

State / UT	Tier I Exam (Preliminary)	Tier II Exam (Main)
Manipur	Imphal	Imphal
Meghalaya	Shillong	Shillong
Mizoram	Aizawl	Aizawl
Nagaland	Kohima, Dimapur	Kohima, Dimapur
Odisha	Balasore, Berhampur (Ganjam), Bhubaneswar, Cuttack, Dhenkanal, Rourkela, Sambalpur	Bhubaneswar
Puducherry	Puducherry	Puducherry
Punjab	Amritsar, Bhatinda, Jalandhar, Ludhiana, Mohali, Patiala	Mohali
Rajasthan	Ajmer, Bikaner, Jaipur, Jodhpur, Kota, Sikar, Udaipur	Jaipur
Sikkim	Gangtok	Gangtok
Tamil Nadu	Chennai, Coimbatore, Madurai, Nagercoil, Salem, Thanjavur, Thiruchirapalli, Tirunelveli, Vellore	Chennai
Telangana	Hyderabad, Karimnagar, Khammam, Warangal	Hyderabad
Uttar Pradesh	Agra, Aligarh, Prayagraj (Allahabad), Bareilly, Gorakhpur, Jhansi, Kanpur, Lucknow, Mathura, Meerut, Moradabad, Muzaffarnagar, Varanasi	Lucknow, Prayagraj (Allahabad)
Uttarakhand	Dehradun, Haldwani, Roorkee	Dehradun
West Bengal	Asansol, Greater Kolkata, Hooghly, Kalyani, Kolkata, Siliguri	Greater Kolkata

**10. APPLICATION FEES : Payable online from 17/12/2024 to 01/01/2025 (both dates inclusive)**

Category	Application Fees (inclusive of GST)
SC / ST / PwBD / EXS	Rs. 100/- (inclusive of GST) (Intimation charges only)
All candidates other than SC / ST / PwBD / EXS	Rs. 850/- (inclusive of GST) (Application fee including intimation charges)

Bank transaction charge, if applicable, is to be borne by the candidate.

Fee once paid will neither be refunded nor be adjusted against any future recruitment projects. Fee payment options are detailed under Para 11 given below.

**11. HOW TO APPLY :**

Detailed Guidelines / procedure for :

- Application Registration
- Payment of Fees
- Scan and Upload of Photograph, Signature, Left Thumb Impression, a Hand Written Declaration.

**A. APPLICATION REGISTRATION :**

**I. IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION :**

Before applying online, candidates should

- Scan their
  - Photograph (4.5 cm x 3.5 cm)
  - Signature (**on white paper with black ink**)

- Left thumb Impression (**on white paper with black or blue ink**)
  - A Hand Written Declaration (**on white paper with black ink**) (text given below).  
ensuring that all these scanned documents adhere to the required specifications as given under 'Guidelines for scanning and uploading of Documents.'
- ii. Signature in CAPITAL LETTERS will NOT be accepted.
  - iii. The Left Thumb Impression should be properly scanned and not smudged (**If a candidate is not having left thumb, he / she may use his / her right thumb for applying**).
  - iv. The text for the hand written declaration is as follows :-  
**"I, \_\_\_\_\_ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."**
  - v. The above mentioned a hand written declaration has to be in the candidate's handwriting and in English only and should not be in Capital letters. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (**In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications**).
  - vi. Keep the necessary details / documents ready to make **Online Payment** of the requisite application fee / intimation charges.
  - vii. Have a valid personal email id and mobile no., which should be kept active till the completion of this Recruitment Process. Company may send intimation to download call letters for the Examination, Regional Language Test etc. through the registered email id. In case a candidate does not have a valid personal email id or mobile no., he / she should create his / her new email id and acquire new mobile no. before applying online and must maintain that email account and mobile number till the completion of Recruitment Exercise.

## II. APPLICATION PROCEDURE :

1. Candidates have to go to the Company's website <https://www.newindia.co.in> 'Recruitment' Section and click on the option '**APPLY ONLINE**' which will open a new screen.
2. To register application, choose the tab '**CLICK HERE FOR NEW REGISTRATION**' and enter Name, Contact details and email id, mobile no. etc. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An email & SMS indicating the Provisional Registration number and Password will also be sent.
3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing '**SAVE AND NEXT**' tab. Prior to submission of the online application, candidates are advised to use the '**SAVE AND NEXT**' facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify / get the details verified to ensure that the same are correct, prior to final submission.
4. Candidates are advised to carefully fill and verify the details filled in the online application form themselves as no change will be possible/ entertained after clicking the '**FINAL SUBMIT**' BUTTON.
5. The Name of the candidate and his / her Father / Husband etc. should be spelt correctly in the application as it appears in the Certificates / Mark sheets. Any change / alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the '**VALIDATE YOUR DETAILS**' and '**SAVE & NEXT**' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Uploading of Photograph and Signature detailed under point "C" given below
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before '**FINAL SUBMIT**'.
10. Modify details, if required, and click on '**FINAL SUBMIT**' only after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on '**PAYMENT**' Tab and proceed for payment.
12. Click on '**SUBMIT**' button.

