



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

Deptt.: Personnel

Date : July 25, 2014

NOTICE

**Re: Postings of Administrative Officers (Scale-I)
selected under DR Exercise – 2013**

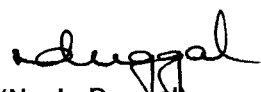
This is further to our notice dated 15.04.2014 regarding Pre employment Medical Examination for the candidates selected for OICL .

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 candidates are advised to strictly adhere to the following instructions :

- The selected candidates are advised to report at the Regional Office as indicated against their roll number in the list for their Joining in the Company.
- Appointment Letters are being sent individually to the candidates by "Speed Post".
- Candidates are advised to submit acknowledged copy of Appointment Letter at the time of joining duty at Regional Office.
- The candidates are first advised to report at the Reporting Regional Office for completion of joining formalities on **18th August 2014 at 10.00 AM**.
- 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 arrangement accordingly.
- The specific place of posting within each Regional Office has been indicated in the column 'Place of Posting' against roll numbers of each candidate.
- **The Induction Training for Specialist Stream (Marketing, Legal, Finance & Librarian) candidates shall commence from 1st September 2014 at Oriental Staff Training College, Sector-11, Bata More, Mathura Road, Faridabad. Candidates are required to report at OSTC on 31st August 2014 & will be checking out on 27th Sept. 2014. Travel arrangements for training at OSTC Faridabad are to be made by the candidate herself/himself accordingly. The Company will not be making any travel arrangements.**
 - 1) The training for Generalist candidates will be held at OSTC, Faridabad at a later date which will be informed subsequently.
 - 2) It may be noted that training is mandatory and confirmation is subject to successful completion of training.
- The important documents to be submitted at the time of reporting at the Regional Office are as per **Annexure "B"**.
- Specimen copy of Service Agreement cum Guarantee Bond and Undertaking from Surety are as per **Annexure "C"**.

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.

12 Pages


(Neelu Duggal)
Dy. General Manager



SPECIALIST BATCH - MARKETING STREAM

SL NO.	ROLL NUMBER	STREAM	PLACE OF POSTING	REPORTING REGIONAL OFFICE
1	7100220015	MARKETING	RO VADADODRA	VADODARA
2	3013620085	MARKETING	BO - JEYPORE	BHUBANESHWAR
3	1071120178	MARKETING	DO - VARANASI	LUCKNOW
4	7200220010	MARKETING	RO - GUWAHATI	GUWAHATI
5	3261220035	MARKETING	RO - PUNE	PUNE
6	3210420078	MARKETING	RO - NAGPUR	NAGPUR
7	3391320947	MARKETING	DO ANANNTAPUR	HYDERABAD
8	3016620429	MARKETING	RO - INDORE	INDORE
9	7091320330	MARKETING	DO 2 - AHMEDABAD	AHMEDABAD
10	7060120052	MARKETING	BO ANANTNAG	AMBALA
11	3240820054	MARKETING	DO JAMNAGAR	AHMEDABAD
12	3210420358	MARKETING	DO - KORBA	RAIPUR
13	1290720057	MARKETING	DO - 13	RO - II, NEW DELHI
14	7170120009	MARKETING	DO - NAGAON	GUWAHATI
15	7351220027	MARKETING	DO - 4, BANGALORE	BANGALORE
16	1070620907	MARKETING	RO - HUBLI	HUBLI
17	1070620065	MARKETING	MRO - 2	RO - II, MUMBAI
18	3250520241	MARKETING	CBU - 2, MRO - I	RO - I, MUMBAI
19	3240820236	MARKETING	BROKER DO MUMBAI	RO - II, MUMBAI
20	3015420325	MARKETING	CBO - 13, LAJPAT NAGAR	RO - I, NEW DELHI
21	7351220202	MARKETING	RO - RAIPUR	RAIPUR
22	3220420099	MARKETING	CBO - 4, PATNA	PATNA
23	7331220082	MARKETING	CBRO CHENNAI	CBRO CHENNAI
24	3240820133	MARKETING	MRO - 3	RO - III, MUMBAI
25	3018720112	MARKETING	DO - MORADABAD	DEHRADUN
26	7380520025	MARKETING	BO - PALLIPALAYAM	COIMBATORE
27	3015420343	MARKETING	CB RO MUMBAI	CB RO MUMBAI
28	7091320423	MARKETING	CBU VADODARA	VADODARA

