



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

Deptt.: Personnel

Date : May 21, 2015

NOTICE

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

This is further to our notice dated 22.12.2014 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 acknowledge copy of Appointment Letter at the time of joining duty.
- The candidates are first advised to report at the Reporting Regional Office for completion of joining formalities **on 01st July, 2015 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 will be held at OSTC, Faridabad at a later date which will be informed subsequently.
- 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.


(C.Singh)

Dy. General Manager



ANNEXURE 'A' (forming part of Notice dated 21.05.2015)

STREAM WISE LIST OF CANDIDATES - DR EXERCISE -2013

SL NO.	NAME	ROLL NO.	STREAM	PLACE OF POSTING	REPORTING OFFICE
1	YAMINI JAIN	1290310733	FINANCE	RO - JAIPUR	JAIPUR
2	ASHWIN RAJENDRASINH JADEJA	1290310286	FINANCE	DO VALSAD	VADODARA
3	XAVIER JOSEPH	7380510064	FINANCE	DO - MANJHERI	COCHIN
4	SONAM SINGH	1071010554	FINANCE	FAIZABAD	LUCKNOW
5	AJINKYA GANGARAM KHANDEKAR	3240810431	FINANCE	MRO - II	MRO - II
6	AMARJEET SINGH	3013110094	FINANCE	HO - ACCOUNTS	HEAD OFFICE
7	SANJAY KUMAR	3120910347	FINANCE	DO - SATNA	INDORE
8	SABINDRA KUMAR SINHA	4391090748	GENERALIST	DO - KARIMNAGAR	HYDERABAD
9	RAVI KUMAR MEENA	4017090361	GENERALIST	RO JAIPUR	JAIPUR
10	DARSHANI KHUNDIA	8100190010	GENERALIST	BO - JODHPUR	JAIPUR
11	ABHIJIT GHOSH	4120990574	GENERALIST	BO - GANGTOK	KOLKATA
12	ANTIKA KAR	4120990228	GENERALIST	RO - KOLKATA	KOLKATA
13	MD SAHIL RAZMEE	4011890666	GENERALIST	DO - 7, AHMEDABAD	AHMEDABAD
14	RISHABH YADAV	4013090964	GENERALIST	BO - SOLAN	AMBALA
15	CHANDRESHWAR PRATAP SHARMA	4012290286	GENERALIST	DO - GWALIOR	INDORE
16	CHUNNA KUMAR RAY	4220593329	GENERALIST	BO - RAJNANDGAON	RAIPUR
17	RAVIKANT	4211390326	GENERALIST	DO -BHAGALPUR	PATNA
18	ASHWINI KUMAR	4211691381	GENERALIST	BO - BEHRAICH	LUCKNOW
19	RAM KESHAVRAO PAWDE	4250391196	GENERALIST	DO - AHMEDNAGR	PUNE
20	MANINDER KAUR	4020190706	GENERALIST	DO - LUDHIANA	CHANDIGARH
21	NIKHIL RAJ	4014590089	GENERALIST	BO - BHOGAL	NRO - I
22	PEEYUSH	4211490094	GENERALIST	RO - AHMEDABAD	AHMEDABAD
23	PATIENCE PANMEI	7420180002	LEGAL	RO - GUWAHATI	GUWAHATI
24	HAFIZ GOURAN	7100280090	LEGAL	TP HUB, JODHPUR	JAIPUR
25	RAHUL SHUKLA	3015180045	LEGAL	TP HUB, ALLAHABAD	LUCKNOW
26	ATUL KUMAR SINGH GAUTAM	3240880102	LEGAL	TP HUB, VADODARA	VADODARA
27	SARIKA SHARMA	3015180083	LEGAL	HO - LEGAL CELL	HEAD OFFICE
28	SHAMBHU KUMAR	3240820039	MARKETING	BO - VADODARA	VADODARA
29	MD.SHAHID AKHTER	3015420298	MARKETING	BO - UDHAMPUR	AMBALA
30	VISHWA DEEPAK	1290720189	MARKETING	DO - GANDHINAGAR	AHMEDABAD

H. C. S.

ANNEXURE 'B' (forming part of Notice dated 21.05.2015)

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.

3/4 @ SB

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 Regional Office. 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 _____, 2015.

(Signature of Candidate)

WITNESS :

Name :

Address :

(Signature of witness)

SIGNED AND DELIVERED BY :

Sh./Ms. _____

At _____ this _____ day of _____, 2015.

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

WITNESS :

Name :

Address :

(Signature of witness)

SIGNED AND DELIVERED BY :

Sh./Ms. _____

At _____ this _____ day of _____, 2015.

(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 not to nominate blood relations as Sureties.