# UNITED INDIA INSURANCE COMPANY LTD. (UIICL)

## ONLINE EXAMINATION - RECRUITMENT OF ADMINISTRATIVE OFFICERS (SCALE I) – GENERALISTS & HINDI (Phase II – Main Examination)

## INFORMATION HANDOUT

This handout contains details pertaining to various aspects of the online exam you are going to undertake and important instructions about related matters. You are advised to study the handout carefully as it will help you in preparing for the examination.

The online examination will comprise the following objective multiple choice & Descriptive type tests as stated below:

**Structure of the Test for Generalists**

| Sr. No. | Name of Test | No. of Questions | Max Marks | Medium of Exam | Duration |
|---|---|---|---|---|---|
| 1 | Test of English Language | 40 | 50 | English | 30 Minutes |
| 2 | Test of Reasoning | 40 | 50 | English and Hindi | 30 Minutes |
| 3 | Test of Quantitative Aptitude | 40 | 50 | English and Hindi | 30 Minutes |
| 4 | General Awareness (with special reference to Financial Sector) | 40 | 50 | English and Hindi | 30 Minutes |
| 5 | Test of Computer Knowledge | 40 | 50 | English and Hindi | 30 Minutes |
| | **Total** | **200** | **250** | | **2 hr 30 min** |
| 6 | Descriptive Test English Language (Letter writing - 10 Marks; & Essay - 20 Marks) | 2 | 30 | English | 30 Minutes |

**Structure of the test – Hindi Officer**

| Sr. No. | Name of Test | No. of Questions | Max Marks | Medium of Exam | Duration |
|---|---|---|---|---|---|
| 1 | Test of English Language | 25 | 25 | English | 20 Minutes |
| 2 | Test of Reasoning | 25 | 25 | English and Hindi | 30 Minutes |
| 3 | Professional Knowledge (Test of Hindi and English grammar/ vocabulary & knowledge of Act/Rules regarding Official Language implementation; Translation (English to Hindi and Hindi to English) | 50 | 100 | English and/or Hindi | 50 Minutes |
| 4 | Test of General Awareness | 25 | 25 | English and Hindi | 10 Minutes |
| 5 | Test of Computer Knowledge | 25 | 25 | English and Hindi | 10 Minutes |
| | **Total** | **150** | **200** | | **2 hr** |
| 6 | Descriptive Test English and Hindi Language ( English Essay - 10 Marks; Hindi Essay - 10 Marks; Letter Writing (Hindi) - 10 Marks; English to Hindi Translation - 10 Marks & Hindi to English Translation - 10 Marks) | 5 | 50 | English and/or Hindi as applicable for a particular question | 60 Minutes |

The total time for the test is 180 minutes; however, you may have to be at the venue for approximately 240 minutes including the time required for logging in, collection of the call letters, going through the instructions etc. All tests except test of English Language will be provided in English and/or Hindi, as applicable for each test. Each test is separately timed. Candidates can attempt questions in a particular test during the time allotted for that test only. All the questions in objective tests will have multiple choices. Out of the five answers to a question only one will be the correct answer. **You have to select the most appropriate answer and 'mouse click' that alternative which you feel is appropriate/ correct. The alternative/ option that you have clicked on will be treated as your answer to that question. There will be penalty for wrong answers marked by you. For every wrong answer marked by you, 1/4$^{th}$ of the marks assigned to that question will be deducted as penalty.**

**Please note that the types of questions in this handout are only illustrative and not exhaustive. In the actual examination you will find questions of a higher difficulty level on some or all of these types and also questions on the types not mentioned here.**

Some sample questions are given below.

## TEST OF ENGLISH LANGUAGE

This is a test to see how well you know English. Your English language ability would be tested through questions on grammar, vocabulary, sentence completion, synonyms, antonyms, comprehension of a passage, etc. Study and answer the sample questions given below :

**Q.1-3.** **Directions :** Pick out the most appropriate word from amongst the words given below each sentence to complete it meaningfully.

