forthwith at any stage without giving any notice to me.
4. The posting preferences mentioned above are not binding on the Company and that I may be posted to any location other than my preferred ones as per Company's requirement. I will serve a minimum period of five years in the posted location.
5. I am willing to serve the Company anywhere in India. During the tenure of my service, I shall be liable to be transferred to any place in India and/or outside India within or across the Public Sector Non-life Insurance Companies / General Insurance Corporation of India (GIC) or from one department to another or to be deputed to any organization / institution / entity / department associated with and / or affiliated to the Companies / GIC or with whom they have any official relation or business link as may be deemed necessary from time to time.
6. I have never been debarred/disqualified/restricted from appearing in any examination, selection, interviews, etc. conducted by any institution, board, Public Service Commission, Staff Selection Commission or instrumentality of the State. *(If No, provide particulars overleaf)*
7. I have never been arrested, prosecuted, convicted, fined or any case is pending in any Court of Law or involved in any other case registered by Police at the time of submitting this application for the post applied. *(If No, provide particulars overleaf)*
8. I have never been expelled/withdrawn/discharged from any training Institution of Government or others. *(If No, provide particulars overleaf)*
9. If detained, arrested, prosecuted, bound down, fined, convicted, debarred, etc. subsequent to the completion and submission of this application, the details will be communicated immediately in writing to the Company, failing which it will be deemed to be suppression of factual information.
10. The information provided by me above is complete and correct and if found false, suppressed or incomplete, either at the recruitment stage or at any time during the course of the employment, I may be disqualified and my services would be liable to be terminated forthwith without any notice.

**Date:**

**Place:**

**(SIGNATURE OF CANDIDATE)**