



THE ORIENTAL INSURANCE COMPANY LTD.  
(Wholly Owned By Govt. of India)  
Corporate Office : Plate 'A' Office Block-IV, NBCC Office Complex  
Kidwai Nagar East, New Delhi - 110023

**CIN: U66010DL1947GOI007158**

**Website: [www.orientalinsurance.org.in](http://www.orientalinsurance.org.in)**

REF NO: OICL/Rect/DRE-2023-24/AO-I

**Date: 08 March 2024**

**RECRUITMENT OF 100 ADMINISTRATIVE OFFICERS (SCALE-I) IN THE ORIENTAL INSURANCE COMPANY LIMITED**

The Oriental Insurance Company Limited., a leading Public Sector General Insurance Company & **wholly owned by Government of India**, invites applications for recruitment of **100 (One Hundred)** Officers in Scale I cadre from open market.

**Please note the Important Dates (Tentative):**

On line Registration commences from / Payment of fees	21.03.2024
Last Date for Online Registration / payment of fees	12.04.2024
Dates of online Examination	Tentatively in May/June 2024

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

**Vacancies:**

Discipline	No. of Posts	SC	ST	OBC	EWS	UR	PwBD (HI/VI/OC /ID/Mul)
Accounts	20						As per Government Rules.
Actuarial	05						
Engineering	15						
Engineering (IT)	20	13*	07*	26*	09*	45	
Medical Officer	20						
Legal	20						
<b>Total</b>	<b>100</b>						

\*Including Backlog vacancies (SC-01, ST-01, OBC-03 including PwBD-01)

**1. Service Conditions**

The service conditions will be applicable as per the prevalent rules of the company from time to time. Selected candidates on appointment may be posted or transferred to any place in India as may be decided by the Company.

**2. Probation**

A candidate appointed in the Officers' cadre on regular pay roll of the Company shall be on probation for a period of one year from the date of joining the duty. The probation period may be extended twice by a further period of six months at a time, stretching up to one year.



During the probation period the Officers would be required to pass the non-life "Licentiate Examination" conducted by Insurance Institute of India. Only after passing the said examination the Officer will be eligible for confirmation of his/her services in the Company. Failure to pass the said Examination within the extended probation period will render the officer liable to be terminated from service on expiry of the period so specified.

The Company reserves the right to terminate the services of the candidate if found unsuitable at any time during the probation period or the extended probation period without any notice or assigning any reason thereof.

### 3. Guarantee Bond

Before joining as probationer, the selected candidates will be required to give an undertaking to serve the Company for a **minimum period of four years** including the probation period. In the event of their resigning from the Company before the expiry of the bond period, they will be liable to pay liquidated damages equivalent to **one year's gross salary** paid to them during the year of probation which could be proportionately reduced depending on the length of service rendered. Besides, he/she will have to submit a stamped Bond duly executed by two sureties (not blood relatives), of sound financial standing for an amount equivalent to one year's gross salary.

Candidates resigning from the Company during the probation period and candidates whose services are terminated by the Company during the probation 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.40,000/-** 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.

### 4. Emoluments & Benefits

Basic pay of Rs.50925/- in the scale of Rs.50925-2500(14)-85925-2710(4)-96765 and other admissible allowance as applicable. At present total emoluments will be approximately **Rs.85000/- p.m.** in Metropolitan Centers. Other benefits such as Pension under New Pension system governed by PFRDA, Gratuity, LTS, Medical Benefits, Group Personal Accident Insurance etc. shall be as per rules. The Officers are also entitled for Company's / leased accommodation as per norms.

### 5. Educational Qualification (as on 31.12.2023)

Candidates must possess the minimum qualification as listed in the table below from a recognized University or any equivalent qualification recognized as such by Central Government.

