

NICL AO Scale-I Exam Pattern/ Syllabus 2023-24

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8. Selection Procedure

Part A - Applicable for all applicants other than for Hindi Officers.

The written exam will be conducted in two phases

Phase – I: Preliminary Examination online

Phase – II: Main Examination online

Phase-I: Preliminary Examination (applicable for all disciplines except for Hindi Officers)

Preliminary Examination consisting of Objective Tests (Multiple Choice type Questions) for 100 marks will be conducted online (applicable for all disciplines except Hindi Officers). 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	Max. Marks	Duration for each test/section (Separately timed)	Version
1	English Language	Objective	30	20 minutes	English
2	Reasoning Ability	Objective	35	20 minutes	Eng / Hindi
3	Quantitative Aptitude	Objective	35	20 minutes	Eng / Hindi
	Total (Aggregate)		100		

Candidates have to qualify in each test/section by securing passing marks to be decided by the Company. Adequate number of candidates in each category 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 (applicable for all disciplines except for Hindi Officers)

Main Examination will consist of Objective Tests (Multiple Choice type Questions) for 250 marks and Descriptive Test for 30 Marks. Both the Objective and Descriptive Tests will be online. Candidates will have to answer Descriptive Test by typing on the computer. Immediately after completion of Objective Test, Descriptive Test will be administered.

(i) **Objective Test:** The Objective Test of 3 Hours duration consists of five & six sections for Generalists & Specialists respectively for total 250 Marks:

For Generalists:

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	50	50	Eng / Hindi	40 min
2	Test of English Language	Objective	50	50	Eng	40 min
3	Test of General Awareness	Objective	50	50	Eng / Hindi	30 min
4	Test of Computer Knowledge	Objective	50	50	Eng / Hindi	30 min
5	Test of Quantitative aptitude	Objective	50	50	Eng / Hindi	40 min
	Total (Aggregate)			250		

For Specialists:

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	Eng / Hindi	35 min
2	Test of English Language	Objective	40	40	Eng	30 min
3	Test of General Awareness	Objective	40	40	Eng / Hindi	20 min
4	Test of Computer Knowledge	Objective	40	40	Eng / Hindi	25 min
5	Test of Quantitative aptitude	Objective	40	40	Eng / Hindi	35 min
6	In Specialist stream, an additional test to assess technical & professional knowledge in the relevant discipline	Objective	50	50	Eng / Hindi	35 min
	Total (Aggregate)			250		

- (ii) **Descriptive Test:** The descriptive Test of 30 Minutes duration with 30 marks will be a Test of English Language (Essay – 10 Marks, Précis – 10 & Comprehension – 10 marks). The descriptive test will be in English and will be conducted through on-line mode.

Candidates will be required to obtain a minimum score for each section separately of objective test for short listing for the Descriptive Test evaluation i.e., the descriptive answer script would be evaluated only in respect of those candidates who qualify the objective test. Depending on the number of vacancies, cut offs will be decided for Descriptive Papers evaluation i.e. there will also be a separate cut-off marks for the Descriptive Test. **The Descriptive test will be qualifying in nature and the marks scored in the Descriptive test will not be counted towards short listing for interview or final selection.**

Each candidate will be required to obtain a minimum total score (to be decided by the Company according to number of vacancies) in the objective test (Main Examination) and qualify in the descriptive test for short listing for the Interview.

Penalty for Wrong Answers (Applicable to both – Preliminary and Main Examination (objective tests):

The objective test except on "English Language" will be bilingual (in English and in Hindi). All the questions will be objective type with alternative choices out of which one will be correct answer. The candidate has to select the correct answer and "mouse click" that alternative which he or she feels correct. There will be penalty for wrong answers marked in the Objective Tests. 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. If a question is left blank, i.e. no answer is marked by the candidate; there will be no penalty for that question. The alternative/option that is clicked on will be highlighted and will be treated as answered to that question.

The Company reserves the right to modify the structure of the examination which will be intimated through its website.

Candidates will be shortlisted for Interview on the basis of overall marks scored in Main Examination after evaluation as above.