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SPECIALIST BATCH - LEGAL STREAM

SL NO.	ROLL NUMBER	STREAM	PLACE OF POSTING	REPORTING REGIONAL OFFICE
1	3220480108	LEGAL	TP HUB - MRO 2	RO - II, MUMBAI
2	3240880008	LEGAL	TP HUB - NRO - I	RO - I, NEW DELHI
3	7091280212	LEGAL	HO - LEGAL	HEAD OFFICE, DELHI
4	3014580331	LEGAL	DO - NAGAON	GUWAHATI
5	7091280051	LEGAL	HO - LEGAL	HEAD OFFICE, DELHI
6	3015180318	LEGAL	RO - RAIPUR	RAIPUR
7	3014580233	LEGAL	DO - I, RAJKOT	AHMEDABAD
8	7091280095	LEGAL	TP HUB - NADIAD	VADODARA
9	3121980517	LEGAL	TP HUB KOLKATA	KOLKATA
10	3210980011	LEGAL	RO NAGPUR	NAGPUR
11	3014580115	LEGAL	DO - SRINAGAR (J & K)	AMBALA
12	7380580121	LEGAL	TP HUB KURNOOL	HYDERABAD
13	1080480242	LEGAL	RO - HUBLI	HUBLI
14	3021080091	LEGAL	HO - LEGAL	HEAD OFFICE, DELHI
15	3016580004	LEGAL	DO MUJAFFARPUR	PATNA
16	7091280096	LEGAL	RO - VADODARA	VADODARA
17	7331480089	LEGAL	MRO - 1 ESTATE DEPT	RO - I, MUMBAI
18	7370480077	LEGAL	DO - TIRUVALLA	COCHIN
19	3016580371	LEGAL	DO UDAIPUR	JAIPUR
20	7370480207	LEGAL	RO - CHENNAI	CHENNAI
21	7380580116	LEGAL	RO - COIMBATORE	COIMBATORE
22	7091280286	LEGAL	TP HUB - AHMEDABAD	AHMEDABAD
23	1071280052	LEGAL	TP HUB - KANPUR	LUCKNOW
24	3015180330	LEGAL	DO - CUTTACK	BHUBANESHWAR
25	3016580338	LEGAL	HO - LEGAL	HEAD OFFICE, DELHI
26	3017380301	LEGAL	TP HUB - PUNE	PUNE
27	7351280038	LEGAL	NRO - II	RO - II, NEW DELHI
28	3240880033	LEGAL	MRO - III	RO - III, MUMBAI
29	7351380075	LEGAL	TP HUB ALLAHABAD	LUCKNOW
30	7110380086	LEGAL	DO - PATHANKOT	CHANDIGARH
31	3015180385	LEGAL	RO - AMBALA	AMBALA
32	3017380282	LEGAL	DO - GWALIOR	INDORE
33	3015180352	LEGAL	TP HUB - MYSORE	BANGALORE
34	7100280087	LEGAL	HO - LEGAL	HEAD OFFICE, DELHI
35	3020880096	LEGAL	RO - CHANDIGARH	CHANDIGARH
36	3016580460	LEGAL	DO - SAHARANPUR	DEHRADUN
37	7091280120	LEGAL	HO - LEGAL	HEAD OFFICE, DELHI

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SPECIALIST BATCH - FINANCE STREAM