Candidates should possess certificate in proof of passing the qualifying examination as on **31.12.2023**

#### Note:

1. Educational qualification should be from a University/Institution/Board recognized by Govt. of India/approved by Govt. Regulatory Bodies and the result should have been declared on or before **31.12.2023**
2. Proper document from Board / University for having declared the result on or before **31.12.2023** has to be submitted at the time of interview.
3. The candidate must possess valid mark-sheet & Degree Certificate of the necessary qualification as on **31.12.2023**.
4. Percentage marks shall be as mentioned in the final mark-sheet/degree of the university. The fraction of percentage so mentioned will be ignored i.e. 59.99% will be treated as less than 60%.
5. Where CGPA/OGPA are awarded, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.

S. No.	Discipline	Minimum Qualification (Graduation/Post Graduation degree from a recognized University )
1	Accounts	B.Com with min 60% (55% for SC/ST) from a recognized University. Or MBA (Finance) from a recognized University or



		Chartered Accountants From ICAI Or Cost and Management Accountant from The Institute of Cost Accountants of India earlier known as Cost and Works Accountants (ICWAI)
2	Actuarial	<p>Bachelor degree in Statistics / Mathematics / Actuarial Science with 60% marks (55% for SC/ST category) from a recognized University</p> <p>Or</p> <p>Master degree in Statistics / Mathematics / Actuarial Science or any other quantitative discipline from a recognized University</p> <p>Or</p> <p>Bachelor degree from a recognized University with passing / credit of minimum 4 papers from Indian Institute of Actuaries of India / Institute and Faculty of Actuaries, UK. Out of mandatory minimum 4 papers passed / credit, the candidate should compulsorily have passed following two papers</p> <ul style="list-style-type: none"> <li>• CS2 (Risk Modelling and Survival Analysis).</li> <li>• CM2 (Financial Engineering and Loss Reserving)</li> </ul>
3	Engineers (IT)	<p>B.E./B.Tech in Information Technology /Computer Science/Electronics &amp; Communication (ECE) Discipline with min 60%(55% for SC/ST) from a recognized University</p> <p>Or</p> <p>M.E/M.Tech in Information Technology/Computer Science/Electronics &amp; Communication(ECE) Discipline from a recognized University</p> <p>Or</p> <p>MCA with min 60% (55% for SC/ST) from a recognized University</p>
4	Engineers	<p>B.E/B.Tech in Automobile /Mechanical / Electrical/ Civil/Chemical / Power/Industrial/Instrumentation Engineering with min 60% (55% for SC/ST) from a recognized university.</p> <p>Or</p> <p>ME/M.tech in Automobile /Mechanical /Electrical/Civil/Chemical / Power/Industrial/Instrumentation Engineering from a recognized university.</p>
5	Doctors	<p>M.B.B.S/BDS From a recognized University</p> <p>Or equivalent foreign degrees which are recognized as such by the National medical Commission (Formerly Medical Council of India), Dental Council of India, National Commission for Indian System of Medicine, (as applicable) with the prescribed benchmark.</p> <p>Furthermore, the candidate must be holding a valid registration from National</p>



		Medical Commission (Formerly Medical Council of India) or Dental Council of India or any State Medical or Dental Council (as applicable for Allopathy or Dental Stream respectively); and National/State Commission for Indian System of Medicine as on the date of his/her scheduled interview.
6	Legal	Graduate in law with min 60% (55% for SC/ST) from a recognized university.

**Note:**

- Qualifications mentioned above should be from any of the recognized Indian Universities duly approved by the UGC or any of the recognized Indian Institutes duly approved by AICTE.
- Preference will be given to candidates having post qualification experience in their area of specialization. Company's decision in this regard shall be final.
- The candidate must possess valid Mark-sheet / Degree Certificate of the necessary qualification as on **31.12.2023**.

**6. Age as on 31.12.2023**

**Minimum Age:** 21 years **Maximum Age:** 30 years, as on **31.12.2023**

Relaxation in upper age limit shall be as follows:

