

The Oriental Insurance Company Limited

(A Govt. of India Undertaking)

Regd. Office: 'Oriental House' A-25/27, Asaf Ali Road,
NEW DELHI – 110 002

EMPLOYMENT FORM

(FOR OFFICE USE ONLY)

Empl. Exch. No.		Verification of original Certificates by writing YES/NO against each appropriate Column by verifying Officer		
Date of Joining		Age		Name
Office		Qualification		Designation
Department		Caste		Date
Employed as		Discharge		Remarks
Temp./Permanent		Disability		Signature

DETAILS TO BE FILLED BY THE APPLICANT

IMPORTANT : Applicants are required to fill below the line in their own handwriting neatly and accurately. Please note that all questions must be answered clearly and under no circumstances dots, dashes or ambiguous phrases/answers should be used.

A.1	Post applied for	<p align="center">PLEASE AFFIX YOUR RECENT PASSPORT SIZE PHOTOGRAPH DULY SIGNED BY YOU ON THE PHOTOGRAPH</p> <p align="center">Brief particulars of candidate's <u>Educational Qualifications</u></p>			
A.2	Name in full (In block letters)				
A.3	Father's/Husband's name				
A.4	Father's/Husband's occupation				
A.5	Mailing Address(block letters) _____ _____				
A.6	Permanent Address(block letters) _____ _____				
A.7	Date of birth..... Place of birth..... Age as on date of ApplicationYrs.....Months.....days	<u>Marks</u>	<u>Marks in</u>		
		Class	Eng. %	Agg. %	Division
A.8	Nationality.....Religion..... State of domicile..... Home Town..... Mother Tongue.....	SSC			
		Inter			
A.9	Please indicate the category to which you belong amongst the following categories by marking _/ in the appropriate column. Please note that the category declaration made by you in the following space must be supported by a Certificate from appropriate authority and the prescribed format is given at the end of this employment form.	<u>Degree</u>			
		Post Grad.			
		Any other			

SC	ST	OBC	GENERAL	ECO / SSRCO	PWD	Minorities*

* Muslim / Christian / Sikh / Buddhist / Zoroastrian .

A.9(a) In case of OBC:						
(i) Father's designation at the time of entry in Group 'A'/Group 'B'/Class I/II.						
(ii) Mother's designation at the time of entry in Group 'A'/Group 'B'/Class I/II.						
(iii) Annual income for the last 3 consecutive years/excluding salary/income from Agriculture land.			Rs.			
A.10	(a) If ex-servicemen or disabled ex-servicemen		Regiment.....Unit.....Rank..... Joining date.....Date of release.....			
	(b) If dependent of ex-servicemen killed in action, details of deceased		Regiment.....Unit.....Rank..... Joining date.....Date of death.....			
A.11	Marital status (circle the applicable)		Single Engaged Married Widow/Widower Separated/Divorced			
A.12	If married, is your spouse employed, If so, in what position & where					
A.13 Give details of dependents :						
Wife/Children			Dependents excluding wife & children			
	Name	Age	Gender	Name	Age	Gender
1				4		
2				5		
3				6		
A.14	Do you own any immovable property in part and/or in full. If yes, mention the address.					
A.15	What is your present arrangement of accommodation?					
B.1	Give names of relatives who are employees of this Co. or GIC Re/or any other Public Sector General Insurance Co.					
B.2	Are you related to any of the Directors of this Co./GIC Re/or any other Public Sector General Insurance Co.					
B.3	Have you ever applied for employment or worked for this Co. ? If so, give details.					
B.4	Have you ever been discharged from any post ? If so, give details.					
B.5	Do you have any source of Income directly or indirectly? If so, give details.					
B.6	Are you having any debts? If so, give particulars.					
B.7	Have you stood Surety/Guarantor for any job/loan etc? For any body? If so, give details.					
B.8	Have you ever been charged for any criminal offence? If so, give details.					
C.1	Height		Weight	Eye sight : No & type of Lenses		
C.2	Do you have any physical disability? If so give details.					
C.3	Have you ever suffered any major illness in the past? If so, give details.					
C.4	Have you had a nervous breakdown at any time ?					

