



**THE ORIENTAL INSURANCE COMPANY LTD.  
HEAD OFFICE : A-25/27, ASAF ALI ROAD, NEW DELHI**

**CIN: U66010DL1947GOI007158**

**www.orientalinsurance.org.in**

REF NO: OICL/Rect/2014-15/1206

**Website:**

Date: 30.06.2015

**RECRUITMENT OF ASSISTANTS IN  
THE ORIENTAL INSURANCE COMPANY LIMITED**

The Oriental Insurance Company Limited, a leading Public Sector General Insurance Company and wholly owned by Government of India, invites applications from eligible Indian Citizens for recruitment of Assistants in Class III cadre from open market. The tentative schedule of events is as follows:-

<b>EVENTS</b>	<b>TENTATIVE DATES</b>
Publication of Advertisement in Employment News	18.07.2015
Online Registration	10.07.2015 to 28.07.2015
Payment of Application Fees - Online	10.07.2015 to 28.07.2015
Online Examination Some/All/Additional dates as the need arises	Month of August 2015 (tentative)

**Candidates are advised to regularly keep in touch with the authorized website of the company <http://www.orientalinsurance.org.in> for details and updates**

Candidates should apply through On-Line mode only. No other means/mode of application will be accepted.

**Since recruitment in clerical cadre is done on State/UT wise basis, Candidates can apply for vacancies in one State/UT only and will have to appear for Online examination from a centre of that particular State/UT as allotted by The Oriental Insurance Company Limited. For example, candidate applying against vacancies in West Bengal State can opt for centre West Bengal only and would be considered for employment in that State only.**

**Category wise Total Vacancies (provisional):**

<b>SC</b>	<b>ST</b>	<b>OBC</b>	<b>UR</b>	<b>TOTAL</b>
94	43	122	347	606

**Reservation for Person with Disabilities (PWD) and Ex-servicemen are applicable as per prevailing government rules.**

Vacancies reserved for OBC category are available to OBC candidates belonging to “Non-Creamy layer”. “Creamy layer” OBC candidates should indicate their category as “General”.

In respect of posts reserved for OBC category, a sub Quota of 4.5% reservation for minorities is applicable as per DOPT guidelines. The same shall be subject to prevailing guidelines issued from time to time.

**State/Union Territory wise Vacancies (Provisional):**

S. No.	STATE/UNION TERRITORY	SC	ST	OBC	UR	TOTAL	PWD	Out of which	
								Total Vacancies	
								EXS & DISEXS (Including Backlog)	DXS (Including Backlog)
1	ANDHRA PRADESH + TELANGANA	13	6	7	26	52	2	9	4
2	ARUNACHAL PRADESH	0	0	0	1	1	0	0	0
3	ASSAM	0	0	3	4	7	0	2	1
4	BIHAR	3	0	6	9	18	0	2	0
5	CHHATTISGARH	2	0	0	18	20	0	6	2
6	DELHI	3	3	9	15	30	1	7	3
7	GOA	0	0	0	1	1	0	1	0
8	GUJARAT	0	2	10	12	24	1	7	3
9	HARYANA	5	0	2	7	14	0	2	0
10	HIMACHAL PRADESH	4	0	2	6	12	0	1	0
11	JAMMU AND KASHMIR	0	1	2	4	7	0	0	0
12	JHARKHAND	2	1	2	7	12	0	2	0
13	KARNATAKA	10	5	18	33	66	3	11	5
14	KERELA	5	0	1	34	40	2	7	2
15	MADHYA PRADESH	7	8	5	20	40	2	7	2
16	MAHARASHTRA	4	4	12	20	40	3	12	6
17	MANIPUR	0	0	0	1	1	0	0	0
18	MEGHALAYA	0	0	0	1	1	0	0	0
19	MIZORAM	0	0	0	1	1	0	0	0
20	NAGALAND	0	0	0	1	1	0	0	0
21	ORRISA	5	5	1	19	30	1	3	2
22	PUNJAB	5	0	4	9	18	0	2	1
23	RAJASTHAN	0	6	9	25	40	2	5	2
24	TAMILNADU	12	1	16	29	58	3	9	4
25	TRIPURA	0	0	0	1	1	0	0	0
26	UT of CHANDIGARH	1	0	1	2	4	0	0	0
27	UT of Daman & Diu	0	0	1	1	2	0	0	0
28	UTTAR PRADESH	3	0	1	8	12	0	3	1
29	UTTARAKHAND	6	1	5	23	35	1	4	1
30	WEST BENGAL + SIKKIM	4	0	5	9	18	0	3	1
<b>TOTAL</b>		<b>94</b>	<b>43</b>	<b>122</b>	<b>347</b>	<b>606</b>	<b>21</b>	<b>105</b>	<b>40</b>

\*As per order of Honorable High Court of Madras W.P. No. 10689/2015, two posts shall remain unfilled and subject to the outcome of case.

**Abbreviations stand for: UR** – Un-Reserved; **SC**-Scheduled Caste; **ST**-Scheduled Tribe; **OBC**-Other Backward Classes, **PWD** – Person with Disability, **EXS** – EX-Servicemen, **DISEXS**-Disabled Ex-servicemen, **DXS**- Dependants of Servicemen killed in Action.

The reservation under various categories will be as per prevailing Government Guidelines at the time of finalization of result. The above vacancies are provisional and may vary according to the actual requirement of the Company at the material time. The vacancies of reserved category candidates are inclusive of backlog/unfilled vacancies, if any. Merit list will be drawn up State-wise and Category-wise. The candidates who qualify in the pre recruitment test and shortlisted for Interview shall have to qualify in a Computer Proficiency Test.

Wherever there is no vacancy for reserved category, candidate belonging to the reserved category may compete against the Un-Reserved post as per the eligibility standards of unreserved category. **In such cases, no relaxation/Reservation apart from application fee exemption will be applicable.**

## **ELIGIBILITY CRITERIA**

### **1. NATIONALITY**

A candidate applying for recruitment in the Company must be either:—

- a) a citizen of India, or
- b) a subject of Nepal, or
- c) a subject of Bhutan, or
- d) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or
- e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

### **2. AGE (as on 01.07.2015)**

Minimum Age: **18 years**; Maximum Age: **26 years** (as on 01.07.2015). Candidates born not earlier than 02.07.1989 and not later than 01.07.1997 (both days inclusive) are eligible to apply. The upper age limit will be relaxed as under:

<b>Sr.No</b>	<b>Category</b>	<b>Upper Age relaxation</b>
1	Scheduled Caste/Scheduled Tribe	5 years
2	Other Backward Classes (eligible for reservation)	3 years
3	Persons With Disability	10 Years
4	Ex-Servicemen / Disabled Ex-Servicemen	Actual period of service rendered in the defence forces + 3 years subject to a maximum age limit of 45 years
5	Widows, Divorced women and women legally separated from their husbands who have not remarried	5 years
6	Person domiciled in the State of Jammu & Kashmir during the period from 01.01.80 to 31.12.89	5 years

7	Existing Employees of The Oriental Insurance Co. Ltd.	5 years
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**Note**

The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis with only one of the remaining categories for which age relaxation is permitted as mentioned above Point 2 (3) to (7).

Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) along with the original certificate(s) for verification at the time of interview and at any subsequent stage of the recruitment process as required by the Company.

**Note for Ex-Servicemen**

- I. In case of an Ex-serviceman who has once joined in a Govt. job on the civil side after availing the benefits given to him as an Ex-serviceman for his re-employment, his Ex-servicemen status for the purpose of re-employment in Government ceases.
- II. An Ex- serviceman, who applies for various vacancies before joining any civil employment, can avail the benefit of reservation as ex-serviceman for any subsequent employment. However, to avail of this benefit, an Ex-serviceman, as soon as he/she joins any civil employment, should give self declaration/undertaking to the concerned employer about the date-wise details of application for various vacancies for which he/she had applied for before joining the initial civil employment. Further, this benefit would be available only in respect of vacancies which are filled on direct recruitment and wherever reservation is applicable to the Ex-servicemen.

**3. EDUCATIONAL QUALIFICATION (as on 01.07.2015)**

**Graduate** from a recognized University **OR** Pass in **HSC/Equivalent (XII pass) examination** with 60% marks (50% for Ex-servicemen, SC/ST and Persons with Disabilities); **and** the candidate should have passed in English as one of the subjects at SSC/ HSC/ Intermediate/ Graduation level; **and** Knowledge of Regional Language i.e. Language of the State of Recruitment is essential.

The candidates should be proficient in Regional Language of the State/UT (candidates should know how to read/write and speak the Regional Language of the State/UT), for whose vacancies a candidate wishes to apply. (Some questions may be put at the time of interview to ascertain the candidate's familiarity with the Regional Language of the State/UT)

**Note**

1. Candidate should indicate the percentage obtained in Graduation/HSC/Equivalent (XII pass) examination calculated to the nearest two decimals in the online application. Where CGPA / OGPA are awarded, the same should be converted into percentage and indicated in online application. If called for interview, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating that the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.
2. Calculation of Percentage: The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all semester(s)/year(s) by aggregate maximum marks in all the subjects irrespective of honours / optional / additional optional subject, if any. This will be applicable for those Universities also where Class / Grade is decided on basis of Honours marks only. The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60 % and 49.99% will be treated as less than 50%.

The candidates are advised to satisfy themselves before they apply that they fulfill requirement as to age and qualification and if found ineligible, their candidature will be cancelled at any stage of

recruitment. Appearing in the ONLINE EXAMINATION & INTERVIEW will not automatically confer any right of being selected for the said post.

#### **4. DEFINITIONS**

**Ex-Serviceman:** Only those candidates shall be treated as Ex-Serviceman who fulfill the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel and Administrative Reforms Notification No.36034/5/85/Estt (SCT) dated 27<sup>th</sup> January 1986 as amended from time to time.

**Disabled Ex-Serviceman:** Ex-Serviceman, who while serving in Armed Forces of the Union, disabled in operation against the enemy in disturbed areas, shall be treated as Disabled Ex-Serviceman.

**Dependents of Serviceman killed in Action:** Servicemen killed in the following operations would be deemed to have been killed in action attributable to Military Service (a) war (b) warlike operations or border skirmishes either with Pakistan on cease fire line or any other country (c) Fighting against armed hostiles in a counter insurgency environment viz. Nagaland, Mizoram, etc. (d) Serving with peace-keeping mission abroad (e) Laying or clearance of mines including enemy mines as also minesweeping operation between one month before and three months after conclusion of an operation (f) Frost-bite during actual operations or during the period specified by the Government (g) Dealing with agitating Para-Military forces personnel (h) IPKF personnel killed during the operations in Sri Lanka.

For the purpose of availing the concession of reservation for dependents of Servicemen killed in action, the member of the family would include his widow, son, daughter or his near relations who agree to support his family and an affidavit stating that the relaxation is availed by one dependent of Ex-Servicemen or not availed by any dependent of Servicemen killed in action will have to be submitted at the time of interview.

The relaxation in upper age limit and educational qualifications is not available to dependents of the Servicemen killed in action.

Note: The Territorial Army Personnel will be treated as Ex-Servicemen w.e.f. 15.11.1986.

Note: The candidates are required to submit the appropriate certificates in support of the above at the time of Interview.

#### **Definition of Persons with Disabilities**

Under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995 only such persons would be eligible for reservation who suffer from not less than 40% of relevant disability and are certified by a Medical Board constituted by the Central/State Govt.

Accordingly, candidates with the following disabilities are eligible to apply. Candidates claiming such benefits should produce certificate in original (issued by the Competent Authority on or before the last date of online submission of application in the prescribed format (available at the end of this advertisement) in support of their claim at the time of **Interview/at any stage of the process.**

#### **Visually Impaired (VI)**

Blindness refers to condition where a person suffers from any of the following conditions namely

1. Total absence of sight,
2. Visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses.
3. Limitation of the field of vision subtending in angle of 20 degrees or worse.

Low vision means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.

### **Deaf & Hearing Impaired (HI)**

The deaf are those persons in whom the sense of hearing is non-functional for ordinary purposes of life i.e. total loss of hearing in both ears. They do not hear; understand sounds at all, even with amplified speech. Hearing impairment means loss of sixty decibels or more in the better ear in the conversational range of frequencies.

### **Orthopedically Challenged (OC)**

Only those Orthopedically Challenged candidates who have locomotor disability or cerebral palsy with locomotor impairment of minimum of 40% and only those who fall in the following categories are eligible to apply:

BL - Both legs affected but not arms

OA - One arm affected (R or L) –

- (a) Impaired reach;
- (b) Weakness of grip;
- (c) Ataxia

OL - One leg affected (R or L)

MW - Muscular weakness and limited physical endurance

## **5. USE OF SCRIBE**

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination, subject to limits as in (ii) and (iii) below. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his / her own scribe at his/her own cost.
- The scribe can be from any academic discipline.
- Both the candidate and the scribe should give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria. In case it later transpires that the scribe did not fulfill the eligibility criteria or had suppressed material facts, the candidature of the applicant shall stand cancelled, irrespective of the result of the online examination.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination duration or as otherwise advised.
- Same scribe cannot be used by more than one candidate. In addition, the scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature for the examination of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.
- Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

### **(ii) Guidelines for Candidates with Locomotor disability and cerebral palsy:**

A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40%impairment).