S. No.	Category	Age relaxation
1	Scheduled Caste/Scheduled Tribe	5 years
2	Other Backward Classes (Non creamy layer)	3 years
3	Persons With Benchmark Disability as defined under "The Right of Persons with Disabilities Act 2016	10 years
4	Ex-Servicemen, Commissioned Officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (SSCOs) who have rendered at least 5 years military service as on <b>31.12.2023</b> and have been released; (a) on completion of assignment (including those whose assignment is due to be completed within one year from <b>31.12.2023</b> ) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency; or (b) on account of physical disability attributable to Military Service; or (c) on invalidment. The ECOs/SSCOs who have completed an initial period of assignment of five years of Military Service as on <b>31.12.2023</b> and whose assignment has been extended beyond five years and in whose case the Ministry of Defence issues a certificate that they can apply for civil employment and that they will be released on three months' notice on selection from the date of receipt of offer of appointment.	5 years
5	Defence service personnel disabled in operation during the hostilities with any foreign country or in a disturbed area and released as consequence thereof	3 years
6	Widows, Divorced women and women legally separated from their Husbands, who have not remarried.	9 Years
7	Existing Confirmed Employees of Public Sector General Insurance Companies (including GIC Re & Agriculture Insurance Company of India Ltd.)	8 years

**Note**

- In case of a candidate who is eligible for relaxation under more than one of the above categories, the age relaxation will be available on a cumulative basis subject to the maximum age not exceeding 45 years.



ii. Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) and produce the original certificate(s) for verification at the time of interview and /or any subsequent stage of recruitment process.

1. If a person with disability is entitled to age concession by virtue of being an Existing Confirmed Employee of Public Sector General Insurance Companies (including GIC Re & Agriculture Insurance Company of India Ltd.), concession to him/her will be admissible either as a 'person with disability' or as a 'Existing Confirmed Employee of Public Sector General Insurance Companies (including GIC Re & Agriculture Insurance Company of India Ltd.)' whichever may be more beneficial to him/her.

There is no reservation for Ex-servicemen in Officers' Cadre.

## 7. Selection Procedure

### Phase-I: Preliminary Examination

Preliminary Examination consisting of Objective Tests for 100 marks will be conducted online. This would consist of 3 sections (with separate timings for each section) as follow:

S. No.	Name of the Test (not in sequence)	Type of test	Max. Marks	Duration for each test/section (separately timed)	Version
1	English language	Objective	30	20 min	English
2	Reasoning Ability	Objective	35	20 min	English / Hindi
3	Quantitative Aptitude	Objective	35	20 min	English / Hindi
	<b>Total</b>		<b>100</b>		

Candidates have to qualify in each test/section by securing passing marks to be decided by the Company. Adequate number of candidates in each category as decided by the Company (approximately 20 times the numbers of vacancies subject to availability) will be shortlisted for the Main Examination.

### Phase – II: Main Examination

Main Examination will consist of Objective Tests for 200 marks and Descriptive Test for 30 marks. Both the Objective and Descriptive Tests will be online. Candidates will have to answer Descriptive Test by typing on the computer. Immediately after completion of Objective Test, Descriptive Test will be administered.

(i) **Objective Test:** The Objective Test of 2.5 hours duration will be as follows. There will be separate timing for every section.

S. No.	Name of the Test (not in sequence)	Type of test	Maximum Marks	Medium of Exam	Duration for each test/section (separately timed)
1.	Test of Reasoning	Objective	40	English / Hindi	30 min
2.	Test of English Language	Objective	40	English	30 min
3.	Test of General Awareness	Objective	40	English / Hindi	25 min
4.	Test of Quantitative Aptitude	Objective	40	English / Hindi	30 min
5.	In specialist stream, an additional test to assess technical & professional knowledge in the relevant discipline.	Objective	40	English / Hindi	35 min
	<b>Total (Aggregate)</b>		<b>200</b>		

(ii) **Descriptive Test:** The Descriptive Test of 30 minutes duration with 30 marks will be a Test of English Language (Letter Writing-10marks & Essay-20 marks). The descriptive test will be in English and will be conducted through on-line mode.



Each candidate will be required to obtain a minimum score for each section of objective test separately for short listing for the Descriptive test evaluation/Interview. Descriptive answer script would be evaluated only in respect of those candidates who qualify the objective test. Depending on the number of vacancies available, cut offs will be decided for Descriptive paper evaluation.

