



THE ORIENTAL INSURANCE COMPANY LTD.
HEAD OFFICE, NEW DELHI - 110 002

Dept.: Personnel

Date: 21.11.2012

N O T I C E

**Re.: Recruitment to the cadre of Administrative Officers (Scale I) –
2011-12 Exercise – Declaration of Interview Results**

This has reference to our Notice dated 15.06.2012 regarding holding of Interviews in four Metro Centres viz. Delhi, Kolkata, Chennai and Mumbai from 21.08.2012 for the successful candidates in the Written Examination held on 08.04.2012 at different Centres.

Now, we attach herewith a Groupwise and Categorywise list of candidates who have been provisionally selected for Appointment. We would request the candidates to strictly adhere to the following instructions.

- The provisionally selected candidates are advised to approach the Regional Office as indicated against their names in the enclosed list for Medical Examination.
- The enclosed Employment Form should be downloaded and duly filled up in capital letters by the candidates without leaving any column blank, putting dash etc.
- The same should be submitted at the Regional Office which is indicated against their names for Medical Examination.
- The candidates should appear before the Medical Board as advised by our Regional Office concerned immediately and latest by 26.11.2012. In case a candidate does not report for Medical Examination by 26.11.2012, it will be construed that the candidate is not willing to join the Company.
- The Medical Examination for the first time will be done free of cost. If a candidate incurs any expenditure towards it, the same will be reimbursed by the Company against submission of bills.
- If the candidate is required to undergo Medical Examination again due to unsatisfactory report of the first Medical Examination, the charges, if any, **will be borne by the candidate only.**
- The conveyance expense, if any, in connection with the above, either for the Medical Examination for the first time or for subsequent Medical Examinations, will be borne by the candidate only and **no reimbursement will be made for the same.**
- On successful completion of Medical Examination, Provisional Letters of Appointment will be issued, in due course, to the candidates by "Speed Post". We also endeavour to send the same through E-Mail to the ids on the addresses given by the candidates.
- By way of advance information, it is advised that the selected candidates after completion of all the required formalities, may have to report for joining the duty at the respective place of posting **on 17.12.2012.** Accordingly, the candidates may make their necessary arrangements for joining.
- The Place of posting has been indicated in the column 'Place of Posting' against name of each candidate.

Kindly note that mere appearance of names in the selection list does not entail any candidate for appointment in the Company. The issuance of Provisional Appointment is subject to satisfactory reports of Medical Examination, Caste certificates, testimonials and any other document(s) as may be required. In case, it is found, at any stage even after appointment in the Company, that the candidate does not fulfill any of the criteria and/or the candidate has furnished any incorrect/incomplete information or has suppressed any material fact(s), his/her candidature will be cancelled. The decision of the Company in this regard shall be final and no correspondence will be entertained with the candidates.

(NEELU DUGGAL)
Dy. General Manager

Encl.: a.a.