**(iii) Guidelines for Visually Impaired candidates:**

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised during examination.
- The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

**These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.**

**6. PRE-EXAMINATION TRAINING (NON RESIDENTIAL)**

SC/ST/OBC candidates who wish to avail the benefit of pre-examination training may register their names and other details with the Regional offices of The Oriental Insurance Company Limited convenient to them latest by 28.07.2015. The Regional Offices will inform the registered candidates the date and venue of the training. Such candidates would have to attend the training at their own cost on the appointed dates and at the venue advised to them. The candidates are required to refer to our website <http://www.orientalinsurance.org.in> for details of our Regional Offices and format of application for Training..

**7. SELECTION PROCEDURE**

All eligible candidates should apply before the last date for registration of application.

- All candidates will have to appear for the online examination, thereafter; candidates will be shortlisted and will be called for Interview and Computer Proficiency Test.
- Final selection will be made on the basis of performance in the Online Examination, Interview and Computer Proficiency Test taken together. Merely satisfying the eligibility norms do not entitle a candidate to be called for online examination/Computer Proficiency Test/Interview.
- The particulars of online examination are detailed as under:-

Sl. No	Name of Test (Objective)	No. of Questions	Maximum Marks	Duration
1	Test of Reasoning	40	50	120 min
2	Test of English Language	40	50	
3	Test of General Awareness	40	50	
4	Test of Numerical Ability	40	50	
5	Computer Knowledge	40	50	
	TOTAL (Aggregate)		250	
	Total marks obtained as above shall be proportionately reduced to a base of 35 marks (A)		35	
	Interview (B)		15	
	<b>TOTAL (A) + (B)</b>		<b>50</b>	

**Note:**

- The Oriental Insurance Company Limited reserves the right to modify the structure of the examination which will be intimated through its website.

- Candidates will have to qualify in the Computer Proficiency Test for final selection. No separate marks will be awarded for Computer Proficiency Test.
- The questions in objective tests, except for the test of English Language, will be made available in English & Hindi.
- There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate, one fourth of the marks assigned to that question will be deducted as penalty to arrive at corrected score. No marks will be deducted for un-attempted questions.

Selection would be based on the performance in the on-line test & interview. The Final Merit List shall be prepared in descending order of the consolidated marks secured by the candidates, state wise and category wise. Candidates who fall within the number of vacancies in the merit list shall be considered for appointment.

**Please note that candidates will not be permitted to appear for the online examination without the following documents:**

- **Valid Call Letter for the respective date and session of Examination**
- **Photo-identity proof (as specified) in original bearing exactly the same name and other information as it appears on the call letter/ application form and**
- **Photocopy of the above photo-identity proof (as detailed below\*)**

**\*IDENTITY VERIFICATION**

In the examination hall as well as at the time of interview, the call letter along with the original and a photocopy of the candidate's photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognized college/ university/ Aadhar card with a photograph/ Employee ID should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination/ interview.

Ration Card and E-Aadhar card will not be accepted as valid id proof for this process.

**Note:** Candidates have to produce, in original, the same photo identity proof bearing exactly the same name as it appears on the online application form/ call letter and submit photocopy of the same along with Examination call letter as well as the Interview Call Letter while attending the examination/ interview, without which they will not be allowed to appear in the examination/ interview.

Candidates reporting late i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter will be prior to the Start time of the test. Though the duration of the examination is 2 hours, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions etc.

Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the names indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination.

**8. INTERVIEW**



Candidates who have been shortlisted in the online examination will subsequently be called for an **Interview** to be conducted by the Company up to three times of the vacancies of respective category. Interview will be conducted at selected centres. The centre, address of the venue, time & date of Interview will be informed to the shortlisted candidates in the call letter.

Candidates are required to download their interview call letters from company's website. Please note that any request regarding change in date, centre etc. of interview will not be entertained. However the company reserves the right to change the date/ venue/ time/ centre etc. of interview or hold supplementary process for particular date / session / venue / centre / set of candidates at its discretion, under unforeseen circumstances, if any.

The total marks allotted for Interview are 15. **The weightage (ratio) of online Examination and interview will be 70:30 respectively.** The combined final score of candidates shall be arrived at on the basis of scores obtained by the candidates in the online examination and interview. Scores of the candidates failing to secure minimum qualifying marks or otherwise barred from the interview or further process shall not be disclosed. A candidate should be sufficiently high in the merit list to be shortlisted for subsequent recruitment process, details of which will be made available subsequently on Company's website.

**9. LIST OF DOCUMENTS TO BE PRODUCED AT THE TIME OF INTERVIEW (AS APPLICABLE)**

The following documents in **original and self attested photocopies** in support of the candidate's eligibility and identity are to be invariably submitted at the time of interview failing which the candidate may not be permitted to appear for the interview. **Non submission of requisite documents by the candidate at the time of interview will debar his candidature from further participation in the recruitment process.**

- Printout of the valid Interview Call Letter.
- Valid system generated printout of the online application form registered for the online examination.
- Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authorities or SSLC/ Std. X Certificate with DOB).
- Original and photocopy of Photo Identify Proof as indicated in **\*IDENTITY VERIFICATION** of the advertisement.
- Mark-sheets & certificates for Graduation/HSC/Equivalent (XII pass) examination etc. Proper document from Board /University for having declared the result on or before 01.07.2015 has to be submitted.
- Caste Certificate issued by the competent authority in the prescribed format as stipulated by Government of India in the case of SC / ST / OBC category candidates.
- In case the candidates belongs to OBC category, certificate should specifically contain a clause that the candidate **does not belong to creamy layer section** which is excluded from the benefits of reservation for Other Backward Classes in Civil posts & services under Government of India. OBC caste certificate containing the Non-creamy layer clause should be valid as on the **date of online registration**. Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.
- **Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation. They should indicate their category as General in the online application form.**
- Disability certificate in prescribed format issued by the District Medical Board in case of Persons with Disability category. If the candidate has used the services of a Scribe at the time of online examination, the duly filled in details of the scribe in the prescribed format as available in our website.

