



**The Oriental Insurance Company Ltd.**  
**Head Office, New Delhi – 110002**

Deptt. Personnel

14<sup>th</sup> July, 2016

**NOTICE**

**Re: Postings of Administrative Officer (Scale –I) provisionally  
Selected from the Contingency list under DR Exercise -2014-15**

This is further to our notice dated 04/05/2016 regarding Pre-Recruitment Medical Examination for the candidates under contingency list.

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 Name of candidate, their Roll No., Place of Posting and also the Regional Office under which the place of posting falls. 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 Regional Office.
- The candidates are advised to first report at the Regional Office mentioned against their name for completion of joining formalities on **1<sup>st</sup> August 2016 at 10.00 AM**.
- On successful completion of formalities they will be required to join at their final place of posting. The candidates are advised to make their travel arrangement accordingly.
- The Final place of posting within each Regional Office has been indicated in the column "Place of Posting" against name & roll numbers of each candidates.
- 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:
    - i. Gazetted Officers of Central or State Government
    - ii. Non-gazetted Sub-divisional Magistrates/Officers
    - iii. Tehsildars or Naib / Dy. Tehsildars authorised to exercise magisterial powers.
  - c. Service Agreement Cum Guarantee Bond.
  - d. Two undertaking from two sureties. Please note that blood relations can not be nominated as Sureties.
  - e. Service Agreement Cum Guarantee Bond and undertaking from two sureties must be attested by Notary.
- Specimen copy of **Service Agreement Cum Guarantee Bond** to be submitted on Stamp paper of the appropriate value prevailing in State of executors. (Annexure "B".)
- Specimen copy of **Undertaking from Surety** to be submitted on Stamp paper of the appropriate value prevailing in State of executors. (Annexure "B".)
- The Induction Training Schedule for candidate shall be intimated in due course by the Officer Staff Training College of the Company.
- It may be noted that training is mandatory and confirmation is subject to successful completion of training.
- **The candidates are advised to report positively on 1<sup>st</sup> August 2016 and no requests for change of place of posting or extension will be entertained.**

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 respects. 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 Company in this regard shall be final and no correspondence will be entertained with the candidates.

Encl : As above

  
(C SINGH)  
Dy. General Manager

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