**Q.1.** He quickly glanced ..... the book to find what it said about the Indian economy.
(1) at (2) through (3) in (4) to (5) over

**Q.2.** The counsel urged the court to ..... down the obnoxious law.
(1) enact (2) enforce (3) cancel (4) strike (5) declare

**Q.3.** The local official ..... the Minister of the situation.
(1) explained (2) warned (3) apprised (4) told (5) intimated

**Q.4-6.** **Directions :** Read each sentence to find out whether there is any grammatical error in it. The error, if any, will be in one part of the sentence. The number of that part of the sentence is your answer. If there is no error, the answer is (5).

**Q.4.** I am twenty / two years old / when I first / joined the bank. No error
(1) (2) (3) (4) (5)

**Q.5.** To the Hindus / the Ganga is / holier than / any other river. No error
(1) (2) (3) (4) (5)

**Q.6.** Of all the teachers / in our school / our class teacher / were very strict. No error
(1) (2) (3) (4) (5)

## TEST OF REASONING

**Q.1.** Some leaders are dishonest. Neelam is a leader. Which of the following inferences definitely follows from these two statements ?
(1) Neelam is honest (2) Neelam is dishonest (3) Some leaders are honest
(4) Leaders are generally dishonest (5) Neelam is sometimes dishonest

**Q.2.** If the letters of the following alphabet interchange positions, so that A takes the place of Z and Z takes the place of A; B takes the place of Y and Y takes the place of B and so on, what will be the 13th letter from the right ?
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
(1) M (2) N (3) O (4) L (5) Other than those given as options

**Q.3.** If the first and the second letters in the word 'DEPRESSION' were interchanged, also the third and the fourth letters, the fifth and sixth letters and so on, which of the following would be the seventh letter from the right ?
(1) R (2) O (3) S (4) I (5) Other than those given as options

**Q.4.** In a row of girls, if Seeta who is 10th from the left and Lina who is 9th from the right interchange their seats, Seeta becomes 15th from the left. How many girls are there in the row?
(1) 16 (2) 18 (3) 19 (4) 22 (5) Other than those given as options

**Q.5.** If the letters in the word TOPS can be rearranged to form a meaningful word beginning with O, the last letter of that word is your answer. If more than one such word can be formed, M is the answer and if no such word can be formed, X is the answer.
(1) T (2) P (3) M (4) S (5) X

## TEST OF QUANTITATIVE APTITUDE

**Q.1-3.** Study the following table carefully and answer the questions given below ——

**Distribution of 1000 candidates as regards their marks in written examination out of 300 and interview out of 100 in a selection examination**

| Written Examination Marks | INTERVIEW MARKS | | | | | |
|---|---|---|---|---|---|---|
| | Below 30 | 30-39 | 40-49 | 50-59 | 60-69 | 70 & above |
| 260 & above | 8 | 18 | 26 | 18 | 26 | 4 |
| 210 to 259 | 5 | 4 | 30 | 22 | 10 | 9 |
| 160 to 209 | 16 | 10 | 45 | 56 | 18 | 9 |
| 110 to 159 | 28 | 42 | 100 | 190 | 15 | 5 |
| 60 to 109 | 35 | 115 | 20 | 8 | 7 | 5 |
| Below 60 | 32 | 32 | 20 | 4 | 6 | 2 |

**Q.1.** How many candidates did obtain more than 69 percent marks and above in both written examination and interview ?
(1) 22 (2) 49 (3) 13 (4) 9 (5) Other than those given as options

**Q.2**. If approximately 325 candidates were to be qualified in the written examination, what should be the percentage of the qualifying marks ?
(1) above 20 (2) above 70 (3) above 36
(4) above 63 (5) Other than those given as options

**Q.3.** About 42 percent of the candidates fall in which of the following ranges of the interview marks ?
(1) 110-159 (2) 110 & below (3) 50 to 70
(4) 50 & above (5) Other than those given as options

**Q.4.** Which of the following can be exact multiple of 4 ?
(1) 27114 (2) 58204 (3) 48402 (4) 32286 (5) Other than those given as options

**Q.5.** If the profit made by selling a pen for Rs.10 is as much as its cost, what is the cost price of the pen ?
(1) Rs.3/- (2) Rs.5/- (3) Rs.10/- (4) Rs.20/- (5) Other than those given as options

**Q.6.** If 3 workers collect 48 Kg. Cotton in 4 days, how many kg. Cotton will 9 workers collect in 2 days ?
(1) 216 (2) 32 (3) 108 (4) 72 (5) Other than those given as options

## TEST OF GENERAL AWARENESS

This test is designed to measure your awareness about the past and present events.

