

Application for Pre-examination Training for SC/ST/OBC(Non-Creamy)

The Regional In Charge
The New India Assurance Co Ltd

_____ Regional Office

**Recent Passport
Size Photograph
of the Candidate**

Dear Madam/Sir

Re.: Pre-examination Training for SC/ST/OBC(Non Creamy) – Recruitment of ASSISTANT 2014.

I have applied to The New India Assurance Co Ltd for the post of Assistant against your advertisement published in the employment news/rojgar samachar dated 18.10.2014. Please register my name for pre-examination training in **English** [] / **Hindi** # [] (please tick the appropriate) medium. I enclose a self- attested copy of the SC/ST/OBC Certificate. I note that I will have to make my own arrangements for stay and meet all my expenses. I also note that undergoing the training will not confer on me any right to be called for the Examination or for recruitment in the Company's service.

S.No.	DESCRIPTION	
1	NAME (including Surname)	
2	Father's/Husband's Name	
3	Category(SC/ST/OBC)	
4	Caste Name	
5	Designation of Caste Certificate Issuing Authority & Date of Issue	A) Designation : B) Date of Issue :
6	Place of Issue (Village , Tehsil, District and State/Union Territory)	Village/Town/City: Tehsil District State/U.T:
7	Address for Correspondence of the Candidate with PIN Code	PIN Code:
8	E mail	
9	Mobile No.	
10	Online Application Registration No.	
11	Date & Transaction No of e-receipt for payment of amount Rs50/- or Rs.500/- as applicable	

*All the information shall be mandatorily filled in.

I _____ son/daughter/wife of _____, resident of _____ hereby declare that the information furnished in this application for pre-recruitment training is true and correct to the best of my knowledge and belief. I understand that my candidature for this recruitment exercise will be cancelled, in case the same is found to be incorrect at a later date.

Yours faithfully

(Signature of the Candidate)

Place:

Date:

** Addresses of our Regional offices are given in our website <http://newindia.co.in>..Please indicate your preferred choice of Regional Office for training in the space provided.

Please attach the following documents with your application and send/submit it to the concerned Regional Office. The application should reach the concerned Regional Office latest by **17th Nov. 2014**

1. Self-attested copy of the SC/ST/OBC Certificate
2. Copy of e-receipt and printout of on-line application form as proof of having applied for the exam

Training in Hindi will be held only if sufficient numbers of candidates are registered.

Kindly superscribe "Application for pre examination training for the post of "ASSISTANT" on the envelope.

RECRUITMENT OF ASSISTANT 2014
INSTRUCTIONS FOR CANDIDATES APPLYING FOR PRE-RECRUITMENT TRAINING

1. Candidates belonging to SC/ST/OBC (Non-Creamy layer) who have submitted online application successfully between 18.10.2014 to 10.11.2014 for the above recruitment and have paid applicable fee of Rs50/- OR Rs.500/- are only eligible to apply for Pre-Recruitment 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:

Monday to Wednesday from 9 A.M. to 6 P.M.
Thursday to Saturday from 9 A.M to 6 P.M.
(Lunch Break from 1.15 P.M to 2 P.M)

5. Candidates have to send their duly filled in and signed application , in the prescribed format, to the regional office of their choice. Full address of our various Regional offices is available in our website <http://newindia.co.in> (link : [Click here for List of Regional Offices](#))
6. Applications are to be submitted during the period from **10.11.2014 to 17.11.2014**. **Applications, received after 17.11.2014 , at our Regional Offices, will not be considered.**
7. Candidates are required to send the following documents along with their application for pre-recruitment training:-
 - a. Copy of caste certificate as per the format given in the advertisement shown in Company's website/Employment News dated 18.10.2014
 - b. Copy of submitted online application for recruitment (Printout).
 - c. Copy of e-receipt, showing payment of prescribed fee of Rs.50/- / Rs.500/- as applicable.
8. Candidates have to mark their attendance for both sessions (Morning & Afternoon) for the three days of training
9. Candidates are to follow the instructions of the training organisation personnel/instructors to ensure the training is completed smoothly.
10. Company reserves right to modify the dates, timing and venue of the training or cancel the training at any one or more centres.
11. **Any misconduct on the part of the candidate during the aforesaid training, if noticed, will render his/her candidature liable to be cancelled.**
12. **The decision of the Company (The New India Assurance Co Ltd.) shall be final and binding in all the matters.**

CORP.HRM. DEPARTMENT
Mumbai