



**THE ORIENTAL INSURANCE COMPANY LIMITED
HEAD OFFICE, NEW DELHI – 110 002**

Deptt.: Personnel

17th July 2018

NOTICE

**Re: Postings of Administrative Officers (Scale-I) provisionally
selected under DR Exercise – Year – 2017**

This is further to our notice dated 20.04.2018 regarding Pre – Recruitment Medical Examination for the candidates.

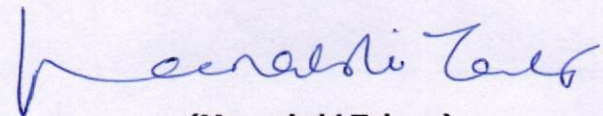
The Stream wise list of candidates, who have been provisionally selected for the Appointment for the post of Administrative Officer, is as per **Annexure "A"**. The Annexure gives the names of candidates, their Roll No/, Place of Posting and also the respective Regional Office under which the places of posting fall. The candidates are advised to strictly adhere to the following instructions:

- Appointment Letters are being sent individually to the candidates by "Speed Post" at their registered address.
- Candidates are advised to submit acknowledged copy of the Appointment Letter at the time of joining duty at their respective Regional Office.
- The candidates are required to report at their respective Reporting Regional Office (RO) for completion of joining formalities on **13th August 2018 at 10.00 AM**. Address of Regional Office/Head Office is also uploaded vide **Annexure "A-1"**
- Please note that non-reporting at the scheduled place and scheduled date as above shall make the offer as cancelled.
- On successful completion of formalities they will be required to join at their specific place of posting. The candidates are advised to make their travel arrangements accordingly.
- The Final place of posting within each Regional office has been indicated in the column "Place of Posting against name & roll number of each candidate.
- The following documents have to be submitted by the candidate at the time of reporting at the Regional office
 - a. Letters from at least two referees whose name you have given in your employment form giving his/her views on your character, habits and any other information, which may be relevant to this appointment.
 - b. A Character Certificate issued by any one of the following:

- ii. Non-Gazetted Sub-Divisional Magistrates/Officers
 - iii. Tehsildars or Naib/Dy. Tehsildars authorized to exercise magisterial powers
- c. Service Agreement Cum Guarantee Bond
 - d. Two undertaking from two Sureties.
- Specimen copy of **Service Agreement Cum Guarantee Bond** to be submitted on Stamp paper of the appropriate Value prevailing in State of execution (**Annexure -"B"**)
 - Specimen copy of **Undertaking from Surety** to be submitted on Stamp paper of the appropriate Value prevailing in State of execution (**Annexure "B"**)
 - Since all the employees will be covered under NPS, they are required to submit duly filled NPS Subscriber Registration Form (CSRF) (**Annexure-"C"**) In case the candidate has already having PRAN A/C with their previous employer then they have to fill Subscriber Shifting Form(ISS) (**Annexure - "D"**) and submit at the time of joining.
 - Candidate is required to fill **Staff Group Medical Insurance Option Form (Annexure - "E")** and submit at the time of joining.
 - Induction Training Schedule for candidate shall be intimated in due course.
 - It may be noted that training is mandatory and confirmation is subject to successful completion of training.
 - **The candidates are advised to report on 13th August 2018 and no requests for change of place of posting and extension in joining time will be entertained.**
 - The appointment is subject to verification of Caste Certificates of SC/ST/OBC from the Issuing Authority & eligibility of the candidates.

The candidate should ensure that he/she fulfils the eligibility and other norms mentioned in the recruitment advertisement and that the particulars furnished by him/her are correct in all aspects. **In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material facts, his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.** The decision of the Company in this regard shall be final and no correspondence will be entertained with the candidates.

Encl : As above



(Meenakshi Talwar)
Dy. General Manager

(24) Bm M d.