- Ex-Servicemen candidates: (i) Candidates who are released/ retired from Armed Forces are required to submit a certificate as per Proforma 'A'. Such Ex-servicemen candidates have to produce a copy of the discharge Certificate / pension payment order and documentary proof of rank last / presently held (substantive as well as acting) at the time of interview. (ii) Candidates who are still in the Armed Forces and desirous of applying under Ex-Servicemen category should submit Proforma 'B' from the Competent Authority showing his/her date of completion of specific period of engagement (SPE) along with the declaration in Proforma 'C'. Such candidates whose SPE is completed on or before **01.03.2016** are eligible to apply. Such candidates have to submit a release letter and a self declaration from the candidate that he/ she is entitled to benefits admissible to Ex-Servicemen as per Govt. of India rules (iii) Those candidates who have completed their initial period of assignment and who are on extended assignment are required to submit the certificate as per Proforma 'D'. (iv) Dependents of Servicemen killed in action or those who have been severely disabled have to produce satisfactory documentary proof showing that they are Dependents of Servicemen killed in action or severely disabled and an affidavit stating that the relaxation is availed by one dependent of Ex-Servicemen or not availed by any Dependent of Servicemen killed in action or severely disabled
- Candidates serving in Government / quasi govt. offices/ Public Sector Undertakings (including Nationalized Banks and Financial Institutions) are required to produce a "No Objection Certificate" from their employer at the time of interview, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
- Persons eligible for age relaxation under 2 (6) must produce the domicile certificate at the time of interview/ at any stage of the subsequent process from the District Jurisdiction where he / she had ordinarily resided or any other authority designated in this regard by the Government of Jammu & Kashmir to the effect that the Person domiciled in the State of Jammu & Kashmir during the period from 1-1-80 to 31-12-89.
- Experience certificates, if any
- Persons falling in categories 1 (b), (c), (d) and (e) of Nationality criteria should produce a certificate of eligibility issued by the Govt. Of India
- Any other relevant documents in support of eligibility

**Note: Candidates will not be allowed to appear for the interview if he/ she fails to produce the relevant eligibility documents as mentioned above.**

### EXAMINATION CENTRES

Sl. No.	State	Center	Sl. No.	State	Center
1	Andhra Pradesh	Vijaywada	17	Maharashtra	Mumbai/Navi Mumbai/Thane/Greater Mumbai
		Vishakapatnam			Nagpur
		Ongole			Pune
		Guntoor			Aurangabad
		Tirupati			Nasik
		Kurnool			Ahmednagar
		Nellore			Amravati
2	Assam	Guwahati	18	Manipur	Imphal
		Dibrugarh	19	Meghalaya	Shilong
		Silchar			Ribhoi
		Jorhat			
3	Arunachal	Itanagar			

	<b>Pradesh</b>				
4	<b>Bihar</b>	Patna Gaya Bhagalpur	20	<b>Mizoram</b>	Aizawl
5	<b>Chandigarh</b>	Chandigarh	21	<b>Nagaland</b>	Kohima Dimapur
6	<b>Chhattisgarh</b>	Raipur Bhilai Durg	22	<b>Odisha</b>	Bhubaneswar Cuttack Rourkela Behrampur
7	<b>Delhi – NCR</b>	Delhi - NCR			
8	<b>Goa</b>	Panaji/Verna			
9	<b>Gujarat</b>	Ahmedabad/ Gandhinagar Vadodara Surat Rajkot Mehsana Anand	23	<b>Punjab</b>	Amritsar Ludhiana Bhatinda Mohali Jalandhar Fathehgarh Sahib Ropar Patiala
10	<b>Haryana</b>	Hisar Faridabad Gurgaon Bhadurgarh Palwal Yamunanagar Kurukshehra Sonipat Ambala	24	<b>Rajasthan</b>	Jaipur Jodhpur Bikaner Ajmer Udaipur Kota Sikar Alwar
11	<b>Himachal Pradesh</b>	Shimla Dharamshala Mandi Palampur Solan	25	<b>Sikkim</b>	Gangtok
12	<b>Jammu &amp; Kashmir</b>	Srinagar Jammu	26	<b>Tamilnadu</b>	Chennai Coimbatore Madurai Trichy/Tiruchirappalli Tiruneveli
13	<b>Jharkhand</b>	Ranchi Jamshedpur	27	<b>Telangana</b>	Hyderabad / Rengareddy Warangal Karimnagar Kodada Khammam
14	<b>Karnataka</b>	Bengaluru Hubli Mangalore Mysore	28	<b>Tripura</b>	Agartala
			29	<b>Uttar Pradesh</b>	Lucknow Allahabad Kanpur Noida/Greater Noida
			30	<b>Uttarakhand</b>	Dehradun Haridwar / Roorkee Haldwani / Nainital

		Gulbarga			Kolkata / Greater Kolkata
		Shimoga			Siliguri
		Bidar			Asansol
		Dharwad			Durgapur
		Tumkur			Bardhaman
15	<b>Kerala</b>	Ernakulum/Kochi	31	<b>West Bengal</b>	
		Thiruvananthapuram			
		Kozhikode			
		Kollam			
16	<b>Madhya Pradesh</b>	Bhopal	32.	<b>UT of Daman and Diu</b>	Daman
		Indore			Diu
		Gwalior			Valsad
		Jabalpur			Vapi
		Satna			Silvasa
		Sagar			
		Ujjain			

1. The examination will be conducted online in venues given in the respective call letters.
2. No request for change of centre/venue/date/session for Examination shall be entertained.
3. Company, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc. Company also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
4. Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and Company will not be responsible for any injury or losses etc. of any nature.
5. Choice of centre once exercised by the candidate will be final. If sufficient number of candidates do not opt for a particular centre for "Online" examination, Company reserves the right to allot any other adjacent centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre,
6. Company reserves the right to allot any other centre (either within the state or outside the state) to the candidate.

#### **10. APPLICATION FEES**

Payable from 10.07.2015 to 28.07.2015 (both dates inclusive)

<b>Category</b>	<b>Application Fees</b>
<b>SC/ST/PWD/EX-SER/Emp. Of OICL</b>	<b>Rs. 50/- (Intimation Charges only)</b>
<b>Other than SC/ST/PWD/EX-SER/ Emp. Of OICL</b>	<b>Rs. 500/- (Application fee including Intimation Charges)</b>

Bank Transaction charges, if applicable, have to be borne by the candidate.

Fee once paid will neither be refunded nor be adjusted against any future recruitment projects. Fee payment options are detailed under Para 12 given below.

