



UNITED INDIA
INSURANCE COMPANY LIMITED

UIIC AO

Administrative Officer Recruitment



TRUST
SECURITY
PROGRESS



SYLLABUS
Reasoning



01		Inequality	Direct, Indirect, Coded Inequality, Reverse Inequality
02		Syllogism	2/3 statement and conclusion based, Coded Syllogism, Reverse Syllogism, Option-wise conclusion
03		Blood Relation	Generation Based, Coded Blood Relation
04		Direction and Distance	Paragraph based, Coded direction
05		Coding-Decoding	Simple/ Chinese Coding, Conditional/ Coded coding, Resultant Coding
06		Series	Alphanumeric/ Alphabet/Number based, Step based series
07		Ranking/ Order & Comparison Based	–
08		Puzzles	Floor & Flat based, Box/ Stack based, Day/ Month/ Year/ Date-Month based, Designation/ Ranking based, Sequence Based, Selection/ Grouping Based, & Miscellaneous Puzzles
09		Seating Arrangement	Linear, Parallel/ Double Row, Uncertain linear, Circular, Square, Polygon Shape based
10		Machine Input-Output	Coded, Multi-step Alphabet/ Number based
11		Data Sufficiency	2/3 Statement, Logical Sufficiency
12		Pair Formation, Meaningful Word, Odd one out, Digit operation, Alphabet Operation	Miscellaneous Reasoning, Resultant Based
13		Logical Reasoning	Inference, Assumption, Conclusion, Cause & Effect, Argument, Course of Action, Statement Analysis
14		Miscellaneous	–



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Quantitative Aptitude

01		Data Interpretation	Tabulation, Pie Chart, Line Graph, Bar Graph, Caselet DI, Arithmetic DI (Problems on Ages, Partnership, Ratio-Based Problems, Percentage-Based Problems, Miscellaneous Arithmetic), Mixed DI, Missing DI, Advanced Pattern DI, Radar DI
02		Inequality	Direct Inequality, Coded Inequality, Mathematical Inequality, Quantity-Based Inequality
03		Quadratic Equation	Basic Quadratic Equations, Comparison of Roots, Parameter-Based Quadratic Equations
04		Quantity Comparison	Quantity I & II Comparison, Quantity-Based Arithmetic, Quantity-Based Algebra
05		Number Series	Missing Number Series, Wrong Number Series, Multiple/New Pattern Series
06		Simplification & Approximation	Approximation, Simplification, Square/Cube/Roots, Fraction-Based, Percentage-Based, BODMAS, Decimals
07		Percentage	Basic Percentage, Successive Percentage, Income & Expenditure, Election-Based, Exam Marks-Based, Population-Based, Venn Diagram
08		Average	Basic Average, Weighted Average, Replacement-Based Average, Age-Based Average
09		Age	–
10		Partnership	–
11		Profit & Loss	Basic Profit & Loss, Dishonest Dealings, Discount & Marked Price, Successive Selling, Sales Tax
12		Simple & Compound Interest	Simple Interest, Compound Interest, SI & CI Mixed, Installments
13		Ratio & Proportion	Basic Ratio, Proportion, Direct & Inverse Proportion, Partnership
14		Mixture & Allegation	Basic Mixture, Allegation, Replacement-Based Problems
15		Time & Work	Work Efficiency, Work & Wages, Man-Days, Alternate Work, Pipes & Cisterns
16		Speed, Time & Distance	Relative Speed, Average Speed, Problems on Trains, Partial Speed, Race, Boats & Streams
17		Probability	Ball-Based, Card-Based, Coin-Based, Dice-Based, Miscellaneous
18		Permutation & Combination	Basic P&C, Arrangement-Based, Selection-Based, Circular Arrangement, Miscellaneous
19		Mensuration	Solid Figures, Plane Figures, Miscellaneous Mensuration
20		Number System	Divisibility, Factors & Multiples, LCM & HCF, Remainders, Unit Digit, Number Properties
21		Data Sufficiency	Two-Statement, Three-Statement, Quantity-Based Data Sufficiency



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SYLLABUS

English Language



01		Reading Comprehension	Factual, Vocabulary, Inference, Tone & Conclusion-Based Questions
02		Cloze Test	Basic, Contextual and New-Pattern
03		Error Detection	Sentence Based Error
04		Multiple / Double Error Detection	–
05		Fill in the Blanks / Fillers	Single & Multiple and Contextual
06		Para Jumbles	Sentence Rearrangement
07		Paragraph Completion	Sentence Completion
08		Match the Following	–
09		Phrase Replacement	Sentence Improvement
10		Word Swap	Word Rearrangement
11		Connectors/ Starters	–
12		Misspelt Words	Spelling-Based Questions
13		Word Usage	Contextual Meaning
14		Vocabulary	Synonyms, Antonyms and Contextual Vocabulary, Singular/Plural
15		Idioms & Phrases	Meaning and Usage
16		Phrasal Verbs	Meaning and Usage
17		Odd Sentence	Sentence Selection
18		Conclusion & Inference	Based Verbal Questions
19		Miscellaneous	Grammar and Vocabulary



