




NOTICE

Date: August 04, 2017

DIRECT RECRUITMENT EXERCISE 2016-17 FOR ADMINISTRATIVE OFFICER (SCALE-I)

INSTRUCTIONS FOR CANDIDATES APPLYING FOR PRE RECRUITMENT EXAMINATION TRAINING PROGRAMME

1. The candidates belonging to SC/ST/OBC (non-Creamy layer) who have submitted online application successfully between 18.08.2017 to 19.09.2017 for the above recruitment and have paid applicable fee of Rs. 100/- (intimation charges) or Rs. 600/-, only are eligible to apply for Pre Recruitment Examination Training.
2. This training is Non-Residential and candidates have to make their own arrangements for their accommodations and food at their own cost, during the training period.
3. The Pre-Recruitment Examination Training will be conducted in the month of September-October 2017(before 10/10/17).
4. Travel expenses (both outstation & local), to attend the training, **are to be borne by the candidates.**
5. Candidates are required 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 Recruitment Examination Training is available in our website www.orientalinsurance.org.in.
6. Applications for training are to be submitted on or before **18.09.2017**. **Any applications, received after 18.09.2017 at our Regional Offices, will not be considered.**
7. Candidates are required to submit the following documents along with their application for Pre Recruitment Examination Training:
 - Copy of Caste Certificate as per the format given in the advertisement shown in Company's website.
 - Copy of submitted online application for Recruitment (printout).
 - Copy of fee receipt, showing payment of prescribed fee of Rs. 100/- or Rs. 600/- as applicable.
8. Candidates are to follow the instructions of the training organization personnel/instructors to ensure hassle-free training program.
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 Com. Ltd.) shall be final and binding in all the matters.**


Chief Manager (HR)
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