**Q.1.** R. K. Laxman is famous for ———
(1) Painting (2) Cartoons (3) Screenplay Writing
(4) Film Direction (5) Other than those given as options

**Q.2.** "Kumbh-Mela" is held in our country after every ———
(1) 6 years (2) 10 years (3) 12 years
(4) 14 years (5) Other than those given as options

**Q.3.** Who among the following is the current Finance Minister of India ?
(1) Shri Arun Jaitley (2) Shri Narendra Modi (3) Shri P. Chidambram
(4) Shri Amit Shah (5) Other than those given as options

**Q.4.** Which of the following stands for I in IRDA ?
(1) Indian (2) International (3) Insurance (4) Income (5) Institute

**Q.5.** The famous Gomateshwar idol is in which of the following states ?
(1) Maharashtra (2) Madhya Pradesh (3) Uttar Pradesh (4) Orissa (5) Karnataka

## TEST OF COMPUTER KNOWLEDGE

**Q.1.** Every component of your computer is either _____
(1) software or CPU / RAM (2) hardware or software
(3) application software or system software (4) an input device or output device
(5) Other than those given as options

**Q.2.** Which of the following is a popular Computer Language ?
(1) A + (2) BA + (3) C ++ (4) CA + (5) Other than those given as options

**Q.3.** The function of CPU is _____
(1) to provide external storage of text (2) to create a hard copy
(3) to create a new software (4) to read, interpret and process the information and instruction
(5) Other than those given as options

## PROFESSIONAL KNOWLEDGE

Questions in this test will be based on the area of specialization.

## DESCRIPTIVE PAPER

## ENGLISH LANGUAGE

**Q.1.** Write an essay on any **ONE** of the following topics :

- Three effective measures to eradicate illiteracy in India. Explain how the measures suggested by you will be effective.

- It is often said that computerization results in unemployment. Do you agree? Explain.

## HINDI LANGUAGE

**प्र.1.** निम्न में से **कोई एक** पर निबंध लिखिएः

- भारत में निरक्षरता मूल रूप से नष्ट करने के लिए तीन कारगर उपाय। अपने सुझाए गए उपाय कैसे कारगर साबित होंगे यह समझाइए।
- हमेशा कहा जाता है की कम्प्यूटरीकरण से बेरोजगारी में बढोत्तरी हुई है। क्या आप इससे सहमत है? समझाइए।

प्र.2. अंग्रेजी में दिए गए परिच्छेद का हिन्दी अनुवाद कीजिए । अपना उत्तर केवल देवनागरी लिपि में लिखें।

Clean water is one of the most essential resources for life on Earth. It is necessary for drinking, cooking, agriculture, sanitation, and maintaining overall health. Without access to clean water, people are exposed to dangerous diseases such as

cholera, dysentery, and typhoid, which can be life-threatening, especially for children. Clean water helps maintain proper hygiene, reduces the spread of infections, and improves the quality of life in communities. It also plays a vital role in food production, as crops and livestock depend on safe water for growth and survival. In addition, clean water supports ecosystems by sustaining plants, animals, and aquatic life. Unfortunately, water pollution caused by industrial waste, plastic, and untreated sewage is reducing the availability of safe water worldwide. Therefore, conserving water, preventing pollution, and using water responsibly are crucial responsibilities of every individual. Protecting clean water today ensures a healthier population, a stronger environment, and a sustainable future for coming generations.

