

दि ओरिएण्टल इश्योरेंस कम्पनी लिमिटेड  
(निगमित कार्यालय)

ब्लॉक-4, प्लेट ए, एनबीसीसी ऑफिस कॉम्प्लेक्स,  
ईस्ट किडवाई नगर, नई दिल्ली-110023

दूरभाष : 011-24348348

सीआईएन : यू66010डीएल1947जीओआई007158



THE ORIENTAL INSURANCE COMPANY LIMITED

(Corporate Office)

Block-IV, Plate A, NBCC Office Complex,  
East Kidwai Nagar, New Delhi-110023

Phone : 011-24348348

CIN : U66010DL1947GOI007158

DATE: 01<sup>st</sup> November, 2023

**Notice Inviting Applications for Empanelment of New Surveyors as per  
Surveyors' Management Policy**

It may be noted that a uniform Surveyors' Management Policy (SMP), 2018 for all Public Sector General Insurance Companies (PSGIC) has been adopted by the Board of our Company. Detailed SMP has been uploaded in the Company website for reference.

The Company has decided to invite online applications for empanelment from interested Surveyors in the standard application format **(Annexure-I) from 01.11.2023. The last date of receipt of application is 15.12.2023 (Friday)**. Applications pertaining to **North Zone** should be submitted through company's portal (<https://orientalinsurance.org.in/>) along with the supporting documents. No physical application will be entertained.

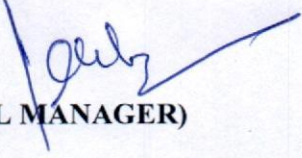
The following points may be noted in this regard:


1. Online applications are invited for empanelment of Surveyors by our Company depending upon requirement under SMP.
2. The Empanelment of surveyors will be done as per requirement of the company.
3. Existing Surveyors on the panel of any one or more of the PSGICs namely **National Insurance Company Ltd, The New India Assurance Company Ltd., The Oriental Insurance Company Ltd. and United India Insurance Company Ltd. need not apply again.**
4. Applying for additional LOBs applicable only for existing empaneled surveyors **(refer sr.no 11 Annexure-I)**.
5. While submitting online applications for empanelment of Surveyors to the Company website, the applicant has to upload the following documents:
  - a. IRDAI License copy
  - b. IISLA Membership(Student Membership not admissible)
  - c. Proof of Date of Birth
  - d. Qualification Certificates- Academic, Professional, Insurance ( From Insurance Institute of India)
  - e. Experience Certificate (from Senior Surveyor, if any)
  - f. Proof of empanelment with any other General Insurance Company (if any) as independent surveyor
  - g. Proof of existing empanelment with PSUs (For additional LOBs only)
  - h. Any other relevant document
6. Any application, incomplete in any manner, is liable to be rejected without any further correspondence in this regard.

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7. The selection of Surveyor will be based on an interview process. Mere eligibility, filing application and attending interview does not confer any right on the part of the applicant (Licensed surveyor) to be empanelled.
8. For further details regarding empanelment process, the applicants are advised to go through the SMP.
9. Any query with regard to the current SMP exercise 2024-25 pertaining to North Zone may be sent to our e-mail id: [smp@orientalinsurance.co.in](mailto:smp@orientalinsurance.co.in).
10. The Corporate Surveyor Applicants may upload application and required documents in respect of one Director/Partner in our portal and the scanned copy of the application and documents for other Directors/Partners may be sent to our email id: [smp@orientalinsurance.co.in](mailto:smp@orientalinsurance.co.in) quoting the registration number of the application.

  
(GENERAL MANAGER)

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**APPLICATION FORM FOR EMPANELMENT OF SURVEYOR-SMP 2024-25**

1.	Name of the Applicant (Attach Self attested Identity Proof )	First	Middle	Last
2.	Individual / Corporate			
3.	Address of the Applicant  (Registered Address of the Corporate Firm)(Attach self-attested address proof)			CITY:
		PINCODE:		STATE:
4.	Contact Number (Tel.)			
5.	Email Address*			

(Information on Item Nos. 6 to 11 should be provided for all the Directors/Partners of the Corporate)  
(Please attach separate sheet for subsequent Directors/Partners of the Corporate)

6.	Qualifications (Attach Self attested Qualification Proof)	Academic							
		Professional							
		Insurance							
7.	Date of Birth (Attach Self attested DoB Proof)	DD	MM	YYYY					
8.	Membership with IISLA (Attach Self attested copy of Membership)	Membership no.	Level(F/A/L)	YYYY					
9.	IRDAI License No. (Attach Self attested Copy of License)	NUMBER		YYYY					
10.	License valid up to	DD	MM	YYYY					
11.	State allocation of departments and Level of Membership:								
	Department	Fire	Marine cargo	Marine Hull	Engg.	Motor	Misc	Crop Insurance	LOP
11.A	New applicants								
11.B	Applying for additional LoB**								

# Already empanelled Surveyors applying for additional LoB for which license obtained subsequently OR not empanelled during last exercises for any particular LoB

12.	Preferred area(s) of Operations (CITY/DISTRICT/STATE):			
13.	Experience	As Independent Surveyor	____ Years ____ Months	
		Under Senior Surveyor (Attach Self attested Certificate from Senior Surveyor)	____ Years ____ Months	
14.A	Are you already empanelled with any other General Insurance Company(s)? If so, details thereof. (Attach Self attested Proof of Empanelment)	LoB/s		
		PSGICs	Private GICs	
15.	Has your application for empanelment been rejected by any General Insurance Company / have you been de-empanelled by any General Insurance Company / have you been penalized by IRDAI during last three Financial Years?	Yes	No	
16.	If so, details thereof. (Last Three Financial Years)			
17.	Will working as a surveyor be your sole occupation?	Yes	No	

**Declaration:** I confirm that the documents submitted by me/authorized signatory of the firm are in order and I agreed to attend the interview either in person or through virtual mode at the place identified by the interviewing authority. I solemnly declare and confirm that the particulars given above are true to the best of my knowledge and belief.

Signature	
Place	
Date	

(Please note that mere eligibility, filing application and attending interview does not confer any right on the part of the applicant to be empanelled.)

\* All fields marked with (\*) are mandatory.