

THE ORIENTAL INSURANCE COMPANY LIMITED
HEAD OFFICE, A-25/27, ASAF ALI ROAD NEW DELHI

HO/Pers/Hindi Translator & HET-2013

11.11.2013

REVISED NOTICE

Re: Recruitment of Hindi Translators & Hindi-English Typist

Company has decided to undertake recruitment of Hindi Translators and Hindi-English Typist for its various ROs situated at different cities in the Country. The new recruits would be placed in the Cadre of Assistant. Applications in the prescribed format are invited from the candidates of respective cities who are meeting with the eligibility criteria as stipulated in this advertisement. The applications should be sent to the Dy.General Manager/Chief Regional Manager of respective Regional Office mentioned in the advertisement. The application should be sent through speed post.

Vacancies

	Hindi Translator	Hindi-English Typist(HET)
Total no.of vacancies	29	27

Bifercation of vacancies

Regional Office	Hindi Translator	Hindi-Eng. Typist		Regional Office	Hindi Translator	Hindi-Eng. Typist
NRO-I ,NRO-II & HO	05	02		Pune	01	01
Ambala	01	01		Kolkata	01	01
Chandigarh	01	01		Bhubaneswar	01	01
Dehradun	01	01		Guwahati	01	01
Jaipur	NIL	NIL		Patna	01	01
Lucknow	01	01		Chennai	01	01
Indore	01	01		Hyderabad	01	01
Raipur	01	01		Bangalore	01	01
Nagpur	01	01		Cochin	01	01
Ahmedabad	01	01		Coimbatore	01	01
Vadodara	01	01		Vizag	01	01
MRO-I,II & III	03	03		Hubli	01	01

Reservation will be as per rules

Eligibility Criteria of Hindi Translator

a) **Age** :- As on 31.12.2012 – Between 18 years and 28 years with relaxation for 5 years in case of SC/ST candidate and 3 years for OBC.

b) **Minimum Qualification** :- The applicant must be a Graduate in Hindi with English as one of the compulsory Elective Subjects from any of the Universities in India duly recognized by UGC.

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Or H.S.C. with 60% passing marks with Hindi and English as compulsory subjects and for SC/ST candidates it is 55% marks. It is also desirable that :-

- A) Candidate should have good command in English and Hindi Language
- B) Study of Sanskrit or any other modern languages at the Degree level
- C) Experience in translation work from English to Hindi or vice versa.

Pay Scales & other benefits:- Rs.7640-440(1)-8080-480(2)-9040-540(5)-11740-625(2)-12990-760(3)-15270-790(2)-16850-840(5)- 21050 plus such other allowances as may be permissible under the Rules in force of the Company from time to time.

Eligibility Criteria of Hindi cum English Typist

a) **Age :-** As on 31.12.2012 – Between 18 years and 28 years with relaxation for 5 years in case of SC/ST candidate and 3 years for OBC.

Qualification :

- (d) Graduate of recognized University ;
Or HSC(equivalent to 12th standard) with minimum 60% marks(50% in case of SC/ST category) with Hindi as one of the subjects in Graduation/HSC and English as one of the subjects atleast in Matriculation or its equivalent examination.
- (e) Speed of atleast 30 word per minute in Hindi typing. Speed of 30 words per minutes in English typing.
- (f) Knowledge of official language of the state in which recruitment is made.

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Candidate willing to apply for the above posts must have his/her name registered with the local employment exchange. The proof of the same will have to be attached with the application.

Selection Procedure:

- i) Applicants who would be found eligible would be required to appear for a written test on a date (Date and Centre of Examination to be communicated by concerned Regional Office)
- ii) On qualifying the written test the concerned candidates would be required to appear for a personal interview at a centre to be communicated by concerned Regional Office.)
- iii) Final selection would be subject to satisfactory report in the medical examination
- iv) Company's decision about the selection would be final and no correspondence in this regard would be entertained from any one.

TA / DA

No TA/DA will be paid to the candidates, except SC/ST candidates at the time of appearing in the interview, if qualified in the Written Examination.



(Meenakshi Talwar)
Chief Manager

