

 उपकार

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नेशनल इंश्योरेंस कंपनी लि.
प्रशासनिक
अधिकारी
(जेनरलिस्ट)
प्रारम्भिक परीक्षा
(स्केल-I)

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2/11ए, स्वदेशी बीमा नगर, शाह सिनेमा के सामने, आगरा—282 002

फोन : 4053333, 2530966, 2531101; फैक्स : (0562) 4053330

E-mail : care@upkar.in, Website : www.upkar.in

ब्रांच ऑफिस

4845, अन्सारी रोड, दरियागंज,

नई दिल्ली—110 002

फोन : 011-23251844/66

पारस भवन (प्रथम तल),

खजांची रोड, पटना—800 004

फोन : 0612-2673340

16-11-23/37, मूसारामबाग, टीगन गुडा, आटीए

ऑफिस के सामने मेन रोड आन्ध्रा बैंक के बगल में,

हैदराबाद—500 036 (तेलंगाना)

फोन : 040-66753330

H-3, ब्लॉक-B, म्यूनिसिपल प्रीमिसेस

No. 15/2, गालिफ स्ट्रीट, पी. एस. श्यामपुकर,

कोलकाता—700 003

मोबा. : 07439359515

B-33, ब्लॉक स्ववायर, कानपुर टैक्सी

स्टैण्ड लेन, मवइया,

लखनऊ—226 004 (U.P.)

फोन : 0522-4109080

8-310/1, ए. के. हाउस,

हीरानगर, हल्द्वानी,

जिला—नैनीताल—263139 (उत्तराखण्ड)

मोबा. : 7060421008

1461, जूनी शुक्रवारी,

सक्करदरा रोड,

हनुमान मन्दिर के सामने,

नागपुर—440 009 (महाराष्ट्र)

फोन : 0712-6564222

63-64, कैलाश मार्ग,

ग्राउण्ड फ्लोर,

श्रीजी एवेन्यू, मलहारगंज,

इन्दौर—452 002 (मध्य प्रदेश)

फोन : 9203908088

- इस पुस्तक को प्रकाशित करने में प्रकाशक द्वारा पूर्ण सावधानी बरती गई है, फिर भी किसी त्रुटि के लिए प्रकाशक जिम्मेदार नहीं होगा.
- इस पुस्तक को अथवा इसके किसी अंश को बिना प्रकाशक की लिखित अनुमति के, किसी भी रूप-फोटोग्राफी, विद्युत-ग्राफिक, यान्त्रिकी अथवा अन्य रूप में किसी भी प्रकार से उपयोग के लिए नहीं छापा जा सकता है.
- किसी भी परिवार के लिए न्यायिक क्षेत्र केवल आगरा ही होगा.

मूल्य : ₹ 165.00

(Rs. One Hundred Sixty Five Only)

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मुद्रक : उपकार प्रकाशन, प्रिंटिंग यूनिट, बाई-पास, आगरा

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General Information

● Nationality

A candidate applying for recruitment in the Company must be either—

(a) a citizen of India, or (b) a subject of Nepal, or (c) a subject of Bhutan, or (d) a Tibetan refugee who came over to India before January 1, 1962 with the intention of permanently settling in India, or (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. At the time of interview the Candidates must necessarily produce the relevant documents in original and a self-attested photocopy in support of their identity and eligibility pertaining to category, nationality, age, educational qualifications etc. as indicated in the online application form. Please note that no change of application data will be permitted at any stage after completion of registration process of the online application. Merely applying for the post and being shortlisted in the online examination and/or in the subsequent interview and/or subsequent processes does not imply that a candidate will necessarily be offered employment in the Company. No request for considering the candidature under any category/post other than the one in which applied will be entertained.

● Service Conditions

The service conditions will be applicable as per the prevalent rules of the company from time-to-time. Selected candidates on appointment may be posted or transferred to any place in India as may be decided by the Company.

● Probation

A candidate appointed in the Officers' cadre on regular pay rolls of the Company shall be on probation for a period of one year from the date of joining the duty. The probation period may be extended twice by a further period of six months at a time stretching up to one year.

During the probation period the Officers would be required to pass the non-life "Licentiate Examination" conducted by Insurance Institute of India. Only after passing the said examination the Officer will be eligible for confirmation of his/her services in the Company. Failure to pass the said Examination within the extended probation period will render the officer liable to be terminated from service on expiry of the period so specified.

The Company reserves the right to terminate the services of the candidate if found unsuitable at any time during the probation period or the extended probation period without any notice or assigning any reason thereof.

● Guarantee Bond

Before joining as probationer, the selected candidates will be required to give an undertaking to serve the Company for **a minimum period of four years** including probation period. In the event of their resigning from the Company before the expiry of the bond period, they will be liable to pay liquidated damages equivalent to **one year's gross salary** paid to them during the year of probation which could be proportionately reduced depending on the length of service rendered. Besides, he/she will have to submit a stamped Bond duly executed by two sureties (not blood relatives) of sound financial standing for an amount equivalent to one year's gross salary.

Candidates resigning from the Company during the probation period and candidates whose services are terminated by the Company during the probation period shall be liable to pay the salary received by them during their entire service in the Company in addition to an amount of ₹ 25,000/- towards partial cost of training. No lien/bond executed to retain a substantive post with present employer will be binding upon the Company and no leave Salary or Pension Contribution will be made.

● **Educational Qualification** (As on stipulated date)

For Generalist Stream, a candidate must possess the minimum qualification of a Graduate/Post Graduate in any discipline from a recognized University OR any equivalent qualification recognized as such by Central Government with atleast 60% marks in either of the degree examination (atleast 55% for SC/ST) candidates.