#### **11. HOW TO APPLY**

**Candidates can apply online only from 10.07.2015 to 28.07.2015 and no other mode of application will be accepted.**

Detailed Guidelines/Procedures for-

- a. Application Registration
- b. Payment of Fees
- c. Photograph & Signature Scan and Upload

## **A. APPLICATION REGISTRATION**

### **I. IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION**

Before applying online, candidates should

- i. Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guideline for photograph & signature scan and upload.
- ii. Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Company may send call letters for the Interview etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

### **II. APPLICATION PROCEDURE**

- Candidates have to go to the Company's website <http://www.orientalinsurance.org.in> or <http://ibps.sifyitest.com/oicrajun15/> And click on the option "APPLY ONLINE" which will open a new screen.
- To register application, choose the tab "**CLICK HERE FOR NEW REGISTRATION**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
- In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "**SAVE AND NEXT**" tab. Prior to submission of the online application, candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct, prior to final submission.
- Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the "**FINAL SUBMIT**" BUTTON.
- The Name of the candidate and his/her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets. Any change/alteration found may disqualify the candidature.
- Validate your details and Save your application by clicking the '**VALIDATE YOUR DETAILS**' and '**SAVE & NEXT**' button.
- Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C" given below.
- Candidates can proceed to fill other details of the Application Form.
- Click on the Preview Tab to preview and verify the entire application form before "**FINAL SUBMIT**".
- Modify details, if required, and click on '**FINAL SUBMIT**' only after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.

- Click on '**PAYMENT**' Tab and proceed for payment.
- Click on '**SUBMIT**' button.

## **B. PAYMENT OF FEES ONLINE MODE**

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (Rupay/ Visa/ MasterCard/Maestro), Credit cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets etc.
3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
4. On successful completion of the transaction, **an e-Receipt** will be generated.
5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login **again** using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required **to take a printout of the e-Receipt** and online Application Form. **Please note that if the same cannot be generated, online transaction may not have been successful.**
7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert it to your local currency based on prevailing exchange rates.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. There is facility to print application form containing fee details after payment of fees.

## **C. GUIDELINES FOR PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD**

- In case the face in the photograph or signature is unclear, the application may be rejected.
- Candidate may edit the application and re-upload the photograph/ signature in such case.

### **PHOTOGRAPH IMAGE**

- Photograph must be a recent passport size colour picture.
- The picture should be in colour, against a light-coloured, preferably white background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there's no "red-eye".
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred).
- Size of file should be between 20kb-50kb.
- Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

### **SIGNATURE IMAGE**

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.

- The Applicant's signature obtained on the call letter and attendance sheet at the time of examination should match the uploaded signature. In case of mismatch, the candidate may be disqualified.
- Dimensions 140 x 60 pixels (preferred).
- Size of file should be between 10kb —20kb.
- Ensure that the size of the scanned image is not more than 20KB.

### **SCANNING THE PHOTOGRAPH & SIGNATURE**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Color to True Color.
- File Size as specified above.
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01 .jpg or image01 .jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon. Candidates using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB (photograph) & 20KB (signature) by using crop and then resize option. Please See point (i) & (ii) above for the pixel size in the 'Image' menu. Similar options are available in other photo editor also.

### **If the file size and format are not as prescribed, an error message will be displayed.**

While filling in the Online Application Form the candidate will be provided with a link to upload his photograph and signature.

### **Procedure for Uploading the Photograph and Signature**

- There will be two separate links for uploading Photograph and Signature.
- Click on the respective link "Upload Photograph / Signature".
- Browse & Select the location where the Scanned Photo/ Signature file has been saved.
- Select the file by clicking on it.
- Click the 'Upload' button

**NOTE:** Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination, etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with utmost care as no correspondence regarding change of details will be entertained. The Company will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form. An online application which is incomplete in any respect such as without proper size photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid. Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee / intimation charges to avoid the possibility of disconnection/ inability/ failure to log on to the website on account of heavy load on internet/website jam. The Company does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason .Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and

such applications would be rejected. *Any information submitted by an applicant in his/her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/her are found to be false at a later stage.*

## **DOWNLOAD OF CALL LETTERS**

Candidates will have to visit the website <http://www.orientalinsurance.org.in> or <http://ibps.sifyitest.com/oicrajun15> for downloading call letters for online examination. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as stipulated in clause 7 of this advertisement and also specified in the call letter and (iii) Photocopy of the same Photo Identity Proof as brought in original.

## **12. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT.**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application.

At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of -

- Using unfair means or
- Impersonating or procuring impersonation by any person or
- Misbehaving in the examination/interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- Resorting to any irregular or improper means in connection with his/her candidature or
- Obtaining support for his/her candidature by any unfair means or
- Carrying mobile phones or similar electronic devices of communication in the examination/interview hall, such a candidate may in addition to rendering himself/herself liable to criminal prosecution, be liable:
  - To be disqualified from the examination for which he/she is a candidate.
  - To be debarred, either permanently or for a specified period, from any examination conducted by The Oriental Insurance Company Limited.
  - For termination of service, if he/she has already joined The Oriental Insurance Company Limited.

## **13. SPECIAL INSTRUCTIONS FOR SC/ST/OBC:**

**A. Caste Certificate in respect of SC/ST/OBC candidates is to be obtained from the following Authorities:**

- District Magistrate / Additional District Magistrate / Collector/Deputy Commissioner/ Deputy Collector/ First Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (Not below the rank of First Class Stipendiary Magistrate).



- Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- Revenue Officer not below the rank of Tehsildar.
- Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
- In so far as the Scheduled Tribes community of Tamil Nadu is concerned, the Certificate given by the Revenue Divisional Officer instead of Tehsildar would only be accepted.

**Note:** Caste validity certificate in original, from the appropriate authorities of the state/union territory from which the caste certificate was issued along with self attested photostat copy is to be submitted at the time of interview.

- B.** Candidates seeking reservation as OBC are required to submit a certificate regarding his/her OBC Status & Non-Creamy Layer Status issued by an authority mentioned in DOPT OM No. 36012/22/93-Estt.(SCT) dated 15/11/1993.

Amended vide OM No. 36033/3/2004-Estt.(Res.) dated 14/10/2008} Such candidates should also submit a declaration in addition to certificate issued by the Competent Authority in the following format:

“I, \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_ resident of Village/town/city \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_ hereby declare that I belong to the \_\_\_\_\_ community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per rules contained in Department of Personnel and Training Office Memorandum No.36012/22/93-Estt.(SCT) dated 08/09/1993 {Amended vide OM No. 36033/3/2004-Estt.(Res.) dated 14/10/2008}.”