प्र.3. हिन्दी में दिए गए परिच्छेद का अंग्रेजी अनुवाद कीजिए । अपना उत्तर केवल अंग्रेजी (रोमन लिपि) में लिखें।

भारत की विदेश नीति शांति, गुटनिरपेक्षता और पारस्परिक सहयोग के सिद्धांतों पर आधारित है। स्वतंत्रता के बाद से भारत ने एक स्वतंत्र विदेश नीति अपनाई है, जो राष्ट्रीय हितों की रक्षा करते हुए सभी देशों के साथ मैत्रीपूर्ण संबंधों को बढ़ावा देती है। भारत शांतिपूर्ण सह-अस्तित्व, संप्रभुता के सम्मान और अन्य देशों के आंतरिक मामलों में हस्तक्षेप न करने में विश्वास करता है। गुटनिरपेक्षता की नीति भारत को रणनीतिक स्वायत्तता बनाए रखने और सैन्य गठबंधनों से दूर रहने में सहायता करती है। हाल के वर्षों में भारत की विदेश नीति पड़ोसी देशों, प्रमुख वैश्विक शक्तियों और अंतरराष्ट्रीय संगठनों के साथ संबंध मजबूत करने पर केंद्रित रही है। यह आर्थिक कूटनीति, वैश्विक सुरक्षा, जलवायु परिवर्तन और क्षेत्रीय स्थिरता पर भी जोर देती है। संयुक्त राष्ट्र, जी 20 और अन्य वैश्विक मंचों में सक्रिय भागीदारी के माध्यम से भारत वैश्विक शांति, विकास और सहयोग को बढ़ावा देने का प्रयास करता है।

**<u>Details of the online Examination</u> : (Objective & Descriptive Tests)**

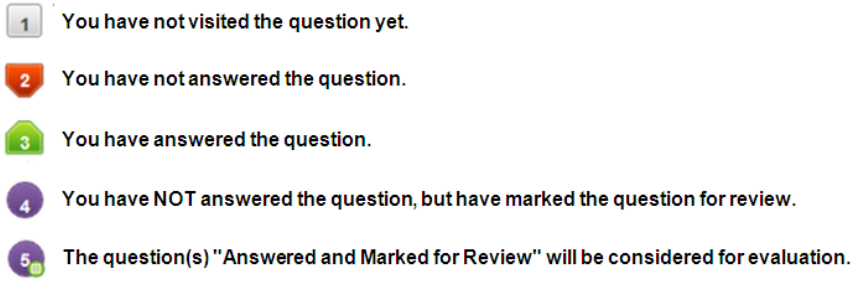
(1) The examination would be conducted online i.e. on a computer.

(2) All tests except English language test will be in English and/or Hindi, as applicable for the respective test.

(3) All the questions will have multiple choices. Out of the five answers to a question only one will be the correct answer. **The candidate has to select the correct answer and 'mouse click' that alternative which he/ she feels is correct. The alternative/ option that is clicked on will be treated as the answer to that question. Answer to any question will be considered for final evaluation, only when candidates have submitted the answers by clicking on "Save & Next" or "Mark for Review & Next".**

(4) The clock has been set at the server and the countdown timer at the top right corner of your screen will display the time remaining for you to complete the exam. When the clock runs out the exam ends by default - you are not required to end or submit your exam.

(5) The Question Palette displayed on the right side of screen will show the status of each question using one of the following symbols:




The Marked for Review status for a question simply indicates that you would like to look at that question again. *If a question is answered and Marked for Review, your answer for that question will be considered in the evaluation.*

(6) In case a candidate wishes to report an issue in any question, an additional facility "Report Question" option (button) onscreen will be available in the examination.

(7) To select a question to answer, you can do one of the following :

(a) Click on the question number on the question palette at the right of your screen to go to that numbered question directly. Note that using this option **does NOT save your answer** to the current question.

(b) Click on **'Save & Next'** to save answer to current question and to go to the next question in sequence.

(c) Click on **'Mark for Review and Next'** to save answer to current question, mark it for review, and to go to the next question in sequence.

(8) To select your answer, click on one of the option buttons.

(9) To change your answer, click another desired option button.

(10) To save your answer, you MUST click on **Save & Next.**

(11) To deselect a chosen answer, click on the chosen option again or click on the **Clear Response** button.