Note : (a) Qualification mentioned above should be from any of the recognized Indian Universities duly approved by the UGC or any of the recognized Indian Institutes duly approved by AICTE.

(b) The candidate must possess valid mark-sheet/Degree certificate of the necessary qualification as on stipulated date.

(c) The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all semester(s)/year(s) by aggregate maximum marks in all the subjects irrespective of honours/optional/additional optional subject, if any. This will be applicable for those Universities also where Class/Grade is decided on basis of Honours marks only. The fraction of percentage so arrived will be ignored *i.e.*, 59.99% will be treated as less than 60%.

(d) Where CGPA/OGPA are awarded, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.

● **Age** (As on stipulated date)

A candidate must be of the Minimum Age of 21 years and the Maximum Age of 30 years as on the stipulated date for this purpose. Relaxation in upper age limit shall be as follows :

S.No.	Category	Age Relaxation
1.	Scheduled Caste/Scheduled Tribe	5 years
2.	Other Backward Classes (OBC)	3 years
3.	Persons With Disability (PWD)	10 years
4.	Persons domiciled in Kashmir Division of Jammu & Kashmir State during the period from 1-1-80 to 31-12-89	5 years
5.	Ex-Serviceman, Commissioned Officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (SSCOs) who have rendered at least five years Military Service as on 01.03.2017 and have been released; (a) on completion of assignment (including those whose assignment is due to be completed within one year from 01.03. 2017) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency; or (b) on account of physical disability attributable to Military Service; or (c) on invalidment.	5 years
6.	Defence service personnel disabled in operation during the hostilities with any foreign country or in a disturbed area and released as consequence thereof.	3 years
7.	Existing confirmed employees of Public Sector General Insurance Companies (including GIC & Agriculture Insurance Company of India Ltd.)	8 years

Note : (i) In case of a candidate who is eligible for relaxation under more than one of the above categories, the age relaxation will be available on a cumulative basis subject to the maximum age not exceeding 45 years.

(ii) Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) and produce the original certificate(s) for verification at the time of interview and/or any subsequent stage of recruitment process.

● Selection Procedure

(A) The selection procedure comprises of the following :

Phase-I : Preliminary Examination

Preliminary Examination consisting of Objective Tests for 100 marks will be conducted online. This test would be of 60 minutes duration consisting of 3 sections as follows :

S. No.	Name of Test (Not in Sequence)	Type of test	Max. Marks	Duration	Version
1	English Language	Objective	30	60 minutes	English
2	Reasoning Ability	Objective	35		Eng/Hindi
3	Quantitative Aptitude	Objective	35		Eng/ Hindi
	Total (Aggregate)		100		

Candidates have to qualify in each test 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

Main Examination will consist of Objective Tests for 200 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 2 hours duration consists of 5 sections for total 200 Marks :

S. No.	Name of Test	Type of test	No. of Questions	Max. Marks	Medium of Exam	Duration
1	Reasoning	Objective	40	40	Eng/ Hindi	120 mins
2	English Language	Objective	40	40	Eng	
3	General Awareness	Objective	40	40	Eng/ Hindi	
4	Computer Knowledge	Objective	40	40	Eng/ Hindi	
5	Quantitative Aptitude	Objective	40	40	Eng/ Hindi	
	Total (Aggregate)			200		
6	English Language (Essay, Precis and Comprehension)	Descriptive	3	30	Eng	30 mins

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

Each candidate will be required to obtain a minimum score for each section of objective test separately for short listing for the Descriptive Test evaluation/Interview *i.e.*, Descriptive answer script would be evaluated only in respect of those candidates who qualify the objective test. There will also be a separate cut-off marks for the Descriptive Test.

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.

A candidate shall be required to qualify in the descriptive test, but the marks in the descriptive test will not be counted towards short listing for interview or final selection.

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

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 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.

Note : 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 by the candidates. The objective test except on 'English Language' will be bilingual (in English and in Hindi). For each wrong answer marked $\frac{1}{4}$ of the marks assigned to the question will be deducted as penalty to arrive at the 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 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.

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) in original bearing exactly the same name and other information as it appears on the call letter/application form and
- (3) Photocopy of the above photo-identity proof (as given in the advertisement)
- (4) E-Aadhar Card

Phase-III : Interview

Candidates who have been shortlisted based on online Phase-II (mains examination) will subsequently be called for an Interview to be conducted by the Company. Interview will be conducted at select centres. The centre, address of the venue, time & date of Interview will be informed to the shortlisted candidates in the call letter. Candidates are required to download their interview call letters from company's website Please note that any request regarding change in date, centre etc. of interview will not be entertained. However the company reserves the right to change the date/venue/time/centre etc. of interview or hold supplementary process for particular date/session/venue/centre/set of candidates at its discretion, under unforeseen circumstances, if any.

Final Selection

The combined final score of candidates shall be arrived at on the basis of scores obtained by the candidates in the online main examination (Objective and Descriptive Section) and interview. The weightage (ratio) of online Main Examination and Interview will be 80:20 respectively. Scores of the candidates failing to secure minimum qualifying scores or otherwise barred from the interview or further process may not be disclosed. A candidate should be sufficiently high in the merit to be shortlisted for subsequent recruitment process, details of which will be made available subsequently on Company's website.

The candidates are advised to satisfy themselves before they apply, that they fulfill requirement as to age and qualification and if found ineligible, their candidature will be cancelled at any stage of recruitment process. Appearing in the ONLINE MAIN EXAMINATION & INTERVIEW will not automatically confer any right of being selected for the said post.

● 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.