SL NO.	ROLL NUMBER	STREAM	PLACE OF POSTING	REPORTING OFFICE
1	3260810381	FINANCE	DO - SANGAMNER	PUNE
2	3016210046	FINANCE	MRO 2	RO - II, MUMBAI
3	7091610479	FINANCE	MRO - 1	RO - I, MUMBAI
4	3250410001	FINANCE	RO - PUNE	PUNE
5	7340210285	FINANCE	CB RO - CHENNAI	CHENNAI
6	1290610430	FINANCE	MRO - 2	RO - II, MUMBAI
7	7380510242	FINANCE	DO - TIRUPUR	COIMBATORE
8	3120910764	FINANCE	DO - AGARTALA	GUWAHATI
9	7380510299	FINANCE	DO - MUVATTUPUZHA	COCHIN
10	1400510170	FINANCE	RO - HYDERABAD	HYDERABAD
11	1290310010	FINANCE	RO - AHMEDABAD (ACCOUNTS)	AHMEDABAD
12	7090810499	FINANCE	MRO - 3	RO - III, MUMBAI
13	1320410146	FINANCE	DO - 2, RAIPUR	RAIPUR
14	1320410343	FINANCE	DO - SATNA	INDORE
15	7351010253	FINANCE	DO - 4, CHENNAI	CHENNAI
16	3120910150	FINANCE	DO - 26, DELHI	RO - II, NEW DELHI
17	3240210135	FINANCE	DO - 3 VADODRA	VADODARA
18	3250410352	FINANCE	DO - BHAWANIPATAMA,	BHUBANESHWAR
19	3120910847	FINANCE	DO - MALDA	KOLKATA
20	3391210191	FINANCE	RO - BANGALORE	BANGALORE
21	3390910091	FINANCE	RO - VIZAG	VIZAG
22	1310710599	FINANCE	DO - 1, NAGPUR	NAGPUR
23	3016210339	FINANCE	DO 1 LUDHIANA	CHANDIGARH
24	3210910111	FINANCE	DO - PURNEA	PATNA
25	7360210090	FINANCE	RO - HUBLI	HUBLI
26	1070710621	FINANCE	DO - 1, GHAZIABAD	DEHRADUN
27	7091610053	FINANCE	HO	HEAD OFFICE - NEW DELHI
28	3013310037	FINANCE	DO - SHAKTINAGAR	LUCKNOW