	If so, give details.	
C.5	Please mention your hobbies	
C.6	Please mention the indoor and outdoor games you play.	
C.7 Languages known (indicate by writing Fluent, Fair, Slight) :		
Language	Speak	Read

DETAILS OF EDUCATIONAL, PROFESSIONAL & TECHNICAL QUALIFICATIONS:

D.1 Educational Qualifications (Give particulars of SSC & above. Please do not give details of individual years of the concerned examination passed. For non-matric give details of the School.)

Institution/University	Exam Passed	Subjects taken	Year of passing	% marks in English	% marks in agg.	Division Obtained	Remarks

Note: Certificates of examinations passed will be required at interview stage. In case extra space required attach a separate sheet.

D.2	Typing/Shorthand speed & details of related examination					
D.3	Insurance/Accounts/Secretarial Qualifications					
D.4	Any other educational details					
E.1	Are you prepared to work anywhere, in India					
E.2	Period required to join, if selected					
E.3 Give past & present particulars of Employment (Permanent or temporary).						
Name & Address of employer/s	PERIOD		Nature of job	Gross monthly emoluments		Reason for leaving, if resigned/terminated explain the circumstances
	From	To		On Joining	On Leaving	
E.4	Please give two choices of your place of posting (Please note that there is no commitment on the part of the Company to post the candidate at any of the aforesaid places. The Management reserves the right to post the candidate anywhere).					
E.5	Please give contact address and Tel. No. in case of any emergency.					

E.6 Give a list of attested copies & certificates/documents attached to this application.		
(1)	(5)	(9)
(2)	(6)	(10)
(3)	(7)	(11)
(4)	(8)	(12)
E.7	Give names, address & occupation of three references (other than teachers, relatives and former employers). IMPORTANT : The candidate must give clear and full address of those persons only who will send their replies within the stipulated period of time failing which the appointment may be cancelled.	(1) (2) (3)
E.8	Any other details you wish to give :	

FORM OF CASTE CERTIFICATE: (Please refer column A-9)

(1) This is to certify that Shri/Smt./Km.....
s/o, d/o, w/o.....of village/Town.....
in District/Division.....of the State/U.T.....
belongs to the.....Caste/Tribe which is recognised
as a SC/ST under the Scheduled Caste Act/Order.....

(2) Shri/Smt./Km.....and/or his/her family ordinarily reside(s) in Village/
Town.....of Distt./Divn.....
of the State/U.T.....

Date.....Signature.....Name.....
Place.....Designation.....(with seal of office).

LIST OF AUTHORITIES EMPOWERED TO ISSUE CERTIFICATES OF VERIFICATION: (Please refer column A-9)

1. Distt. Magistrate/Addl. Distt. Magistrate/Collector/Dy. Commissioner/Addl. Dy. Commissioner/Dy. Collector/Ist Class Stipendary Magistrate/City Magistrate/Sub. Divnl Magistrate/Taluka Magistrate/Executive Magistrate/Extre Assistant Commissioner.
2. Chief Presidency Magistrate/Addl. Chief Presidency Magistrate/Presidency Magistrate.
3. Revenue Officers not below the rank of Tehsildar.
4. Administrator/Secretary to Administrator/Development Officer (Lacadive and Minicoy Islands)
5. Sub-Divl. Officer of the area where the candidate and/or his family normally resides.

DECLARATION TO BE MADE BY THE CANDIDATE BEFORE SUBMITTING THIS FORM

I hereby declare that the aforesaid particulars are true & correct to the best of my knowledge and belief. I clearly understand that in case, any of the aforesaid information is found to be materially wrong, I shall be liable to such disciplinary action including summary dismissal as the Management may choose to take against me.

Place.....
Date.....
Signature