



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 2024

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

The shortlisted candidates, must bring the following documents while reporting for the Pre-Employment Medical Examination :-

- 1] **Valid System generated online Application Form**
- 2] **10 latest Passpost size photographs**
- 3] **Original documents and self-attested copies of the following :-**
  - a) **Photo Identity proof** – Driving License, PAN Card, Aadhar card, Voter ID, Passport, etc.  
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.
  - b) **Age Proof** –  
Birth Certificate issued by Competent Municipal Authorities or SSLC / SSC or Standard X Certificate with DOB.
  - c) Aadhar Card
  - d) PAN Card
  - e) **Educational Qualification** –  
Mark-sheets & Certificates of SSC and HSC.  
All mark-sheets of Graduation / Equivalent & Provisional and / or Final Degree Certificate issued by University.  
Mark-sheets & Certificates of Post-Graduation and / or any other qualification, if any.
  - f) **SC / ST / OBC / EWS Candidates** –  
Caste Certificate in the prescribed format duly signed by the Authorities designated to issue relevant certificates.
  - g) **Persons with Benchmark Disability (PwBD)** –  
Disability Certificate in prescribed format issued by the Authorities as per 'RPwD Act, 2016' mentioning the type of disability and percentage (40% or more) and Unique Disability Identity (UDID) Card.
  - h) **Ex-servicemen / Disabled Ex-servicemen** –  
Service Book, Release order, Pension Payment Order (PPO) and relevant Proforma (A/B/C/D), as applicable.
  - i) **No Objection Certificate / Relieving Letter** –  
Candidates serving in Government / Quasi Govt. Offices / Public Sector Undertaking (Nationalised Banks / Insurance Companies / Financial Institutes have to submit **No Objection Certificate** from the Employer in original, even though they have joined above organizations after application made to NIACL.  
In case of resigned candidates, **Relieving Letter** issued by the Previous Employer have to be submitted.
  - j) In case of **mismatch in Name, Date of Birth or any other information** in PDF Application Form, **an Affidavit** to be produced by the candidate.

**Please refer our detailed advertisement dated 16/12/2024 for the prescribed format of all certificates.**

Candidates are advised to produce **all original documents** along with **two sets of self-attested copy** while reporting for 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.

**Any request for change in Venue of Medical Examination will not be entertained under any circumstances.**