Certificate should contain the “Non Creamy Layer Clause” based on the Income for the financial year 31/03/2015.

- C.** For Persons with Disabilities: Authorized certifying authority will be the Medical Board at the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopedic / Ophthalmic / ENT Surgeon.

Please refer to Annexure for the prescribed formats of (SC, ST, OBC, PWD, EX-Servicemen) certificates to be submitted at the time of interview etc. Candidates belonging to these categories are required to produce the certificates strictly in these formats only.

#### **14. PROBATION PERIOD:**

The newly appointed employees will be on probation for a minimum period of 6 months. Before the probation period comes to an end the performance of the newly recruited employees will be evaluated and the probation period of those employees whose performance fails to meet Company’s expectation, may be extended.

Candidates resigning from the Company during the probationary period and candidates whose services are terminated by the Company during the probationary period shall be liable to pay the salary received by them during their entire service in the Company in addition to an amount of **Rs.25,000/-** towards partial cost of training. No lien/bond executed to retain a substantive post with present employer will be binding upon the Company and no leave, Salary or Pension Contribution will be made.

#### **EMOLUMENTS & BENEFITS:**

- **Scale of Pay (Pre-revision):** 7640-440(1)-8080-480(2)-9040-540(5)-11740-625(2)-12990-760(3)-15270- 790(2)-16850-840(5)-21050. **The salary scales are under revision with effect from August 2012.**

- **Emoluments:** Total emoluments (Pre-revision) works out to approximately Rs.15000/- per month in the initial stage in a metro city. Other Allowance may vary depending upon the place of posting. Apart from allowances other benefits such as lump sum domiciliary medical benefit, membership of Group Medclaim Policy for Reimbursement of hospitalization expenses, leave travel subsidy and other staff welfare schemes would be as per the rules of the Company.

#### **15. GENERAL INFORMATION:**

The possibility for occurrences of some problem in administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify the problem, which may include shifting the candidates to the other centers or to conduct of another examination if considered necessary. Decision of the Company in this regard shall be final. Candidates not willing to accept such change shall lose his/her candidature for this exam.

Decision of the Company in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained in this behalf.

1. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.
2. The Oriental Insurance Company Limited would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by the Company in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, The Company reserves the right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
3. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any OICL (The Oriental Insurance Company Limited) recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.
4. While applying on-line for the post, the applicant should ensure that he/she fulfils the eligibility and other norms mentioned above as on the specified dates and that the particulars furnished by him/her correct in all respects. IN CASE IT IS DETECTED AT ANY STAGE OF RECRUITMENT THAT A CANDIDATE DOES NOT FULFIL 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.
5. Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability/failure to log on to the website on account of heavy load on internet or website jam.
6. Company does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of any reason whatsoever.
7. Not more than one application should be submitted by any candidate. In case of multiple Applications only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited.

8. Applicants are advised to register online themselves and to keep their e-mail id alive during the recruitment exercise. The candidates should give their mobile number in the application form for SMS service from the company.
9. The selection of the candidates will be on the basis of Online Examination, Computer Proficiency Test & Interview. The Company reserves the right to hold any other test wherever deemed necessary as well as the right to add, delete or allot any centre at its discretion.
10. Admission to Online examination will be purely provisional without verification of age/qualification/category (SC/ST/OBC/PWD/EXS) etc. of the candidates with reference to documents.
11. Documents relating to Age/Qualification/Category etc. will have to be submitted at the time of Interview by the candidates called for Interview. Caste certificate by candidates seeking reservation as SC/ST/OBC in the prescribed Performa from the competent authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognized as SC/ST/OBC and the village/town the candidate is originally a resident of.
12. Candidates serving in Government / Quasi Government Offices, Public Sector undertaking including Nationalized Banks and financial institutions will be required to submit 'No Objection Certificate' from their employer at the time of Interview, failing which their candidature may not be considered and travelling expenses, if any otherwise admissible, will not be paid. Candidates who are selected are required to submit discharge letter / relieving letter from their employer (Govt/Public sector / Private) at the time of joining the company, WITHOUT WHICH THEY WILL NOT BE ALLOWED TO JOIN.
13. The candidates will have to appear for the tests/Interviews, at their own cost. SC/ST/PWD candidates called for INTERVIEW are entitled to 2nd class to & fro railway fare/bus fare by shortest route on production of evidence of travel (Rail/bus ticket/receipt etc.)
14. Appointment of selected candidates is subject to their being found medically fit as per the requirement of the Company. Such appointment will also be subject to the service and conduct rules of the Company.
15. DECISIONS OF THE COMPANY IN ALL MATTERS REGARDING ELIGIBILITY, CONDUCT OF ONLINE EXAMINATION, OTHER TESTS, INTERVIEW AND SELECTION WOULD BE FINAL AND BINDING ON ALL CANDIDATES. NO REPRESENTATION OR CORRESPONDENCE WILL BE ENTERTAINED BY THE COMPANY IN THIS REGARD.
16. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in responses thereto can be instituted only in Delhi Courts/ tribunals/forums at Delhi only shall have sole and exclusive jurisdiction to try any cause/dispute.
17. Selected candidates will be governed by the terms and conditions of the Service Regulations of the Company in force in which he/she is appointed.
18. Use of Mobile Phones, calculator or any such devices is strictly prohibited inside the examination hall. Candidates before entering examination premises are likely to be frisked to ensure compliance with followings:
  - a.) Mobile phones or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations.

- b.) Candidates are not permitted to use or have in possession of calculators in examination premises.
19. Candidate's admission to the test/Interview is strictly provisional. The mere fact that the call letter has been issued to the candidate does not imply that his candidature has been finally cleared by the Company.
20. The Company reserves the right to cancel the above Recruitment Exercise at any stage of the process without assigning any reason thereof.

