

National Insurance Company Limited

Administrative Officer (Scale I) Recruitment 2026

321

vacancies for
Generalists and
Specialists

Apply online from 8 to 28 October 2026. Read the official notification first, then register on the application portal.

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[Official notification \(PDF\)](#)

Important dates

- 8 October 2026**
Online registration and fee payment begin
- 28 October 2026**
Last date to register and pay the fee
- 17 November 2026**
Phase I online preliminary exam
- 22 December 2026**
Phase II online main exam

Vacancies

Discipline	Posts
Generalist	200
Risk Engineers	28
Finance (CA & CMA)	20
Legal	20
Total	321

Discipline	Posts
Automobile Engineers	20
Agriculture	20
Information Technology	11
Company Secretaries	2
Total	321

Vacancies are tentative. You can apply for only one discipline.

Eligibility

Age

21 to 30 years as on 1 October 2026 (born between 2 Oct 1996 and 1 Oct 2005). Upper age relaxation applies to SC/ST (5 years), OBC non-creamy layer (3 years) and PwBD (10 to 15 years).

Education

Graduation or post-graduation with at least 60% marks (55% for SC/ST/PwBD), completed by 1 October 2026. Specialist posts need the relevant degree or professional qualification such as CA, CMA, Law, B.E./B.Tech, ACS/FCS or Agriculture.

Application fee

Rs. 1,000 for General, OBC and EWS.
Rs. 250 for SC/ST/PwBD (intimation charges only).

Pay and benefits

Starting basic pay

Rs. 82,485 per month in the scale 82485 to 156745.

Total emoluments

About Rs. 1,14,000 per month in metro centres, plus pension (NPS), gratuity, medical benefits and accident insurance.

Selection process

Phase I: Preliminary

- 100 marks, 60 minutes
- English Language, Reasoning Ability, Quantitative Aptitude
- Each section is timed separately

Phase II: Main

- Objective test: 250 marks, 3 hours
- Descriptive English test: 30 marks, 30 minutes (qualifying)

Interview

Final merit is based on the main exam and interview in an 80:20 ratio. Wrong answers carry a penalty of one-fourth of the marks.

This page summarises the official notification. Please read the full advertisement before applying.

[Official notification \(PDF\)](#). | [Apply online](#)