



दि न्यू इन्डिया एश्योरन्स कंपनी लिमिटेड

**THE NEW INDIA ASSURANCE COMPANY LTD.**

पंजीकृत एवं प्रधान कार्यालय : न्यू इन्डिया एश्योरन्स बिल्डिंग, 87, महात्मा गांधी मार्ग, फोर्ट, मुंबई - 400 001.

Regd. & Head Office : New India Assurance Bldg., 87, M.G.Road, Fort, Mumbai - 400 001.

CIN No. L66000MH1919GOI000526

Phone : 022-22708100  
22708400

Website : www.newindia.co.in

### **ASSISTANT RECRUITMENT EXERCISE 2023**

#### **INSTRUCTIONS TO CANDIDATES PROVISIONALLY SHORTLISTED FOR PRE-EMPLOYMENT MEDICAL EXAMINATION**

The shortlisted candidates are required to bring the following documents, while reporting for the Pre-Employment Medical Examination on 04/12/2024 :-

- 1] **Valid System generated Printout of online Application Form.**
- 2] Self-attested copies of the following :-
  - a) **Age Proof** –  
Certificate of Birth issued by Competent Municipal Authorities or SSLC/SSC or Standard X Certificate with DOB.

**If the Date of Birth stated by the candidate in the application is inconsistent with the certificate produced, his candidature is liable to be rejected and withdrawn with immediate effect.**

- b) **Educational Qualification** –  
Copies of all Mark-sheets of Graduation / Equivalent along with Provisional and / or final Degree Certificate issued by the University.

**The candidate should produce proof from the University / College / Institution that the final results were declared and candidate is passed on or before 01/01/2024.**

- c) Post-Graduation Certificates, if any.
  - d) **Photo Identity proof** – Driving License, PAN Card, Aadhar card, Voter ID, Passport, etc.
  - e) Aadhar Card.
  - f) Pan Card
  - g) **SC / ST / OBC CANDIDATES** –  
The Candidate will have to furnish a Caste / Community Certificate in the prescribed format duly signed by Authorities designated to issue certificates.

**The candidates are required to obtain the same in the Central Format. The name of the Caste should match letter by letter with the caste mentioned in the Central List, preferably along with the Serial Number.**

*OBC candidates are required to submit the Declaration Form and OBC caste certificate containing the Non-creamy layer clause based on the income for the preceding three financial years i.e. FY 2020-21, 2021-22, 2022-23, which is issued on or after 31/03/2023.*

- h) **EWS CANDIDATES** –  
Income & Asset Certificate issued by appropriate Authorities for FY 2022-23 issued on or after 31/03/2023.



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i) **Persons with Benchmark Disability (PwBD) –**

Disability Certificate in prescribed format issued by the Authorities mentioning the type of disability and percentage (40% or more) and Unique Disability (UDID) Card.

j) **Ex-servicemen / Disabled Ex-servicemen –**

Service Book copy, Release order, Pension Payment Order (PPO) and relevant Proforma(s), as applicable :-

**Proforma A** : Form of Certificate applicable for Released / Retired Personnel.

**Proforma B** : Form of Certificate for Serving Personnel (Applicable for serving personnel, who are due to be released within one year).

**Proforma C** : Undertaking to be given by serving Armed Force personnel, who are due to be released within one year.

**Proforma D** : Form of Certificate applicable for Serving Armed Force Personnel, who have already completed their initial assignment and are on extended assignment.

**Please note that the Date of Discharge on Specific period of Engagement / Extension of Ex-servicemen should be on or before 31/12/2024 (i.e. one year from date of our notification).**

k) **Dependent of Servicemen killed in action :-**

The member of the family would include his widow, son, daughter or his near relations, who agree to support his family and an affidavit stating that the relaxation is availed by one dependent of Serviceman or not availed by any dependent of Servicemen killed in action will have to be produced.

l) In case of mismatch in Name of the candidate, Date of Birth or any other information in the PDF Application Form, **an Affidavit** to be produced by the candidate.

m) In case of **change of name** of female candidates due to marriage, a copy of Marriage Certificate and a copy of Gazette notification regarding change in name are to be produced by the candidate.

n) In case of **employed candidates**, a Relieving Letter, if resigned or NOC from employer, if still working, are to be produced by the candidate.

**Please refer our detailed advertisement dated 29/01/2024 for the prescribed format of all certificates.**

**Candidates are advised to produce all original documents along with one set of self-attested copy while reporting for the Pre-Employment Medical Examination along with any other mandatory document(s) not submitted earlier / for which Undertaking / Declaration has been submitted to that effect at the time of Regional Language Test. Failure to produce any of the eligibility document(s) by candidates will forfeit their candidature and he / she shall be disqualified from appearing for Pre-Employment Medical Examination and also further process of recruitment.**

Any irregularity committed in furnishing information to the Company shall disqualify the candidates for which he / she shall be solely responsible and no correspondence shall be entertained in this regard.

**Change of venue for Pre-Employment Medical Examination will not be entertained under any circumstances.**

CORP. HRM  
HEAD OFFICE

26/11/2024