



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

Deptt.: Personnel

10th Oct 2019

NOTICE

**Re: DR Exercise – 2016-17, for the post of Administrative Officer (Scale-I),
posting of the candidates selected from the Rectified & Updated Contingency list**

This is further to our notice dated 16.08.2019 in regard to the above subject.

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 **15th Nov 2019 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 liable to be 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. Valid photo identification proof.
 - b. Letters from at least two referees whose name have ^{been} given in the employment form giving their views on the character, habits and any other information about candidate concerned , which may be relevant to this appointment.

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- c. A Character Certificate issued by any one of the following:
- Gazetted Officers of Central or State Government
 - Non-Gazetted Sub-Divisional Magistrates/Officers
 - Tehsildars or Naib/Dy. Tehsildars authorized to exercise magisterial powers
- d. Service Agreement Cum Guarantee Bond
- e. 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 (CSRFB) (**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 and any other prescribed requirement.
 - **The candidates are advised to report on 15th Nov. 2019 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


Dy. General Manager

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