

RECRUITMENT OF ADMINISTRATIVE OFFICER -2014-15
INSTRUCTIONS FOR CANDIDATES APPLYING FOR PRE-EXAMINATION TRAINING

1. Candidates belonging to SC/ST/OBC (Non-Creamy layer) who have submitted online application successfully between 27.02.2015 to 20.03.2015 for the above recruitment and have paid applicable fee of Rs. 50/- or Rs.600/- are only eligible to apply for Pre-Examination Training.
2. This training is Non-Residential and candidates have to make their own arrangements for their accommodation and food **at their own cost**, during the training period.
3. The pre examination training will be conducted in the month of April 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 examination training is available in our website www.orientalinsurance.org.in
6. Applications are to be submitted on or before **20.03.2015. Any applications, received after 20.03.2015 at our Regional Offices, will not be considered.**
7. Candidates are required to send the following documents along with their application for pre-examination training :-
 - a. Copy of caste certificate as per the format given in the advertisement shown in Company's website/Employment News dated 28.02.2015.
 - b. Copy of submitted online application for recruitment (printout).
 - c. Copy of re-receipt, showing payment of prescribed fee of Rs.50/- / Rs.600/- 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 Co.Ltd.) shall be final and binding in all the matters.**

Personnel Department
Head Office, New Delhi.