

RECRUITMENT OF A.O. (SCALE I) 2018
INSTRUCTIONS FOR CANDIDATES APPLYING FOR PRE-EXAMINATION TRAINING

1. Only Candidates belonging to SC/ST/OBC (Non-Creamy layer) who have submitted online application successfully between 10.12.2018 & 26.12.2018 for the above recruitment and have paid applicable fee of Rs100 / Rs.600 are eligible to apply for Pre-Examination Training.
2. This training is Non-Residential and candidates have to make their own arrangements for their accommodation and food at their own cost during the training period.
3. Travel expenses (both outstation & local) to attend the training are to be borne by the candidates.
4. Training will be tentatively conducted in two batches per week (3 Days per batch) as shown below:

Batch-I	Monday to Wednesday	9 AM to 6 PM	Lunch Break: 1:15 PM to 2:00 PM
Batch-II	Thursday to Saturday	9 AM to 6 PM	Lunch Break: 1:15 PM to 2:00 PM

5. Candidates have to send their duly filled in and signed application, in the prescribed format, to the Regional Office of their choice. Full addresses of our various Regional Offices are available on our website <http://newindia.co.in>.
6. Candidates interested in attending pre-recruitment at **Mumbai** must necessarily send their applications to our Head Office at the following address by 31.12.2018:
Corp HRM Dept., Recruitment Cell, 2nd floor,
The New India Assurance Co Ltd., Head Office,
87, MG Road, Fort, Mumbai-01
7. Applications are to be submitted latest by **31.12.2018**. Applications received after **31.12.2018** will not be considered.
8. Candidates are required to send the following documents along with their application for pre-examination training:-
 - a) Self-attested copy of caste certificate as per the format given in the advertisement
 - b) Printout of online application for recruitment
 - c) Printout of e-receipt, showing payment of prescribed fee of Rs.100/Rs.600 as applicable
9. Exact dates, timings and venues of training will be intimated by the concerned RO to the candidates directly (via mail/ phone/ messaging or in person)
10. Candidates have to mark their attendance for both sessions (Morning & Afternoon) for the three days of training
11. Candidates are to follow the instructions of Training Personnel / Instructors to ensure that training is completed smoothly
12. Company reserves the right to modify the dates, timing and venue of the training or cancel the training at any one or more centres
13. Any misconduct on part of the candidate during the aforesaid training, if noticed, will render his/her candidature liable to be cancelled
14. The decision of the Company (The New India Assurance Co Ltd.) shall be final and binding in all matters

CORP.HRM. DEPARTMENT
Mumbai