



**बीमा विनियामक और विकास प्राधिकरण**  
**INSURANCE REGULATORY AND  
DEVELOPMENT AUTHORITY**

Rules and Regulations of Pre Recruitment Test for Insurance Agents

1. Candidates will be allowed in the examination premises only 15 minutes prior to the scheduled exam time and the candidates are required to be present at the Test venue at least 15 minutes prior to exam start time.
2. Only Test Candidates will be allowed into the examination premises.
3. Candidates must carry any one of the following original photo identity proofs as specified by the Regulatory Body
  - a. Pan Card
  - b. Passport
  - c. Driving License
  - d. Election ID card
  - e. Bank passbook with Photograph
  - f. Credit / Debit Card with photograph
  - g. College / Institute Identity Card
4. Only Pen and a Calculator (which does not have any memory, programming function), shall be allowed to be carried by the candidate inside the test room.
5. Personal belongings including mobile phones (in switched off) mode are required to be kept away from the test terminal (as directed by the test administrator) at candidate's own risk. It is advised that candidates do not carry valuable goods. NSE.IT will not be responsible or liable in any manner whatsoever in case the item(s) is / are lost or stolen.
6. Candidates are allowed to use only mouse during the examination. Keyboard is not required for giving answers and hence should not be used by candidates for any purpose.
7. The Test Administrators would not provide any kind of assistance during examination about how to use mouse etc.
8. Candidates will not be allowed to leave exam hall before submission of the test paper. During the test, candidates shall refrain from use of toilet, as far as possible, to maintain continuity in the exam flow.
9. Offline/backup answer sheet will be provided to the candidate to list out the answers selected by him. Offline answer sheet – flip side can be used for rough work during the test. This sheet needs to be returned to the test administrator before leaving the test venue.

Contd. 2



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:: 2 ::

10. Ten minutes grace time will be allotted (in addition to remaining time) in case of any reappearance due to power/ internet issues. Marking answers on the offline answer sheet is mandatory. It will be useful to re-enter the answers in case of any disruption during the examination.
11. In the event of rescheduling due to unexpected power failure or ISP failure, rescheduling will be done only for the candidates who were present and have signed their attendance in the exam centre. In such a case normal procedure of intimating on SMS, email will be followed.
12. The candidate must leave the exam centre as soon as he / she collect the score card. In case the score card is not provided due to technical issues, the candidate needs to ensure it is collected on the same day or the next. Scorecard will not be given if they come at a later date asking for the same. (To be removed if score card printing is done away with)
13. Candidates, Sales Manager's and their relatives should not crowd around the exam centre / building premises.
14. With regard to conduct of examination, decision of test administrator shall be final and binding. No written reason for debarment or disallowance will be provided to the candidate by the TA at the centre. The candidate is advised to contact his sponsoring agency for further information regarding the action taken.
15. Candidates will be disallowed for the exam if :
  - a. Late by more than Ten minutes from the scheduled batch start time
  - b. Original photo identity proof is not carried
  - c. There is a mismatch in the Photograph & Signature uploaded on the IRDA portal
  - d. Refuse to reveal the face for verification process
  - e. Photo uploaded on IRDA portal is not clearly visible/ or is very old making identification difficult
  - f. Training Completion Certificate is not updated on IRDA portal as instructed in registration process.
  - g. Candidate is found under the influence of alcohol or any drugs.
16. In case of Signature mismatch, candidate would be allowed a maximum of three attempts. If the candidate's signature is not matching with the one uploaded on the IRDA portal (hall ticket), the candidate shall be disallowed for the exam. Candidate will not be shown the signature uploaded in such cases.

Contd. 3





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:: 3 ::

17. Candidate shall be debarred in the following cases:

- a. Carrying Mobile Phone (including Switched off mode) or any electronic gadgets inside the exam hall.
- b. Accessing any other applications /program in the exam pc or trying to download or print the Question Paper.
- c. In possession of any incriminating materials, written material including words, letters or numbers written on anything in possession of the candidate or written on any part of the candidate's body or anything scribbled on cloths.
- d. Communicating with other candidates or any outsider using any method.
- e. Peeping into other candidate's computer.
- f. Misbehaving with NSEIT personnel / staff or any other candidate.
- g. Breaching the peace of NSEIT exam centre and causing trouble to other exam candidates in any way like shouting, arguing, abusing, etc.
- h. Offering bribe or threatening the test administrator or NSEIT personnel.
- i. Allowing somebody else to impersonate him / her.

18. Failure to observe any of the instructions mentioned herein or use of any unfair means during the test will render the candidate liable to disqualification or other penalty, which may include cancellation of the examination of the candidate and / or debaring the candidate from appearing for the examination for any period as determined by the examination body.

19. These instructions are to be passed on to all the candidates by the insurance agency Head Office. By entering the NSEIT exam centre, it is implied that the candidate has read, understood and accepted these instructions. A lack of knowledge of the instructions would not be a valid reason for deviations, of any kind, from them.

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