



दि न्यू इन्डिया एश्योरन्स कंपनी लिमिटेड

THE NEW INDIA ASSURANCE COMPANY LTD.

पंजीकृत एवं प्रधान कार्यालय : न्यू इन्डिया एश्योरन्स बिल्डिंग, ८७, महात्मा गांधी मार्ग, फोर्ट, मुंबई - ४०० ००१.

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] 4 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.
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.

Date : 23/06/2025

CORP. HRM