**Canvassing in any form will be a disqualification.**

**Chief Manager (HR)  
Personnel Department  
Head Office**

**Date: 30.06.2015**

**Place New Delhi**

\*\*\*\*\*

**FORM OF CERTIFICATE TO BE PRODUCED BY A  
CANDIDATE BELONGING TO SCHEDULED CASTE OR SCHEDULED TRIBE IN  
SUPPORT OF HIS / HER CLAIM**

**1. This is to certify that Sri / Smt /  
Kum\* \_\_\_\_\_ son / daughter\*  
of \_\_\_\_\_ of village / town\*  
\_\_\_\_\_ in District / Division\* \_\_\_\_\_ of the  
State / Union Territory\* \_\_\_\_\_ belongs to the  
\_\_\_\_\_ Caste/Tribe\* which is recognized as a Scheduled Caste/ Scheduled  
Tribe\* under:**

- \* The Constitution ( Scheduled Castes) Order, 1950 ;
- \* The Constitution ( Scheduled Tribes) Order, 1950 ;
- \* The Constitution (Scheduled Castes)(Union Territories)Orders, 1951 ;
- \* The Constitution (Scheduled Tribes)(Union Territories)Order, 1951 ;

[as amended by the Scheduled Castes and Scheduled Tribes lists Modification) Order,1956; the Bombay Reorganisation Act, 1960; the Punjab Reorganisation Act 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation)Act, 1971, the Constitution (Scheduled Castes and Scheduled Tribes) Order (Amendment) Act,1976]:

- \* The Constitution (Jammu and Kashmir) Scheduled Castes Order,1956 ;
- \* The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976 ;
- \* The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962 ;
- \* The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962 ;
- \* The Constitution (Pondicherry) Scheduled Castes Order 1964;
- \* The Constitution (Uttar Pradesh) Scheduled Tribes Order,1967;
- \* The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968 ;
- \* The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968 ;
- \* The Constitution (Nagaland) Scheduled Tribes Order, 1970 ;
- \* The Constitution (Sikkim) Scheduled Castes Order, 1978 ;
- \* The Constitution (Sikkim) Scheduled Tribes Order, 1978 ;
- \* The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989 ;
- \* The Constitution (Scheduled Castes) Orders (Amendment)Act, 1990;
- \* The Constitution (ST) Orders (Amendment) Ordinance, 1991 ;
- \* The Constitution (ST) Orders (Second Amendment) Act,1991 ; \* The Constitution (ST) Orders (Amendment) Ordinance, 1996.

.....2

# 2. Applicable in the case of Scheduled Castes / Scheduled Tribes persons , who have migrated from one State / Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes\* Certificate issued to Shri / Smt / Kumari\* \_\_\_\_\_ Father /Mother\* of Sri / Smt / Kumari\* \_\_\_\_\_ -

\_\_\_\_\_ of village / town \_\_\_\_\_ District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ who belong to the \_\_\_\_\_ Caste / Tribe\* which is recognized as a Scheduled Caste/Scheduled Tribe\* in the State/Union Territory\* issued by the \_\_\_\_\_ [Name of the authority] vide their order No. \_\_\_\_\_ dated \_\_\_\_\_.

3. Shri/Smt/Kumari\* \_\_\_\_\_ and/or\* his/her\* family ordinarily reside(s) in village/town\* \_\_\_\_\_ of \_\_\_\_\_ District / Division\* of the State / Union Territory\* of \_\_\_\_\_

Signature \_\_\_\_\_  
 \_\_\_\_\_  
 Designation \_\_\_\_\_

[With seal  
 of Office]  
 State/Union Territory

Place:  
 Date :

Note : The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

----- \* Please delete the words which are not applicable.  
 # Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste / Tribe Certificates :

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector/I Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Asst. Commissioner / Taluka Magistrate / Executive Magistrate.
2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officers of the area where the candidate and / or his family normally resides.

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES  
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/ Smt./ Kumari  
.....son/daughter of  
..... of village/ town  
.....  
In District/ Division  
..... in the State /  
Union Territory .....belongs to the  
..... community which is recognized as a backward  
class under the Government of India, Ministry of Social Justice and Empowerment's Resolution  
No. .... dated .....\*. Shri/ Smt./ Kumari  
..... And/or his/her family ordinarily reside (s) in the  
..... District/ Division of the  
..... State/Union Territory. This is also to certify that he/she  
does not belong to the  
persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of  
India, Department of Personal & Training O. M. No. 36012/22/93 – Estt.(SCT) dated  
08.09.1993\*\*.

District Magistrate  
Deputy Commissioner etc.

Dated:

Seal

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\*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

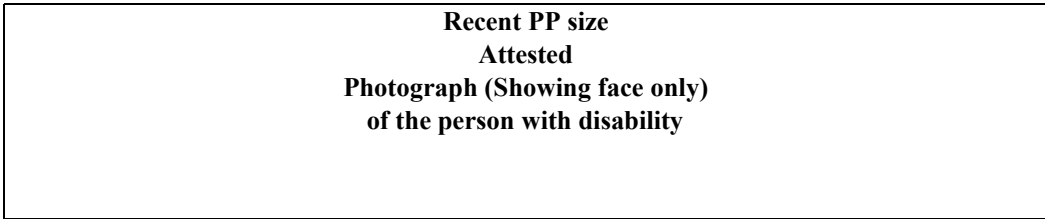
\*\* - As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the people Act, 1950.

Disability Certificate

(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)



Certificate No. :

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum. \_\_\_\_\_  
son/wife/daughter of Shri

\_\_\_\_\_ Date of Birth (DD / MM /  
YY) \_\_\_\_ \_\_\_\_ \_\_\_\_

Age \_\_\_\_\_ years, male/female Registration No. \_\_\_\_\_  
permanent resident of House No. \_\_\_\_\_ Ward/Village/Street  
\_\_\_\_\_ Post Office

\_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose  
photograph is affixed above, and am satisfied that :

(A) he/she is a case of :

$\frac{3}{4}$  Locomotor disability   $\frac{3}{4}$  Blindness

(Please tick as applicable)

(B) The diagnosis in his/her case is \_\_\_\_\_

(A) He/She has \_\_\_\_\_% (in figure) \_\_\_\_\_ percent (in words) permanent physical impairment/blindness in relation to his/her \_\_\_\_\_ (part of body) as per guidelines (to be specified)



**2 . The applicant has submitted the following documents as proof of residence :-**

<b>Nature of Document</b>	<b>Date of Issue</b>	<b>Details of authority issuing certificate</b>

**(Signature and Seal of Authorised Signatory of notified Medical Authority)**

**Signature/Thumb impression of the person in whose favour disability certificate is issued.**

**FORM - III**

**Disability Certificate**

**(In case of multiple disabilities)**

**(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)**

Photograph (Showing face only) of the person with disability	Recent PP size Attested
--	----------------------------

Certificate No. :

Date :

This is to certify that we have carefully examined

Shri/Smt./Kum. \_\_\_\_\_  
 son/wife/daughter of Shri \_\_\_\_\_  
 \_\_\_\_\_ Date of Birth (DD / MM /  
 YY) \_\_\_\_ \_\_\_\_ \_\_\_\_