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GENERALIST STREAM BATCH

SL NO.	ROLL NUMBER	STREAM	PLACE OF POSTING	REPORTING REGIONAL OFFICE
1	4250190610	GENERALIST	MCDO 1	RO - II, MUMBAI
2	4390590360	GENERALIST	AVIATION UNDERWRITING CELL, MRO - I	RO - I, MUMBAI
3	4121891047	GENERALIST	BO - DIPHU	GUWAHATI
4	4121390825	GENERALIST	HO, SVC SUPERVISION CELL	HEAD OFFICE, DELHI
5	4230590202	GENERALIST	BO ASKA	BHUBANESHWAR
6	4013990212	GENERALIST	CBO 2 SURAT	VADODARA
7	4013590240	GENERALIST	DO - BHIWANI	AMBALA
8	4012290716	GENERALIST	BO - BEED	PUNE
9	4012090263	GENERALIST	DO - GANGANAGAR	JAIPUR
10	4120190553	GENERALIST	BO GOPALGANJ	PATNA
11	4017790282	GENERALIST	DO SHAKTINAGAR	LUCKNOW
12	4250390900	GENERALIST	DO 2 - MYSORE	BANGALORE
13	8350391161	GENERALIST	DO - TUTICORIN	COIMBATORE
14	2320290692	GENERALIST	BO BIAORA	INDORE
15	4012790021	GENERALIST	DO - PONDICHERRY	CHENNAI
16	8330190161	GENERALIST	RO - HYDERABAD	HYDERABAD
17	4011290497	GENERALIST	BO - GODDA	PATNA
18	2080290266	GENERALIST	DO - KHANDWA	INDORE
19	4220591969	GENERALIST	DO - 3, RAIPUR	RAIPUR
20	4120290579	GENERALIST	BO - JEYPORE	BHUBANESHWAR
21	4017390015	GENERALIST	DO - ALIGARH	DEHRADUN
22	4010390420	GENERALIST	BO - KUDAL	PUNE
23	4120990412	GENERALIST	DO - DHAMTARI	RAIPUR
24	4121290225	GENERALIST	BO CHITRADURGA	HUBLI
25	4016290793	GENERALIST	BO - GODHRA	VADODARA
26	4390690429	GENERALIST	DO HOSPET	HUBLI
27	2410190139	GENERALIST	BO SHIMOGA	HUBLI
28	4121390607	GENERALIST	BO - GANGTOK	KOLKATA
29	4016790512	GENERALIST	BO - DEESA	AHMEDABAD
30	2410290998	GENERALIST	DO 3, HYDERABAD	HYDERABAD
31	2320390048	GENERALIST	BO - ANKLESHWAR	VADODARA
32	4121290606	GENERALIST	MCDO 22	RO - I, MUMBAI
33	4390490462	GENERALIST	DO GUDIVADA	VIZAG
34	4010790250	GENERALIST	HO, RISK MANAGEMENT DEPT.	HEAD OFFICE, DELHI
35	4390290327	GENERALIST	DO JALGAON	NAGPUR
36	8380590040	GENERALIST	SVC - MADURAI	COIMBATORE
37	4390390239	GENERALIST	DO KAKINADA	VIZAG
38	4122090044	GENERALIST	DO I RAIPUR	RAIPUR
39	4210390479	GENERALIST	DO Durg	RAIPUR

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40	4018190344	GENERALIST	CBO - 1 BANGALORE	BANGALORE
41	8420190491	GENERALIST	SVC - GUWAHATI	GUWAHATI
42	4390990235	GENERALIST	DO - 29	RO - II, NEW DELHI
43	4012690022	GENERALIST	SVC BANGALORE	BANGALORE
44	4017890016	GENERALIST	DO - JUNAGARH	AHMEDABAD
45	4391090637	GENERALIST	DO - VELLORE	CHENNAI
46	4120390515	GENERALIST	DO CUTTCK	BHUBANESHWAR
47	4011390611	GENERALIST	BO - KHARGONE	INDORE
48	4211990305	GENERALIST	BO HAZARIBAGH	PATNA
49	4260790002	GENERALIST	MCDO 9	RO - II, MUMBAI
50	4261090582	GENERALIST	DO - AHMEDNAGAR	PUNE
51	4122190462	GENERALIST	BO - MAVOOR ROAD	COCHIN
52	4015890030	GENERALIST	RO - GUWAHATI	GUWAHATI
53	4390291253	GENERALIST	BO HINDUPUR	HYDERABAD
54	4121991309	GENERALIST	BO - CHINSURA	KOLKATA
55	4120390004	GENERALIST	BO - JORHAT	GUWAHATI
56	4121490772	GENERALIST	DO - HIMMATNAGAR	AHMEDABAD
57	4260990181	GENERALIST	DO II - AURANGABAD	NAGPUR
58	4014790484	GENERALIST	BO - PARWANOO	AMBALA
59	4211190150	GENERALIST	DO I - RAJKOT	AHMEDABAD
60	4121890121	GENERALIST	BO - KENDRAPARA	BHUBANESHWAR
61	2290490045	GENERALIST	SVC - VADODARA	VADODARA
62	4390190204	GENERALIST	BO - RATNAGIRI	PUNE
63	8091790114	GENERALIST	RO - AHMEDABAD (IT)	AHMEDABAD
64	4210990868	GENERALIST	DO BHILAI	RAIPUR
65	4010690104	GENERALIST	DO -02, JAMMU	AMBALA
66	4212290380	GENERALIST	DO - BELLARY	HUBLI
67	4016890304	GENERALIST	BO - BHUJ	AHMEDABAD
68	4390790221	GENERALIST	CBO - 17, HEBBAL BANGALORE	BANGALORE
69	4121590903	GENERALIST	TP HUB - GUWAHATI	GUWAHATI
70	4120291025	GENERALIST	BO -COOCH BEHAR	KOLKATA
71	4391090453	GENERALIST	DO DHARWAD	HUBLI
72	4390290572	GENERALIST	BO - PALAMPUR	AMBALA
73	4240190040	GENERALIST	MCDO 18	RO - I, MUMBAI
74	4017090558	GENERALIST	CBO - 1, SURAT	VADODARA
75	8370190696	GENERALIST	DO 8 HYDERABAD	HYDERABAD
76	4121890543	GENERALIST	DO ANGUL	BHUBANESHWAR
77	4390390755	GENERALIST	BO BHIMAVARAM	VIZAG
78	2400390292	GENERALIST	BO RAICHUR	HUBLI
79	4390690324	GENERALIST	DO - UDAIPUR	JAIPUR
80	4012590225	GENERALIST	DO- GAYA	PATNA
81	4390190421	GENERALIST	DO - HUBLI	HUBLI
82	4390990483	GENERALIST	DO - KANCHEEPURAM	CHENNAI
83	4240691898	GENERALIST	DO - PANVEL	RO - III, MUMBAI
84	4211390105	GENERALIST	MCDO 7	RO - II, MUMBAI
85	4120690934	GENERALIST	BO - ANANTNAG (J & K)	AMBALA

