



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

Deptt. Personnel

22 February, 2016

NOTICE

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

This is further to our notice dated 18/09/2015 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 Nos., Places 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 **14th March 2016 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 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:
 - 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.
- 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".)
- Induction training for candidate belonging to Generalist & Actuarial Stream shall commence from **23rd May, 2016 to 01st July, 2016 at OFFICER STAFF TRAINING COLLEGE of the Company at Faridabad (Haryana).**
- The Induction Training Schedule for candidate belonging to Accounts, Legal & Marketing Stream 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 latest by 14th March 2016 and no requests for change of place of posting and extension in joining time 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 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 fact, 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 : Annexure "A" & "B"



(SINGH)

Dy. General Manager