Age \_\_\_\_\_ years, male/female \_\_\_\_\_ Registration No. \_\_\_\_\_  
 permanent resident of House No. \_\_\_\_\_ Ward/Village/Street  
 \_\_\_\_\_ Post Office \_\_\_\_\_ District  
 \_\_\_\_\_ State \_\_\_\_\_, whose photograph is affixed above, and are satisfied  
 that :

(A) He/she is a Case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below :

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		

6	Mental-illness	X		
---	----------------	---	--	--

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified), is as follows :-

In figures :- \_\_\_\_\_ percent

In words :- \_\_\_\_\_ percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is : (i) not necessary,

Or

(ii) is recommended / after \_\_\_\_\_ years \_\_\_\_\_ months, and therefore this certificate shall be valid till (DD / MM / YY) \_\_\_\_\_

@ - e.g. Left/Right/both arms/legs

# - e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and Seal of the Medical Authority

Name and seal of Member	Name and seal of Member	Name and seal of Chairperson

Signature/Thumb impression of the person in whose favour disability certificate is issued.

**FORM - IV**

**Disability Certificate**

**(In cases other than those mentioned in Forms II and III)**

**(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)**

Recent PP size  
Attested  
Photograph (Showing face only) of the person with disability

Certificate No. :

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum. \_\_\_\_\_  
son/wife/daughter of Shri \_\_\_\_\_

\_\_\_\_\_ Date of Birth (DD / MM /  
YY) \_\_\_\_ \_\_\_\_ \_\_\_\_

Age \_\_\_\_\_ years, male/female \_\_\_\_\_ Registration No.  
\_\_\_\_\_ permanent resident of

House No. \_\_\_\_\_ Ward/Village/Street

\_\_\_\_\_ Post Office

\_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose

photograph is affixed above, and am satisfied that he/she is a Case of

\_\_\_\_\_ disability. His/her extent of percentage physical

impairment/disability has been evaluated as per guidelines (to be specified) and is shown

against the relevant disability in the table below :

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		

2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(Please strike out the disabilities which are not applicable.)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary, Or

(ii) is recommended / after \_\_\_\_\_ years \_\_\_\_\_ months, and therefore this certificate shall be valid till (DD / MM / YY) \_\_\_\_\_

@ - e.g. Left/Right/both arms/legs # - e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)

(Name and Seal)

Countersigned

{Countersignature and seal of the CMO/Medical Superintendent/Head of

Government Hospital, in case the certificate is issued by a medical authority who is not a government servant (with seal)}

<b>Signature/Thumb impression of the person in whose favour disability certificate is issued.</b>

Note : In case this certificate is issued by a medical authority who is not a government servant , it shall be valid only if countersigned by the Chief medical Officer of the District.

Note: The principal rules were published in the Gazette of India vide Notification number S.O.908 (E), dated the 31<sup>st</sup> December , 1996.

**PROFORMA - A**  
**Form of Certificate applicable for Released/Retired Personnel**

It is certified that No. \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_  
whosedate of Birth is \_\_\_\_\_ has rendered Service from \_\_\_\_\_ to \_\_\_\_\_ in  
Army/Navy/Air Force.

**2. He has been released from military services :**

**% a) on completion of assignment otherwise than**

**(i) by way of dismissal, or**

**(ii) by way of discharge on account of misconduct or inefficiency, or**

**(iii) on his own request, but without earning his pension, or**

**(iv) he has not been transferred to the reserve pending such release.**

**%b) on account of physical disability attributable to Military Service.**

**%c) on invalidment after putting in at least five years of Military service**

**3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time.**

**Place : Signature,  
Competent Authority \*\***

**Date:**

**Name and Designation of the**

**SEAL**

*% Delete the paragraph which is not applicable.*

**\*\* Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows :**

**(a) In case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy : Directorate of Personnel, Naval Hqrs., New Delhi; Air Force : Directorate of Personnel Officers, Air Hqrs., New Delhi.**

(b) In case of JCOs/ORs and equivalent of the Navy and Air Force : Army : By various Regimental Record Offices; Navy : BABS, Mumbai; Air Force : Air Force Records, New Delhi.

**PROFORMA - B**

**Form of Certificate for Serving Personnel**

(Applicable for serving personnel who are due to be released within one year)

It is certified that No. \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ is  
serving in the Army/Navy/Air Force from \_\_\_\_\_.

2. He is due for release/retirement on completion of his specific period of assignment on or before 01.03.2016.

3. No disciplinary case is pending against him

Place : \_\_\_\_\_ Signature, Name and Designation of the Competent Authority \*\*

Date: SEAL

\*\* Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows :

(a) In case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy : Directorate of Personnel, Naval Hqrs., New Delhi; Air Force : Directorate of Personnel Officers, Air Hqrs., New Delhi.

(b) In case of JCOs/ORs and equivalent of the Navy and Air Force : Army : By various Regimental Record Offices; Navy : BABS, Mumbai; Air Force : Air Force Records, New Delhi.

**PROFORMA - C**

**Undertaking to be given by serving Armed Force personnel who are due to be released within one year**

- (1) I understand that if selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.**
- (2) I also understand that I shall not be eligible to be appointed to a vacancy availing concessions as an Ex-serviceman in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertaking, Autonomous Bodies/Statutory Bodies, Nationalised Banks, etc.).**

**Place :**

**Date :**

**Signature and Name of Candidate**



**PROFORMA - D**

**Form of Certificate applicable for Serving Armed Force Personnel who have already completed their initial assignment and are on extended assignment**

1. It is certified that No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ whose date of birth is \_\_\_\_\_ is serving in the Army/Navy/Air Force from \_\_\_\_\_
  
2. He has already completed his initial assignment of five years on \_\_\_\_\_ and is on extended assignment till \_\_\_\_\_
  
3. There is no objection to his applying for civil employment and he will be released on three months notice on selection from the date of receipt of offer of appointment.

Place :  
Date :

Signature, Name and Designation of the Competent Authority\*\*  
SEAL

**\*\* Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows :**

**(a) In case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy : Directorate of Personnel, Naval Hqrs., New Delhi; Air Force : Directorate of Personnel Officers, Air Hqrs., New Delhi.**

**(b) In case of JCOs/ORs and equivalent of the Navy and Air Force : Army : By various Regimental Record Offices; Navy : BABS, Mumbai; Air Force : Air Force Records, New Delhi.**