(12) To mark a question for review click on **Mark for Review & Next**. *If an answer is selected for a question that is Marked for Review, the answer will be considered in the final evaluation.*

(13) To change an answer to a question, first select the question and then click on the new answer option followed by a click on the **Save & Next** button.

**(14) Questions that are saved or marked for review after answering will ONLY be considered for evaluation.**

(15) The candidates are requested to follow the instructions of the "Test Administrator" carefully. If any candidate does not follow the instructions / rules, it would be treated as a case of misconduct/ adoption of unfair means and such a candidate would be liable for debarment from appearing for examinations for a period as decided by UIICL.

(16) The candidates may ask the Test Administrator about their doubts or questions only before the commencement of the test. No query shall be entertained after the commencement of the examination.

(17) You cannot shuffle between tests during the examination as tests are separately timed.

(18) After the expiry of test duration, the candidates will not be able to attempt any question or check their answers. The answers of the candidate would be saved automatically by the computer system even if he/ she has not clicked the "Submit" button.

**(19) Please note :**

**(a) Candidates will not be allowed to "finally submit" unless they have exhausted the actual test time.**

**(b) Under no circumstances should a candidate click on any of the 'keyboard keys' once the exam starts as this will lock the exam.**

**(20) Please note for English Descriptive type paper:**

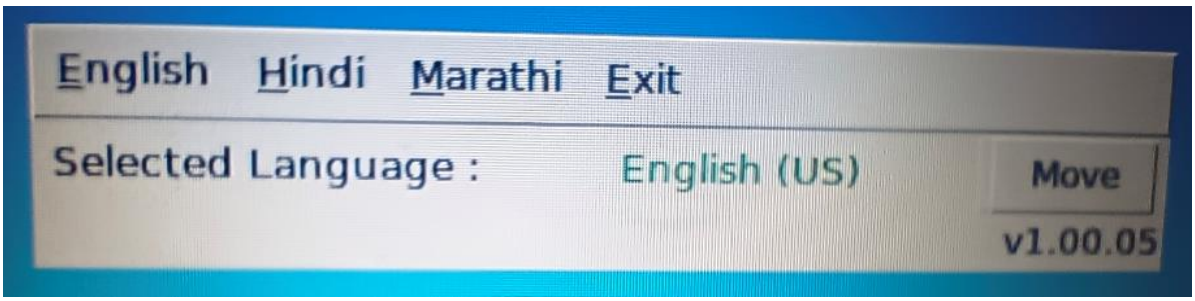
**DETAILS ABOUT DESCRIPTIVE TYPE PAPER**

1. No separate login is required to take the test.
2. This test will start automatically upon auto-submission of objective test.
3. Questions will be displayed on computer monitor.
4. Only one question will be displayed at a time.
5. The questions will be in English and answers are to be typed in space provided for the same using keyboard.

**Please Note : "While typing if you press the 'Space bar' and then press the 'Enter' key, the cursor will not move to next line. However, if you press the 'Enter' key immediately after the last word, the cursor will move to the next line. You should also note in case the 'Space bar'/ 'Enter' key is pressed multiple times in a single instance only a single keystroke (i.e. one space and one enter to the next line) will be taken by the system."**

**During Objective Type Papers, Do not click on 'Keyboard Keys'.**

**Kindly read the following instructions very carefully for Hindi Typing**




- This panel will be visible with Language Selection option which is to be used during the descriptive paper. **PLEASE DO NOT CLICK ON "EXIT"** at any point during the examination.
- Use the panel provided to select Hindi Language for answering Hindi Descriptive Question and English Language for

answering English Descriptive Question.

- **Do not click on the "Exit"** button on the panel at any point during the examination.
- Keyboard layout will be available only in English. Candidates should have the knowledge of Inscript or Remington (GAIL) mapping on the keyboard to answer the questions of Descriptive paper in Hindi.

**B] General Instructions:**

(1) Please note Date, Reporting time and Venue address of the examination given in the call letter.

(2) You may visit the venue one day before the Online Examination to confirm the location so that you are able to report on time on the day of the examination.

(3) The call letter should be brought with you to the examination venue along with your recent passport size photograph duly pasted on it. (Preferably the same photograph as was as uploaded).