Each candidate will be required to obtain a minimum total score (to be decided by the Company according to number of vacancies) in the objective test (main examination) and qualify in the descriptive test for short listing for the Interview. Qualifying marks in the descriptive test shall be as follows : 15/30(13.5/30 for SC, ST and PwBD).

**A candidate shall be required to qualify in the descriptive test, but the marks in the descriptive test will not be counted towards short listing for interviews or final selection.**

**Penalty for Wrong Answers (Applicable to both – Preliminary and Main examination)**

There will be penalty for wrong answers marked in the Objective Tests. 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. If a question is left blank, i.e. no answer is marked by the candidate; there will be no penalty for that question. The Company reserves the right to modify the structure of the examination which will be intimated through its website

**Phase – III: Interview**

Candidates who have been shortlisted at the end of Phase-II will subsequently be called for an Interview to be conducted by the Company, up to three times the number of vacancies of respective stream/category. Interview will be conducted at select centres. The weightage (ratio) of online Examination and Interview will be 80:20 respectively. 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.

**Final selection**

Final selection would be based on consolidated marks of main examination (objective test) & Interview. The final merit list shall be prepared in descending order of the consolidated marks secured by the candidates. Candidates who fall within the number of vacancies in the merit list shall be considered for appointment. The selected candidates may be appointed in more than one batch as per the discretion of the Company. The seniority of the selected candidates will be as per the merit / select list. A Waiting List of candidates not exceeding 50% of the number of vacancies may also be prepared and may be utilized in the event of non acceptance of employment offer by the candidates selected in the final merit list.

As per prevailing practice, in the event of two or more candidates having obtained the same score, final merit is decided in the following order: a) Marks secured in interview (candidate securing higher marks in interview shall be placed before/above the candidate securing lesser marks) If interview marks are same, then b) date of birth(candidate senior in age is placed before/above the candidate junior in age)

Appointment of selected candidates is subject to their being found medically fit as per the requirements of the Company. Such appointment will also be subject to the service and conduct rules of the Company.

The candidates are advised to ensure that they fulfill the requirements of age and qualification (final result for the qualification must have been published on or before **31.12.2023** before they apply. If a candidate is found ineligible, his/her candidature will be cancelled at any stage of recruitment. Appearing in the ONLINE EXAMINATION(S) & INTERVIEW will not automatically confer any right of being selected for the said post.



8. **Application Fee (Non-Refundable):** Payable on-line from **21.03.2024 to 12.04.2024** (both dates inclusive)

SC/ST/Persons with Benchmark Disability (PwBD)/ Confirmed employees of Oriental Insurance Company	Rs.250/-(Intimation charges only) +GST as applicable
All candidates other than SC/ST/PwBD/Confirmed employees of Oriental Insurance Company	Rs.1000/-(Application fee including Intimation charges) +GST as applicable.

\*The transaction charge, if applicable, is to be borne by the candidate.

Fee/ Intimation charges once paid will NOT be refunded on any account nor can it be held reserve for any other examination or selection.

9. **Examination Centers**  
**Preliminary Examination(Phase-I) Centers**

Sl No.	State	Center s	Sl No.	State	Center s
1	<b>Andhra Pradesh</b>	Vijaywada	17	<b>Maharashtra</b>	"Mumbai/ Navi Mumbai/ Thane/MMR"
		Vishakapatnam			Nagpur
		Ongole			Pune
2	<b>Assam</b>	Guwahati			Chhatrapati Sambhaji Nagar
		Dibrugarh			Nasik
		Silchar	18	<b>Manipur</b>	Imphal
		Jorhat	19	<b>Meghalaya</b>	Shilong
3	<b>Arunachal Pradesh</b>	Naharlagun			
4	<b>Bihar</b>	Patna	20	<b>Mizoram</b>	Aizawl
		Gaya	21	<b>Nagaland</b>	Kohima
		Bhagalpur			
5	<b>Chandigarh</b>	"Chandigarh/Mohali"	22	<b>Odisha</b>	Bhubaneshwar
6	<b>Chhattisgarh</b>	Raipur			Cuttack
		Bilaspur			Rourkela
7	<b>Delhi – NCR</b>	Delhi - NCR			Behrampur
8	<b>Goa</b>	Panaji/Mapusa	23	<b>Puduchery</b>	Puduchery
9	<b>Gujarat</b>	"Ahmedabad/ Gandhi Nagar"	24	<b>Punjab</b>	Amritsar
		Vadodara			Ludhiana
		Surat			Bhatinda
		Rajkot	25	<b>Rajasthan</b>	Jaipur
10	<b>Haryana</b>	Hisar			Jodhpur
		Faridabad			Bikaner
		Gurgaon	26	<b>Sikkim</b>	Gangtok
					Bardang
11	<b>Himachal Pradesh</b>	Shimla	27	<b>Tamilnadu</b>	Chennai
		Dharamshala			Coimbatore
		Mandi			Madurai
		Palampur	28	<b>Telangana</b>	"Hyderabad / Rangareddy"
					Warangal
12	<b>Jammu &amp; Kashmir</b>	Jammu	29	<b>Tripura</b>	Agartala
			30	<b>Uttar Pradesh</b>	Lucknow
13	<b>Jharkhand</b>	Ranchi			Allahabad