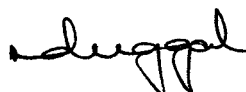
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86	4390590503	GENERALIST	DO - BORIVALI	RO - III, MUMBAI
87	4014190568	GENERALIST	BO - RUDRAPUR	DEHRADUN
88	4120690466	GENERALIST	MCDO - 21	RO - I, MUMBAI
89	4220490250	GENERALIST	MCDO 3	RO - II, MUMBAI
90	8092390427	GENERALIST	DO-23	RO - I, NEW DELHI
91	4121891118	GENERALIST	DO,ONGOLE	RO-VIZAG
92	4121890900	GENERALIST	RO - GUWAHATI	GUWAHATI
93	4012990265	GENERALIST	DO THANE	RO - III, MUMBAI
94	4121690928	GENERALIST	SVC - BHUVNESHWAR	BHUBANESHWAR
95	4121990670	GENERALIST	DO - SILIGURI	KOLKATA
96	4390491001	GENERALIST	BO - KARAIKUDI	COIMBATORE
97	4121490311	GENERALIST	MCDO - 14	RO - I, MUMBAI
98	2320390787	GENERALIST	DO - BHARUCH	VADODARA
99	4020990674	GENERALIST	RO INDORE - IT	INDORE
100	8140290531	GENERALIST	BO - DHUBRI	GUWAHATI
101	4122190349	GENERALIST	DO - BHUBANESHWAR	BHUBANESHWAR
102	4016290911	GENERALIST	CBO-13,LAJPAT NAGAR	RO - I, NEW DELHI
103	4121490690	GENERALIST	DO - 11	RO - II, NEW DELHI
104	4012090362	GENERALIST	BO - VASAI	RO - III, MUMBAI
105	4013090085	GENERALIST	DO - CHINCHWAD	PUNE
106	4390490784	GENERALIST	DO TANUKU	VIZAG
107	4390890509	GENERALIST	BO - GUDIYATTAM	CHENNAI
108	4017390172	GENERALIST	DO KALYAN	RO - III, MUMBAI
109	4390890220	GENERALIST	RO HYDERABAD	HYDERABAD
110	8090590192	GENERALIST	CBU AHMEDABAD	AHMEDABAD
111	4390890546	GENERALIST	DO - NAGARCOIL	COIMBATORE
112	4013990538	GENERALIST	DO - PALI	JAIPUR
113	4015790442	GENERALIST	BO - BELAPUR	RO - III, MUMBAI
114	8330790567	GENERALIST	BO - ATTUR	COIMBATORE

