



The Oriental Insurance Company Limited
Head office, Oriental House,
A-25/27 Asaf Ali Road, New Delhi
CIN: U66010DL1947GOI007158

Dept: HR

Date: 11.01.2024

NOTICE

Re: Interview For Promotion From Scale III To IV in PE 2024-25

In terms of relevant Paras of the Promotion Policy for Officers 2006 as amended from time to time (Promotion Policy), the Scale III Officers eligible for promotion to Scale-IV cadre in PE 2024-25 are required to appear for Interview as per the Date and Time indicated in the attached Interview Schedule (**Annexure - A**).

Interviews are scheduled to be held from 22.01.2024 to 25.01.2024 through online mode.

All eligible candidates are advised to appear for online interview from their Regional Offices/OSTC on the given date and time. For candidates of Head Office, Head Office is the centre for online interview.

As the candidates are required to appear from respective Regional Centres/Head Office, the interview schedule has been drawn for forenoon and afternoon session for a day. The candidates are advised to be present for interview accordingly as per their turn mentioned in the schedule.

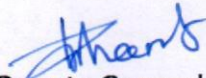
The forenoon session ordinarily starts at 10.00 AM and afternoon session at 2.00 PM.

Change in schedule, if any, will be intimated to respective candidates.

All Regional Offices are advised to issue individual Interview Letters to eligible officers in the prescribed format (**Annexure - B**).

Officers in IT Department and HR Deptt. at ROs are advised to co-ordinate for online interview on the given dates.

All Regional Offices are advised to continue with the Nodal Officer already nominated for interview for promotion from Scale 4 to Scale 5. The Bio-Data Sheets of each candidate (duly filled in & duly signed) should reach to Personnel Deptt. (Class I Cell) by 5.30 PM on 15th January 2024.


Deputy General Manager

- Encl: 1. Interview Schedule (Annexure A)
2. Specimen of Interview Letter (Annexure B)