		Jamshedpur			Kanpur
14	<b>Karnataka</b>	Bengaluru			Noida/Greater Noida
		"Hubli/Dharwad"		31	<b>Uttarakhand</b>
		Mangalore			Dehradun
		Mysore			Haridwar / Roorkee
		Gulbarga			Haldwani / Nainital
15	<b>Kerala</b>	"Ernakulum/Kochi"		32	<b>West Bengal</b>
		Thiruvananthapuram			Kolkata / Greater Kolkata
					Siliguri
					Asansol
16	<b>Madhya Pradesh</b>	Bhopal			
		Indore			
		Gwalior			
		Jabalpur			

#### Examination Centers for Phase –II Main Examination

State	Centers
Andhra Pradesh/Telangana	Hyderabad
Assam	Guwahati
Bihar	Patna
Chandigarh	"Chandigarh/Mohali"
Chhattisgarh	Raipur
Delhi – NCR	Delhi - NCR
Gujarat	"Ahmedabad/ Gandhinagar"
Himachal Pradesh	Shimla
Jammu & Kashmir	Jammu
Jharkhand	Ranchi
Karnataka	Bengaluru
Kerala	"Ernakulum/Kochi"
Maharashtra	"Mumbai/ Navi Mumbai/ Thane/MMR"
Madhya Pradesh	Bhopal
Odisha	Bhubaneswar
Rajasthan	Jaipur
Tamil Nadu	Chennai
Uttar Pradesh	Lucknow
Uttrakhand	Dehradun
West Bengal	"Kolkata/Greater Kolkata"

**10 Pre-Examination training (On-Line):** SC/ST/OBC (Non-creamy)/PwBD candidates who wish to avail the benefit of pre-examination training may indicate the same while applying online. The Candidates are required to refer to Recruitment/Career Section of our website [www.orientalinsurance.org.in](http://www.orientalinsurance.org.in) regularly for details. Candidates who have opted for the training will also be informed via registered e-mail/mobile.

Please note that by merely attending the Pre-Examination Training no candidates acquires any right to be offered employment in the Company.

#### 11. HOW TO APPLY

Detailed Guidelines/Procedures for:

2. Application Registration
3. Payment of Fees
4. Photograph & Signature Scan and Upload



**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. All official communication will be sent to the registered e-mail id of the candidate. 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.

**A. Application Procedure**

Candidates to go to the Recruitment Section of Company's website [www.orientalinsurance.org.in](http://www.orientalinsurance.org.in) and under "Career" section click on the option "**APPLY ONLINE**" which will open a new screen.

1. 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.
2. 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.
3. 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.
4. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
5. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
6. 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".
7. Candidates can proceed to fill other details of the Application Form.
8. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
9. 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.
10. Click on 'Payment' Tab and proceed for payment.
11. Click on 'Submit' button.

