



NOTICE

Date: July 9, 2015

DIRECT RECRUITMENT EXERCISE 2014-15 FOR ASSISTANTS CADRE

INSTRUCTIONS FOR CANDIDATES APPLYING FOR PRE RECRUITMENT EXAMINATION TRAINING PROGRAMME

1. The candidates belonging to SC/ST/OBC (non-Creamy layer) who have submitted online application successfully between 10.07.2015 to 28.07.2015 for the above recruitment and have paid applicable fee of Rs. 50/- (intimation charges) or Rs. 500/-, only are eligible to apply for Pre-Recruitment Examination Training.
2. This training is Non-Residential and candidates have to make their own arrangements for their accommodations and food at their own cost, during the training period.
3. The Pre-Recruitment Examination Training will be conducted in the month of August 2015.
4. Travel expenses (both outstation & local), to attend the training, **are to be borne by the candidates.**
5. Candidates have to send their duly filled in and signed application, in the prescribed format, to the mentioned regional office of their choice. List of such Regional Offices along with the address where one can undergo Pre-Recruitment Examination Training is available in our website www.orientalinsurance.org.in.
6. Applications are to be submitted on or before **28.07.2015. Any applications, received after 28.07.2015 at our Regional Offices, will not be considered.**
7. Candidates are required to send the following documents along with their application for Pre-Recruitment Examination Training:
 - Copy of Caste Certificate as per the format given in the advertisement shown in Company's website.
 - Copy of submitted online application for Recruitment (printout).
 - Copy of fee receipt, showing payment of prescribed fee of Rs. 50/- or Rs. 500/- as applicable.
8. Candidates are to follow the instructions of the training organization personnel/instructors to ensure the training is completed smoothly.
9. Company reserves right to modify the dates, timing and venue of the training or cancel the training at any one or more centres.
10. **Any misconduct on the part of the candidate during the aforesaid training, if noticed, will render his/her candidature liable to be cancelled.**
11. **The decision of the Company (The Oriental Insurance Com. Ltd.) shall be final and binding in all the matters.**

**Chief Manager (HR)
Personnel Department,
Head Office, New Delhi.**

THE ORIENTAL INSURANCE COMPANY LIMITED

Application for Pre-Recruitment Examination Training for SC/ST/OBC (Non-Creamy)

The Regional In Charge
The Oriental Insurance.Co.Ltd.
_____ Regional Office

Recent Passport Size
Photograph
of the Candidate

Dear Sir/Madam,

**Re: Pre-Recruitment Examination Training for SC/ST/OBC (Non Creamy Layer)
Recruitment of Assistants 2014-2015**

I have applied to the Oriental Insurance Company Ltd. for the post of Assistant against your advertisement published in the Employment News/Rogar Samachar dated 18.07.2015. Please register my name for Pre-Recruitment Examination Training. I enclose a self- attested copy of the SC/ST/OBC Certificate. I note that I will have to make my own arrangements for stay and meet all my expenses. I also note that undergoing training will not confer on me my right to be called for the examination or for recruitment in the Company's service.

S.No.	Description	
1	Name(same as in application form)	
2	Father's /Husband's Name	
3	Category(SC/ST/OBC)	
4	Caste Name	
5	Designation of Caste Certificate issuing Authority & date of issue	A) Designation : B) Date of Issue :
6	Issuing Authority(Village, Tehsil, District and State/Union Territory)	Village/Town/City : Tehsil District State/U.T.
7	Address for Correspondence of the Candidate with PIN Code	PIN CODE
8	E-mail	
9	Mobile No.	
10	Online Application Registration No.	
11	Date & Transaction No. of e-receipt for payment of amount Rs.50/- or Rs.500/- as applicable	

All the information shall be madatorily filled in.

I _____ son/daughter/wife of _____, resident of _____ hereby declare that the information furnished in this application for pre-recruitment training is true and correct to the best of my knowledge and belief. I understand that my candidature for this recruitment exercise will be cancelled, in case the same is found to be incorrect at a later date.

Yours faithfully

(Signature of the candidate)

Place :

Date :

** Addresses of our Regional offices are given in our website www.orientalinsurance.org.in. Please indicate your preferred choice of Regional Office for training in the space provided.

Please attach the following documents with your application and send/submit it to the concerned Regional Office. The application should reach the concerned Regional Office latest by 28.07.2015.

1. Self-attested copy of the SC/ST/OBC Certificate
2. Copy of e-receipt and printout of on-line application form as proof of having applied for the exam.

Kindly super scribe "Application for Pre-Recruitment Examination Training for the Post of "Assistants" on the envelope.