

दि ओरिएण्टल इश्योरेंस कम्पनी लिमिटेड

ओरिएण्टल हाउस, पो.बॉ. नं. 7037

ए-25/27, आसफ अली रोड, नई दिल्ली-110 002

Website : [www.orientalinsurance.org.in](http://www.orientalinsurance.org.in)

CIN : U66010DL1947GO I007158



THE ORIENTAL INSURANCE COMPANY LIMITED

ORIENTAL HOUSE, P.B. No. 7037

A-25/27, Asaf Ali Road, New Delhi-110 002

पंजीकृत एवं प्रधान कार्यालय  
REGD. & HEAD OFFICE

17 April 2015

**IMPORTANT NOTICE FOR CANDIDATES APPEARING FOR ONLINE EXAMINATION**

Candidates appearing for Online examination for the post of Administrative Officer (Scale-I) on 03<sup>rd</sup> May 2015 are requested to note the following instructions carefully.

The candidates are required to bring the photo affixed call letter along with a valid photo identity proof in original and photocopy of the photo identity proof. Please note that your name as appearing on the call letter (provided by you during the process of registration) should exactly match the name as appearing on the photo identity proof. For example call letter states the name of the candidate as Praveen Gupta and the candidate produces an ID card which reads as Praveen Kumar Gupta or P K Gupta. Such type of candidates will not be allowed to appear for the exam under any circumstance. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof you will not be allowed to appear for the exam.

The following mentioned Photo ID Proof will be considered as valid for the said examination:

1. PAN Card
2. Passport
3. Driving Licence
4. Voter's Card
5. Bank Passbook with photograph
6. Photo Identity proof issued by a Gazetted Officer on official letterhead
7. Photo Identity proof issued by a People's Representative on official letterhead
8. Valid recent Identity Card issued by a recognized College/University
9. Aadhar Card with a photograph
10. Employee ID
11. Bar Council Identity Card with photograph

Please Note – Ration Card and E-adhar Card will not be accepted as valid ID proof for this project.

(C.SINGH)

**Dy. General Manager  
Personnel Department  
Head Office**

टेलिफोन नं०/Telephone No. 23279221, 43659595

फैक्स/ Fax : 23287192, 23283971, 23287193