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SPECIALIST BATCH - LIBRARIAN STREAM

SL NO.	ROLL NUMBER	STREAM	PLACE OF POSTING	REPORTING OFFICE
1	3017770023	LIBRARIAN	OSTC, CHENNAI	OSTC, CHENNAI
2	1310770014	LIBRARIAN	OSTC, FARIDABAD	OSTC, FARIDABAD



ANNEXURE 'B' (forming part of Notice dt.24.07.2014)

IMPORTANT DOCUMENTS

Kindly ensure to bring following documents at the time of joining for duties:

1. 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.
2. 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.
3. Service Agreement – cum – Guarantee Bond on the non-Judicial stamp papers/s of the appropriate value prevailing in the state of execution.
4. Two undertaking from two sureties
5. All the testimonials in original viz. academic & technical and original caste certificate (SC/ST/OBC) together with one set of attested copies.

ANNEXURE 'C' (Forming part of Notice dt.24.07.2014)**Specimen Copy of Service Agreement-Cum-Guarantee Bond and Undertaking from Surety****SERVICE AGREEMENT – CUM – GUARANTEE BOND****(On Non-Judicial Stamp Paper of value as per State Rules)**

WHEREAS Sh./Ms. _____ son/daughter of _____ residing at _____ has been selected by the Oriental Insurance Company Ltd. (hereinafter referred to as "Company", to be appointed as Administrative Officer (Scale I) in the "Company" on probation for a period of one year which may be extended twice by a further period of 6 months at a time stretching upto one year on a basic salary Rs.17,240/- per month in the grade of Rs.17240-840(14)-29000-910(4)-32640 and such other allowances as may be admissible under the rules in force from time to time and subject to revision of the pay scales, if any.

AND WHEREAS, Sh./Ms. _____ has agreed to serve the Company for a period of four years from the date of joining the Industry which includes the period of probation or the extended period of probation.

AND WHEREAS the Company and the said Sh./Ms. _____ have agreed to the terms and conditions hereinafter mentioned, which would be enforced in the event of the breach of the agreement that the said Sh./Ms. _____ shall serve the Company for a period of four years from the date of joining the Industry.

AND WHEREAS Sh./Ms. _____ residing at _____ and Sh./Ms. _____ residing at _____ have agreed to stand as Sureties for the said Sh./Ms. _____.

NOW, therefore, it is hereby agreed and declared as follows :

1. The Company shall place the said Sh./Ms. _____ with effect from the date of his/her joining the Company on a basic salary of Rs.17,240/- per month in the grade of Rs.17240-840(14)-29000-910(4)-32640 and such other allowances as may be admissible under the rules in force from time to time and subject to revision of the pay scales, if any.
2. The said Sh./Ms. _____ agrees that he/she shall serve the Company faithfully and diligently for a period of four years from the date of his/her joining the Company.
3. The said Sh./Ms. _____ agrees to pay to the Company liquidated damages equivalent to one year's gross salary paid to him/her during the year of probation (which could be proportionately reduced depending on the length of service rendered) in the event of his/her voluntarily resigning from the services of the Company before expiry of the bond period. In case he/she resigns from the Company during the probationary period, he/she shall be liable to pay the salary received by him / her during their entire service in the Company in addition to an amount of Rs.40,000/- towards partial cost of training and the said Sh./Ms. _____ further agrees that the amount of the liquidated damages payable as aforesaid shall be deemed to be a debt due by him to the Company. No lien / bond executed to retain a substantive post with present employer will be binding upon the Company and no Leave Salary, Pension contribution will be made.
4. The Company reserves the right to terminate, dismiss or discharge the said Sh./Ms. _____ if in the opinion of the Company, the said Sh./Ms. _____ is found to be inefficient or incompetent in the discharge of his/her duties or for dishonesty, fraud or any misconduct or for the breach of the

rules and regulations of the Company or for any circumstances which in the opinion of the management of the Company warrant such action and the decision of the Company shall be final and binding.

