

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

- 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 2023-24. The certificate should have been issued after 31.03.2024. 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.**

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

SC/ST/OBC (Non-creamy)/PwBD candidates who wish to avail the benefit of pre-examination training may 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:

All candidates will have to appear for the online Preliminary & 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)	Version
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
	<b>Total (Aggregate)</b>		<b>100</b>	<b>100</b>	<b>60 minutes</b>	

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 or composite time) 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	Medium of Exam	Duration for each test/section (Separately timed)
1	Test of Reasoning	Objective	40	40	English / Hindi	30 minutes
2	Test of English Language	Objective	40	40	English	30 minutes
3	Test of Numerical Ability	Objective	40	40	English / Hindi	30 minutes
4	Test of General Awareness	Objective	40	40	English / Hindi	15 minutes
5	Test of Computer Knowledge	Objective	40	40	English / Hindi	15 minutes
	<b>Total (Aggregate)</b>		<b>200</b>	<b>200</b>		<b>120 minutes</b>

- i. National Insurance Company reserves the right to modify the structure of the examination which will be intimated through its website.
- ii. Each candidate will be required to obtain a minimum total score (as decided by the Company) in the Main Examination.
- iii. The questions except for the test of English Language will be made available in English & Hindi.
- 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 & 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 Regional Language Test, the call letter along with the original and a photocopy of the candidate's currently valid photo identity such as PAN Card/ Passport/ Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/ valid recent Identity Card issued by a recognized college/ university/ Aadhar card with a photograph/ Employee ID/ Bar Council Identity card with photograph should be submitted to the invigilator and the original shall be produced 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 for this process.**