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SYLLABUS

General Awareness



01		Current Affairs	14		Important MoUs
02		National & International	15		Banking Awareness
03		Banking & Financial Economy	16		RBI & Banking System
04		Government Schemes	17		Banking Terms
05		Appointments	18		Types of Banks
06		Awards	19		Banking Products
07		Sports	20		Monetary Policy
08		Books & Authors	21		RBI Rates & Ratios
09		Important Days	22		Digital Banking & Payment Systems
10		Summits & Conferences	23		NPCI
11		Defence	24		Financial Inclusion
12		Science & Technology	25		NPA
13		Reports & Indices	26		Basel Norms
27		Financial Institutions	35		Rural & Agricultural Awareness
28		Static GA	36		Agriculture & Crops
29		Capitals & Currencies	37		Rural Development
30		Important Places	38		NABARD
31		National Parks	39		Rural Banking
32		Rivers & Dams	40		Agricultural Current Affairs
33		Headquarters			
34		Important Organisations			



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SYLLABUS

Computer



The syllabus covers computer fundamentals, modern networking, insurance technology, database systems, and cybersecurity.

01		Computer Basics & Architecture	Generations of computers, CPU components (ALU, CU, Registers), Input & Output devices, Hardware vs Software, Firmware.
02		Memory & Storage Systems	Primary Memory (RAM, ROM, Cache Memory), Secondary Storage (HDD, SSD, Optical Media), Memory Measurement Units (Bit, Byte, KB, MB, GB, TB, PB) & Conversions.
03		Operating Systems (OS)	Functions of OS, Types (Batch, Time-sharing, Real-time, Distributed), Windows/Linux basics, User Interface (GUI vs CLI), Process & Memory management basics.
04		MS Office Suite (Advanced Focus)	MS Word (Shortcuts, Formatting, Mail Merge), MS Excel (Formulas like VLOOKUP, HLOOKUP, IF, Pivot Tables, Charts, Cell referencing), MS PowerPoint (Transitions, Master slides).
05		Computer Networks & Architecture	Network Types (LAN, WAN, MAN, PAN), Topologies (Star, Mesh, Bus, Ring), OSI Model (7 Layers), TCP/IP Protocol Suite, Network Devices (Router, Switch, Gateway, Bridge).
06		Internet, Protocols & Web Tech	IP Addressing (IPv4 vs IPv6), Domain Name System (DNS), Web Browsers, Search Engines, Protocols (HTTP, HTTPS, FTP, SMTP, POP3, IMAP).
07		Cyber Security, Attacks & Protection	Malware types (Virus, Worm, Trojan, Ransomware, Spyware, Adware), Attacks (Phishing, Spoofing, DDoS, Man-in-the-Middle), Firewalls, Antivirus, Cryptography basics.
08		Database Management Systems (DBMS)	DBMS vs File System, Relational DBMS (RDBMS), Database Keys (Primary, Foreign, Candidate), SQL Basics (DDL, DML commands), Normalization basics.
09		Computer Shortcuts & Abbreviations	Standard MS Office & OS Keyboard Shortcuts, Acronyms (e.g., ASCII, URL, HTML, BIOS, RAID, PDF, SQL, VPN).
10		Digital Insurance & FinTech Architecture	Digital Payment Gateways, Core Insurance Systems, Cloud Computing models (IaaS, PaaS, SaaS), Cyber Laws & IT Act 2000 basics.

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SYLLABUS

Exam Pattern



Prelims Pattern

S.No.	Name of Test / Section	No. of Questions	Marks	Duration	Medium of Exam
1	Test of English Language	30	30	20 minutes	English
2	Test of Reasoning	35	35	20 minutes	English / Hindi
3	Test of Quantitative Aptitude	35	35	20 minutes	English / Hindi
TOTAL		100	100	60 minutes	



Mains Pattern

S.No.	Name of Test / Section	Questions	Marks	Duration	Medium
1	Test of English Language	40	50	30 minutes	English
2	Test of Reasoning	50	60	40 minutes	English / Hindi
3	Test of Quantitative Aptitude	50	60	40 minutes	English / Hindi
4	Test of General Awareness (with special reference to Financial Sector)	40	60	30 minutes	English / Hindi
5	Test of Computer Knowledge	20	20	10 minutes	English / Hindi
6	Descriptive Test English Language (Letter Writing-10 marks & Essay-20 marks)	2	30	30 minutes	English
Total		200	250	150 minutes	



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CUTOFF
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Online Exam Cutoff for Recruitment of Administrative Officers-Scale I
(Generalists and Specialists) -2024-25 held on 21.12.2024



GENERALISTS

SECTION WISE CUTOFF FOR ADMINISTRATIVE OFFICERS (GENERALISTS)

CATEGORY	T1-RE (50)	T2-EL (80)	T3-QA (50)	T4-GA (50)	T5-CK (40)	DESCRIPTIVE PAPER * (30)
UR, SC, ST, OBC, EWS, PwBD	15	15	15	13	15	15



CATEGORY WISE CUT-OFFS

CATEGORY WISE CUT-OFFS-APPLIED ON TOTAL (OUT OF 250)—SHORTLISTING FOR
INTERVIEW (FOR CANDIDATES WHO HAVE CLEARED SECTIONAL CUT OFF IN OBJECTIVE
TEST AND QUALIFIED IN DESCRIPTIVE EXAMINATION)

CATEGORY	CUTOFF (OUT OF 250)
UR	156.39
SC	131.76
ST	117.35
OBC	147.19
EWS	144.76
PwBD-VI	153.91
PwBD-OC	103.74
PwBD-ID/MD	132.58