- 5. The said Sh./Ms. _____ agreed that in the event of termination of his/her services during the period of this agreement for any of the reasons mentioned in Clause (4) above, he/she agrees to pay to the Company liquidated damages equivalent to one year's gross salary paid to him/her during the year of probation (which could be proportionately reduced depending on the length of service rendered) and in the event of his/her being terminated from the services of the Company during the probationary period he/she shall be liable to pay the salary received by him/her during their entire service in the Company in addition to an amount of Rs.40,000/- towards partial cost of training and the said Sh./Ms. _____ further agrees that the amount of the liquidated damages payable as aforesaid shall be deemed to be a debt due by him to the Company.
- 6. Your appointment will be as Administrative Officer (Scale I) on probation for a period of one year from the date of your reporting at the training center. The probationary period may be extended twice by a further period of 6 months at a time stretching upto one year.

During the probation period, the candidates would be required to pass the Non-Life "Licentiate Examination" conducted by the Insurance Institute of India and only after passing the said examination, you will be eligible for confirmation of his/her services in the Company. A maximum period of 02 years would be available to the candidates for passing the above examination. Failure on the part of candidate to pass the examination within the stipulated period will render his/her services liable for termination.

- 7. The said Sh./Ms. _____ shall not either during the continuance of his/her employment or thereafter except in the proper course of his/her duties divulge to any person, information concerning the business or finance of the Company which may come to his knowledge during or in the course of his/her employment.
- 8. The said Sh./Ms. _____ residing at _____ and Sh./Ms. _____ residing at _____ hereby guarantee jointly and severally the repayment of the debt due by the said Sh./Ms. _____ in accordance with the provisions of this agreement and agree and undertake that they shall be jointly and severally liable to the Company for the repayment of the aid debt in the event of the said Sh./Ms. _____ failing to repay the debt to the Company on demand. It is hereby further mutually agreed and declared that the said Sureties Sh./Ms. _____ and Sh./Ms. _____ shall not be discharged or released from the guarantee by any arrangements made between the said Sh./Ms. _____ and the Company with or without the assent of any of the said Sureties or by any forbearance whether as to payment time, performance or otherwise.

SIGNED AND DELIVERED BY :

Sh./Ms. _____

At _____ this _____ day of _____, 2012.

(Signature of Candidate)

WITNESS :

Name :
Address :

SIGNED AND DELIVERED BY :

(Signature of witness)

Sh./Ms. _____

At _____ this _____ day of _____, 2012.

(Signature & complete address of **FIRST SURETY**)

WITNESS :

Name :

Address :

(Signature of witness)

SIGNED AND DELIVERED BY :

Sh./Ms. _____

At _____ this _____ day of _____, 2012.

(Signature & complete address of **SECOND SURETY**)

WITNESS :

Name :

Address :

(Signature of witness)

UNDERTAKING FROM SURETY

From :

Name :
Address :

Dear Sir,

I am pleased to inform you that I am prepared to execute a Surety Bond in favour of the Oriental Insurance Company Ltd. to secure that Sh./Ms. _____ will serve the Company for a minimum period of four years from the time of probation and during the period of probation. The information required by you is furnished herein below and I hereby declare that all the entries in this form are true :

- 1. Name of Surety
- 2. Permanent Residential Address
- 3. Age
- 4. Date of birth :
- 5. Place of employment :
- 6. Name of Employer :
- 7. Total monthly salary/emoluments with proof :
- 8. Relation with the applicant, if any :
- 9. Details of other assets, if any, (with proof) :
- 10. Have you always been solvent? :

Yours faithfully,

(Signature of the Surety in full)

Name of Surety :
Address of the Surety :

Place :
Date :

PS: Candidates are advised that blood relations can not be nominated as Sureties.