(4) You must scrupulously follow the instructions of the Test Administrator and UIICL Representative at the examination venue. If you violate the instructions you will be disqualified and will be asked to leave the examination venue.

(5) No use of calculators (separate or with watch), smart watch, books, note books or written notes, cell phones (with or without camera facility) or any other electronic device will be allowed during the examination.

(6) Please bring the call letter with your photograph affixed thereon, currently valid Photo identity proof in original and a photocopy of the same ID proof which you bring in original - THIS IS ESSENTIAL. Please hand over this call-letter alongwith photocopy of photo identity proof duly stapled together to the invigilator. Currently valid photo identity proof may be PAN Card/Passport/ Permanent Driving License/Voter's Card with photograph/Bank Passbook with photograph/Photo Identity proof issued by a Gazetted Officer on official letterhead along with photograph/Photo Identity proof issued by a People's Representative on official letterhead along with photograph/Valid recent Identity Card issued by a recognized College/University/Aadhaar Card/E-Aadhaar Card with a photograph/Employee ID in original/Bar Council Identity card with photograph. Please Note - Ration Card and Learner's Driving License will not be accepted as valid ID proof for this purpose. Please note that your name as appearing on the call letter (provided by you during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof you will not be allowed to appear for the exam. In case of candidates who have changed their name will be allowed only if they produce Gazette notification/their marriage certificate/ affidavit.

(7) Biometric data (thumb impression) and photograph will be captured and verified at the examination venue before the start of examination. The photo and Biometric data captured will be matched with the photo uploaded by the candidate in the application and the one clicked on the day of preliminary exam along with biometric data. You must NOT change your appearance from the photo uploaded by you.

Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates. Refusal to participate in the process of biometric data capturing / verification on any occasion may lead to cancellation of candidature. With regards to the same, please note the following :

(a) If fingers are coated (stamped ink/mehndi/coloured...etc), ensure to thoroughly wash them so that coating is completely removed before the examination day.
(b) If fingers are dirty or dusty, ensure to wash them and dry them before the thumb impression (biometric) is captured.
(c) Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
(d) If the primary finger (thumb) to be captured is injured/damaged, immediately notify the concerned authority in the examination centre.

(Any failure to observe these points will result in non-admittance for the examination).

(8) In order to save time on frisking (Metal Detectors will be used), the candidates are advised to follow the below mentioned dress code:

- Light clothes which cannot be used for hiding any instruments or communication devices.
- Half sleeves but not having big buttons or any badge, brooches etc. which could be used to hide the communication device, Bluetooth, camera etc.
- Slippers, sandals and not the shoes/socks.
- Light Clothes without any metal items like zippers, button etc.

However, candidates coming in customary/religious dresses and PwBD should report at the centre well in advance prior to reporting time for proper frisking.

(9) Your responses (answers) will be analysed with responses of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted in this regard or through any other method, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, your candidature may be cancelled. Any candidate who is found copying or receiving or giving assistance or engaging in any behaviour unbecoming of a candidate will not be considered for assessment. The UIICL may take further action against such candidates as deemed fit by it.

(10) You must bring with you a ball-point pen. You can bring an ink stamp pad (blue/black) with you. A sheet of paper will be provided which can be used for rough work or taking down the question number you would like to review at the end of the test before

submitting your answers. After the test is over you MUST handover this sheet of paper to the Test Administrator before leaving the venue.

(11) The possibility for occurrences of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problems, which may include the conduct of another examination if considered necessary. The decision of the test conducting body in this regard shall be final. Candidates not willing to accept such change shall lose his/her candidature for this exam.

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

(13) Anyone found to be disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of test contents in any form or any information therein in whole or part thereof or by any means verbal or written, electronic or mechanical or taking away the papers supplied in the examination hall or found to be in unauthorised possession of test content is likely to be prosecuted.

(14) 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 recruitment process of the UIICL 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.

(15) Candidates are advised to take note of "The Public Examinations (Prevention of Unfair Means) Act, 2024".

## WISH YOU GOOD LUCK!