The Descriptive English Test will be conducted only through online mode. Questions will be displayed on the screen of the computer. Answers are to be typed using the keyboard. Before start of typing answers to questions in Descriptive Paper please check all key functions of the keyboard. The Candidates will get 30 minutes to answer the questions.

Candidates will have to appear for the online examination at their own expenses.

Part B. - Applicable for Hindi Officers only

The online written exam of 3 Hours 30 Minutes duration will be conducted in a single phase for Hindi (Rajbhasha) Officers:

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	Eng / Hindi	35 min
2	Test of General Awareness	Objective	40	40	Eng / Hindi	25 min
3	Test of English Language	Objective	40	40	Eng	35 min
4	Test of Translation (English to Hindi and Hindi to English)	Objective	40	40		25 min
5	Test of Hindi and English grammar/ vocabulary & knowledge of Act/ Rules regarding Official Language implementation	Objective	40	40	Eng / Hindi	30 min
6	Test of Hindi Language Essay, Précis, Comprehension & Letter Writing	Descriptive	4	50	Hindi	60 min
	Total (Aggregate)			250		

The marks distribution for Test of Hindi Language (Section 6) is: Essay – 20 Marks, Précis – 10, Comprehension - 10 marks & Letter Writing – 10 marks.

The Descriptive Test of Hindi Language will be conducted only through online mode. Questions will be displayed on the screen of the computer. Answers are to be typed using the keyboard. For Hindi typing, the candidates should have knowledge of the following key-board layout:

- Inscript
- Remington (GAIL)

Before start of typing answers to questions in Descriptive Paper please check all key functions of the keyboard. The Candidates will get 60 minutes to answer the questions.

Each candidate will be required to obtain a minimum score for each section separately to be eligible for short listing for the interview.

Further, each candidate will be required to obtain a minimum total score (to be decided by the Company according to number of vacancies) in the Written Examination for short listing for the Interview.

Penalty for Wrong Answers (objective tests):

The objective test except on "English Language" will be bilingual (in English and in Hindi). All objective type questions will be with alternative choices out of which one will be correct answer. The candidate has to select the correct answer and "mouse click" that alternative which he or she feels correct. There will be penalty for wrong answers marked in the Objective Tests. 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. If a question is left blank, i.e. no answer is marked by the candidate; there will be no penalty for that question. The alternative/option that is clicked on will be highlighted and will be treated as answered to that question.

The Company reserves the right to modify the structure of the examination which will be intimated through its website.

Candidates will be shortlisted for Interview on the basis of overall marks scored in the online Examination after evaluation as above.

Applicable to all candidates

Candidates will have to appear for the online examination at their own expenses.

The Company reserves the right to modify the structure of the examination which will be intimated through its website. Selection would be based on the performance in the on-line test & interview. The final merit list shall be prepared in descending order of the consolidated marks secured by the candidates. Candidates who fall within the number of vacancies in the merit list shall be considered for appointment. The selected candidates may be appointed in more than one batch as per the discretion of the Management. The seniority of the selected candidates will be as per the merit / select list. A Waiting List of candidates not exceeding 50% of the number of vacancies 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. The decision to select the candidates from waiting list is solely at the discretion of the management.

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
- (4) E-Aadhaar Card

****IDENTITY VERIFICATION**

In the examination hall as well as at the time of interview, 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.

Note: Candidates have to produce in original the photo identity proof and submit photocopy of the same along with Examination call letter as well as the Interview Call Letter while attending the examination and also interview, without which they will not be allowed to take up the examination and also 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.**

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 & 210 minutes for Phase-II & Hindi Officers Exam, 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.

