

POSTAL LIFE INSURANCE AGENTS EXAMINATION.

General guidelines:

- 1) Only those candidates who are sponsored by any of the area/circle office of the "Postal Life Insurance" co. can appear for this test.
- 2) Examination body (i.e. Insurance Institute of India) on request of Postal Life Insurance shall assist the PLI to design and conduct the training programme followed by test at the locations/place to be identified by the sponsoring authority (PLI).
- 3) Postal Life Insurance shall make every arrangement for the conduct of the training session and examination for the prospective agents.
- 4) Insurance Institute of India shall provide logistic support to the PLI in terms of providing faculties for the training sessions and supply of text books to the respective circle/area office where the training is scheduled.
- 5) PLI shall arrange suitable examination venue which should comply with the following:
 - a) only one candidate can sit on one bench
 - b) minimum 5 ft. distance should be maintained between two examinees sitting besides each other
 - c) One invigilator can supervise maximum 20/25 candidates
- 6) In case of postponement of examination for the reasons beyond the control of examination body (i.e. Insurance Institute of India) the PLI authorities will cooperate and help the III to conduct this examination at the date convenient and suitable to PLI and III
- 7) PLI shall designate a suitable officer at the examination venue who will act as a Presiding officer at the centre and who will also be accountable and responsible to conduct the examination as per rules and regulation laid down by III.
- 8) PLI will provide us the e-mail id /fax number of the offices of designated persons.
- 9) All the expenses related to training and examination shall be borne by PLI
- 10) III will make every effort to finalise and publish the results within seven working days from the date of receipt of "parcel" at III's office in Mumbai.
- 11) We will publish this results on the website of III (www.insuranceinstituteofindia.com) and the concern PLI's office can have a access to this results by using login id and password (which would be communicated to you shortly).
- 12) Candidates results copy shall be dispatched to PLI office on the following day of declaration of result on the website.
- 13) Passing certificate for successful candidates shall be dispatched to the respective PLI's office within 15 days from the date of declaration of results. This training certificates should be signed by designated person of the respective PLI's office before being handed over to the candidates.
- 14) Candidates should fill fresh examination form if he/she fails to clear the examination.
- 15) PLI must remit the examination fees (Rs.200/- per candidate) by means of one consolidated Demand Draft in favour of "Insurance Institute of India – Mumbai"
- 16) We will not respond to the individual candidates query either related to training or examination.

TRAINING GUIDELINES:

- 1) To facilitate better co-ordination with the faculties and also to avoid any disruption in the schedule of the proposed training schedule at various locations, we suggest that at the beginning of each quarter every circle/area office of PLI should chalk out the detailed itinerary of the training program in consultation with the III's office.
- 2) PLI will make suitable arrangement for the conduct of training session at the location where it intend to arrange such programmes. Which includes lecture hall, proper sitting arrangement and other minimum educational aids such as blackboards etc.
- 3) One officer should be made in-charge to look after the administrative requirements at the training venue.

EXAMINATION GUIDELINES:

- 1) On finalisation of "List of trainees" 15 days prior to the commencement of training session PLI shall collect "Examination application-cum-hall ticket" forms duly filled from the candidates.
- 2) PLI's office can send a e-mail/fax or make a call to III's office to obtain a branch code (to be obtained at the time of sponsoring first batch for the examination and this branch code will remain permanent unless receipt of any communication for the change of such branch code from III's office)
- 3) After getting this branch code (three digit) form III's office the branch office of the PLI which intends to sponsor their candidates for the "Examination and training" will allot 12 digits roll number (candidates id) to the candidates. Of this 12 digits roll number first three digits will be "branch code" allotted to the branch, next six digits will be a date on which examination is scheduled and the last three digits will be the serial number.

e.g. The branch of the PLI which has been assigned branch code as "101" propose to sponsor "20" candidates for the examination scheduled on 01.04.08 then the roll number of its first candidates of this batch would be :
"101010408001" and the roll number for the 20th candidates of this batch would be "101010408020".

- 4) PLI office should forward their candidates data in softcopy via e-mail to III's office on the e-mail id (plidata@iii.org.in) in .xls file in the following format.:

Sr.No.	Name of the candidate	Roll number (12 digits)	Language	Centre

- 5) Sealed parcel containing question papers and other relevant documents shall be sent to PLI's office in the name of the designated person 5 days prior to the scheduled examination date.
- 6) The designated person or the Presiding officer nominated for the purpose of training and examination shall keep this parcel in his/her custody and must open this parcel 20 minutes ahead of examination time.
- 7) During the examination invigilators appointed for the supervision of the examination should ensure that the examination is being conducted under strict examination conditions and candidates should not have access to any such means which could help him/her for answering the Questions.
- 8) Candidates must write correct roll number on his/her answer sheets and on other important documents during the time of examination.
- 9) On completion of the examination "Presiding officer" at the centre should pack and check the following:
 - a) The answer sheets and the attendance list of the candidates
 - b) The used Question papers and unused question papers
 - c) The list containing name of invigilators
 - d) Malpractices report if any
 - e) "Examination completion Certificate" duly filled and signed.