

United India Insurance Co. Ltd
Administrative Officer (Scale I) Exam
Exam Pattern and Syllabus

The selection would be in two stages - Screening test and Main examination (online multiple choice objective type, Descriptive Test and interview).

All the candidates who applied and are eligible shall undergo screening test (objective type) through online mode. The shortlisted candidates who qualify in screening test based on cut off marks shall become eligible to appear for main examination. The screening test will only be qualifying nature. 10 times the number of vacancies in each discipline/category will be called for Main exam and Descriptive Test, which will also be conducted through online mode.

The Structure for Screening Test:

S.No.	Name of the Test	Number of Questions	Marks	Duration
1	English Language	30	30	60 Min
2	Quantitative Aptitude	35	35	
3	Reasoning Ability	35	35	
	Total	100	100	

Structure of Main Examination (for Generalist):

S.No.	Name of the Test	No. of Qs.	Marks	Duration
1	Reasoning	50	50	120 Min
2	English Language	40	40	
3	Quantitative Aptitude	50	50	
4	General Awareness (with special reference to Financial Sector)	40	40	
5	Computer Literacy	20	20	
	Total	200	200	

Structure of Main Examination (for Specialist):

S.No.	Name of the Test	No. of Qs.	Marks	Duration
1	Reasoning	40	40	120 Min
2	English Language	40	40	
3	Quantitative Aptitude and Computer Literacy	40	40	

4	General Awareness (with special reference to Financial Sector)	40	40	
5	An additional test to assess technical & professional knowledge in relevant discipline	40	40	
	Total	200	200	

Descriptive Test:

Essay writing/précis writing and Letter writing

Two questions, duration 30 minutes

There will be a penalty for wrong answers marked by the candidates (in both Screening Test and Main Exam). For each wrong answer marked one fourth of the marks assigned to the question will be deducted from those obtained.

Generalist Exam Syllabus

1. Reasoning:

Number Series, Coding -Decoding, Sequence & Series, Alphabet test, Classification, Blood Relations, Direction Test, Venn Diagrams, Group Reasoning, Number, Ranking & Time Sequence Test and Logical Arrangement of Words.

2. English Language:

Antonyms, Synonyms, Paragraph Questions, Spelling Mistakes, Comprehensions, Sentence Rearrangement, Error Correction, Articles and Prepositions.

3. General Awareness:

Current Affairs, Banking, Finance, Sports, General Science, History & Culture, Geography, Polity, Economy, Books and Authors, Awards and Important dates.

4. Quantitative Aptitude:

Simplifications, Numbers, Problems on Numbers, L.C.M and H.C.F, Average, Ratio and Proportion, Time and Work, Boats & Streams, Age Relations, Percentages, Partnership, Simple Interest, Compound Interest, Geometry and Data Interpretation.

5. Computer Literacy:

Characteristics of Computers, Basic Applications of Computer, Central Processing Unit (CPU), VDU, input/output Devices, Computer Memory, Concepts of Hardware and Software, Classifications of computers, Operating system and basics of Windows, Internet and Networking, MS – Word, Excel, Power Point etc.