

THE ORIENTAL INSURANCE COMPANY LIMITED
48-14-111, 'SRI NITYA' COMPLEX, 2nd FLOOR, RAMATALKIES ROAD,
REGIONAL OFFICE, VISAKHAPATNAM.

NOTICE

Reg : Requirement of Caretaker on contract basis for maintenance
of Company's Guest/Transit House located at Visakhapatnam.

Applications are invited from suitable Contractors (individual/firms) for providing manpower for the job of Caretaker, **strictly on contract basis**, for housekeeping and maintenance of Company's Guest House located at Visakhapatnam. Contractors (individuals/firms) should have atleast one/two years experience in the field of maintaining Guest/Transit House and the person deputed should be an efficient cook and able to cook/prepare all types of food items. The applicant should be a Male of Age group 27 years to 50 years and Married with a qualification of SSC or more, conversant with Telugu and a little bit of English & Hindi too. The work includes housekeeping/dusting/sweeping/gardening and maintenance of Guest House, to attend to the guests and to arrange for them cold drink, tea/coffee, break-fast, lunch and dinner on the rates fixed by the company and/or any other work/job incidental to the contract. The term of contract shall be for ONE year which is renewable from time to time subject to satisfactory performance.

The monthly charges payable as on date is Rs.8,558/- (net). The Contractor, his spouse and children shall be allotted accommodation (one room). The Contractor would be allowed to keep a helper at his own cost and responsibility in consultation with the company or its authorised officer for which a lump sum amount subject to a maximum limit of Rs.2,000/- per month would be reimbursed to the Caretaker. A Caution Deposit of Rs.2,000/- has to be paid by the Contractor which shall be refunded on the expiry of the contract.

Suitable Contractor (individual/firm) may apply in the prescribed application form attached herewith alongwith a Photo ID and a valid Address proof. The last date of submission of application form is 31st July, 2012.


(P. S. HARANADH)

CHIEF REGIONAL MANAGER

**APPLICATION FROM CONTRACTOR FOR PROVIDING CARETAKER
OF GUEST HOUSE ON YEARLY CONTRACT BASIS.**

1. Name of the Contractor/Firm : _____
2. Name of the person to be deputed : _____
3. Father's Name : _____
4. Address (attach proof) : _____

5. Identity/Voter ID (attach proof) : _____
6. Telephone/Mobile/Contact No. : _____
7. Qualification : _____
8. Experience : _____

9. Experience in Cooking : _____

10. Languages known : _____

11. Any other information : _____

SIGNATURE : _____

NAME OF CONTRACTOR/FIRM : _____

DATE : _____