## B. PAYMENT OF FEES ONLINE MODE :

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using only Debit Cards (Rupay / Visa / MasterCard / Maestro), Credit cards, Internet Banking, IMPS, Cash Cards / Mobile Wallets.
3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE.
4. On successful completion of the transaction, an **e-Receipt** will be generated.
5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login **again** using their Provisional Registration Number and Password and repeat the process of payment.
6. **Candidates are required to take a printout of the e-Receipt and online Application Form. Please note that if the same cannot be generated, online transaction may not have been successful.**
7. For Credit Card users : All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert it to your local currency based on prevailing exchange rates.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. There is facility to print application form containing fee details after payment of fees.

## C. GUIDELINES FOR SCANNING AND UPLOAD OF DOCUMENTS :

Before applying online, a candidate will be required to have a scanned (digital) image of his / her photograph, signature, left thumb impression and written declaration as per specifications given below :-

### Photograph Image : (4.5cm x 3.5cm)

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there's no "red-eye".
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred).
- Size of file should be between 20 kb – 50 kb
- Ensure that the size of the scanned image is not more than 50 kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

### Signature, left thumb impression and hand written declaration Image :

- The applicant has to sign on white paper with Black Ink pen.
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- The applicant has to write the declaration in English clearly on a white paper with black ink.
- The Signature, left thumb impression and hand written declaration should be of applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred).
- Size of file should be between 10-20 kb for signature and left thumb impression & 20-50 kb for hand written declaration.
- **Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.**

### Scanning the documents

- Set the scanner resolution to a minimum of 200 dpi (dots per inch) & color to True Color.
- Crop the image in the scanner to the edge of the photograph / signature / left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be *jpg* or *jpeg* format. An example file name is : *image01.jpg* or *image01.jpeg* Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows / MS Office can easily obtain documents in *.jpeg* format not exceeding 50 kb (photograph and hand written declaration) & 20 kb (signature and left thumb impression) by using MS Paint or MS Office Picture Manager. Scanned documents in any format can be saved in *.jpg* format by using 'Save As' option in the File menu and size can be reduced below 50 kb (photograph and hand written declaration) & 20 kb (signature and left thumb impression) by using crop and then resize option in the Image menu. Similar options are available in other photo editor also.
- If the file size and format are not as prescribed, an error message will be displayed.

While filling in the Online Application Form the candidate will be provided with a link to upload his / her photograph, signature, left thumb impression and hand written declaration.

### **Procedure for uploading the documents**

- There will be separate links for uploading Photograph, signature, left thumb impression and hand written declaration.
- Click on the respective link 'Upload Photograph / signature / left thumb impression / hand written declaration'.
- Browse and Select the location where the scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it.
- Click the 'Open / Upload' button.

**Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.**

### **Note :**

- 1) In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
- 2) After uploading the Photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his / her application and re-upload his / her photograph or signature, prior to submitting the form.
- 3) After registering online candidates are advised to take a printout of their system generated online application forms.
- 4) Please note that all the particulars mentioned in the online application form including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination, etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with utmost care as no correspondence regarding change of details will be entertained. The Company will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form. An online application which is incomplete in any respect such as without proper size photograph and signature uploaded in the online application form / unsuccessful fee payment will not be considered as valid. Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee / intimation charges to avoid the possibility of disconnection/ inability / failure to log on to the website on account of heavy load on internet / website jam. The Company does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason. Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected. Any information submitted by an applicant in his / her application shall be binding on the candidate personally and he / she shall be liable for prosecution / civil consequences in case the information / details furnished by him / her are found to be false at a later stage.

### **DOWNLOAD OF CALL LETTERS :**

Candidates will have to visit our website <https://www.newindia.co.in> for downloading call letters for online tests (separately for Tier I & II Examinations). Intimation for downloading call letter will also be sent through email / SMS. Once the candidate clicks the relevant link, he / she can access the window for call letter download. The candidate is required to use (i) Registration Number / Roll Number, (ii) Password / Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof in original as stipulated earlier under Identity Verification and also specified in the call letter and (iii) a photocopy of the same Photo Identity Proof as brought in original.

### **12. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT :**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination and Regional Language Test or in a subsequent selection procedure, if a candidate is (or has been) found guilty of :-

- Using unfair means or
- Impersonating or procuring impersonation by any person or
- Misbehaving in the examination hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- Resorting to any irregular or improper means in connection with his / her candidature or
- Obtaining support for his / her candidature by any unfair means or
- Carrying mobile phones or similar electronic devices of communication in the examination hall, such a candidate may in addition to rendering himself / herself liable to criminal prosecution, be liable :-
  - i. To be disqualified from the examination for which he / she is a candidate.
  - ii. To be debarred, either permanently or for a specified period, from any examination conducted by The New India Assurance Co. Ltd.
  - iii. For termination of service, if he / she has already joined The New India Assurance Co. Ltd.