10. (a) Examination Centers:

- The examination will be conducted online in venues given in the respective call letters.
- No request for change of centre/venue/date/session for Examination shall be entertained.
- Company, 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.
- Company also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and Company will not be responsible for any injury or losses etc. of any nature.
- Tentative list of centres for Preliminary examination (Phase-I) is given below :

Examination Centers for Phase-I (Provisional):

Sl. No	State/UT	Centres
1	Andhra Pradesh	Vijayawada
		Vishakhapatnam
		Ongole
2	Assam	Guwahati
		Dibrugarh
		Silchar
		Jorhat
3	Arunachal Pradesh	Naharlagun
4	Bihar	Patna
		Gaya
		Bhagalpur
5	Chandigarh	Chandigarh/Mohali
6	Chhattisgarh	Raipur
		Bilaspur
7	Delhi- NCR	Delhi-NCR
8	Goa	Panaji
9	Gujarat / Dadra & Nagar Haveli / Daman & Diu	Ahmedabad/Gandhi Nagar
		Vadodara
		Surat
		Rajkot
10	Haryana	Hissar
		Faridabad
		Gurgaon
11	Himachal Pradesh	Shimla
		Mandi
12	Jammu & Kashmir / Ladakh	Srinagar
		Jammu
		Leh
13	Jharkhand	Ranchi
		Jamshedpur
14	Karnataka	Bengaluru
		Hubli/Dharwad
		Mangalore
		Mysore
15	Kerala	Ernakulam/Kochi

Sl. No	State/UT	Centres
		Thiruvananthapuram
		Kozhikode
16	Madhya Pradesh	Bhopal
		Indore
		Gwalior
		Jabalpur
17	Maharashtra	Mumbai/Navi Mumbai/Thane/MMR
		Nagpur
		Pune
		Chhatrapati Sambhaji Nagar
		Nasik
18	Manipur	Imphal
19	Meghalaya	Shillong
20	Mizoram	Aizawl
21	Nagaland	Kohima
		Dimapur
22	Odisha	Bhubaneswar
		Cuttack
		Rourkela
		Berhampur
23	Puduchery	Puduchery
24	Punjab	Amritsar
		Ludhiana
		Bhatinda
25	Rajasthan	Jaipur
		Jodhpur
		Bikaner
26	Sikkim	Gangtok
27	Tamil Nadu	Chennai
		Coimbatore
		Madurai
28	Telangana	Hyderabad/ Rangareddy
		Warangal
29	Tripura	Agartala
30	UttarPradesh	Lucknow
		Allahabad
		Kanpur
		Noida/Greater Noida
31	Uttarakhand	Dehradun
		Haridwar
		Haldwani
32	West Bengal	Kolkata/ Greater Kolkata
		Siliguri
		Asansol
33	Andaman & Nicobar	Port Blair

Examination Centers For Phase-II and for Hindi (Rajbhasha) (Provisional):

Sl. No	State/UT	Centres
1	Andhra Pradesh/ Telengana	Hyderabad
2	Assam	Guwahati
3	Bihar	Patna
4	Chandigarh	Chandigarh/Mohali
5	Chhattisgarh	Raipur
6	Delhi- NCR	Delhi-NCR
7	Gujarat	Ahmedabad-Gandhinagar
8	Himachal Pradesh	Shimla
9	Jammu & Kashmir	Jammu
10	Jharkhand	Ranchi
11	Karnataka	Bengaluru
12	Kerela	Ernakulum/Kochi
13	Maharashtra	Mumbai/Navi Mumbai/Thane/MMR
14	Madhya Pradesh	Bhopal
15	Orissa	Bhubaneswar
16	Rajasthan	Jaipur
17	Tamil Nadu	Chennai
18	Uttar Pradesh	Lucknow
19	Uttrakhand	Dehradun
20	West Bengal	Kolkata/ Greater Kolkata

Note: The above mentioned examination centers are provisional, Company reserves the right to add or delete any centers as per requirement.

- **Examination centre's for Phase-II and for Hindi (Rajbhasha) will be limited**

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. **Separate call letters will be issued for Phase-I & Phase-II and Hindi (Rajbhasha) examinations and should be downloaded by the candidates from the link provided in the Company's website i.e. <https://nationalinsurance.nic.co.in/> at appropriate time. Candidates will not be admitted to the examinations without the Call Letters.**

Note: If sufficient numbers of candidates do not opt for a particular centre for "Online" Examination, Company reserves the right to allot any other adjunct centre to those candidates or if the number of candidates is more than the capacity available for online exam for a centre, Company reserves the right to allot any other centre to the candidate.