**B. Payment of Fees (Online Mode Only)**

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.
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 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 the 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 "C" 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/or 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 would be accepted. Incomplete 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 our website [www.orientalinsurance.org.in](http://www.orientalinsurance.org.in) for downloading call letters for online tests (separately for Phase-I & II). 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 in original as stipulated earlier under Identity Verification and also specified in the call letter and iii) a 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 online examinations, Interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of:

i. Using unfair means or (ii) impersonating or procuring impersonation by any person or (iii) 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 (iv) resorting to any irregular or improper means in connection with his/her candidature or (v) obtaining support for his/her candidature by any unfair means or (vi) 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:

a To be disqualified from the examination for which he/she is a candidate.

b To be debarred, either permanently or for a specified period, from any examination conducted by The Oriental Insurance Co Ltd.

c For termination of service, if he/she has already joined the Company (The Oriental Insurance Co Ltd).

#### **Special Instructions for SC/ST/OBC/PWD /EWS**

a) Caste Certificate in respect of SC/ST candidates is to be obtained from the following Authorities:

i) 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)

ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate

iii) Revenue Officer not below the rank of Tehsildar

iv) Sub-Divisional Officer of the area where the candidate and/or his family normally resides

v) In so far as the Scheduled Tribes communities 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}. Certificate should contain the "Non Creamy Layer Clause" based on the Income for the financial ending on 31/03/2016. 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 orders contained in Department of Personnel  
and Training Office Memorandum No 36102/22/93-Estt.(SCT) dated 8-9-1993 (Amended vide OM No.  
36033/3/2004-Estt.(Res) dated 14.10.2008 ). It is also declared that I do not belong to persons  
/sections /sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred  
Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt.(Res.) dated 9th March, 2004 and  
O.M. No. 36033/3/2004-Estt.(Res.) dated 14th October, 2008."



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 Orthopaedic / Ophthalmic / ENT Surgeon.

d) Please refer to Annexure for the prescribed formats of (SC, ST, OBC, PWD, EWS & 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.

### 13. General Information

a) The possibility for occurrence of some problem(s) 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 other centres or conducting another examination if considered necessary. Decision of the Company in this regard shall be final. Candidates not willing to accept such change shall lose their candidature for this exam.

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

c) If 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.

d) The responses (answers) of individual candidates will be analyzed & compared with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted 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.

e) Instances of 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 Ltd.) 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.

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 are correct in all respects. **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.**

**g) 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.**

h) 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.

i) 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.

j) The selection of the candidates will be on the basis of Online Tests & 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.

**k) Admission to Online Tests will be purely provisional without verification of age / qualification /**



category (SC/ST/OBC/PWD/EWS/XS) etc. of the candidates with reference to documents.

l) 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 accompanied with caste validity certificate** must be submitted by candidates seeking reservation as SC/ST/OBC in the prescribed proforma from the competent authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognised as SC/ST/OBC and the village/town the candidate is originally a resident of.

**m) At any stage if falsification of caste certificate is noticed, the candidature will stand cancelled automatically.**

n) Candidates serving in Government / Quasi Government Offices, Public Sector undertakings including Nationalised 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.**

o) The candidates will have to appear for the tests at their own cost. Candidates called for INTERVIEW are entitled to sleeper class to & fro railway fare/bus fare by shortest route, from their place of residence, on production of evidence of travel (Rail/bus ticket/receipt etc.)

**p) Appointment of selected candidates is subject to their being found medically fit as per the requirements of the Company. Such appointment will also be subject to the service and conduct rules of the Company.**

q) Decisions of the Company in all matters regarding eligibility, conduct of online examinations, 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.

r) The Company reserves the right to transfer any candidate anywhere in India even before the expiry of 5 year period at the initial place of posting.

s) 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. The Courts/ Tribunals/Forums at Delhi only shall have sole and exclusive jurisdiction to try any cause/dispute.

t) Selected candidates will be governed by the terms and conditions of the Service Regulations of the Company in force.

**U) 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 the following:**

i) 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.

ii) Candidates are advised in their own interest not to bring any of the banned items including mobile phones to the venue of the examination, as no arrangement for safekeeping will be available.

v) 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.

w) The Company reserves the right to cancel the above Recruitment Exercise at any stage of the process without assigning any reason thereof.



**IN CASE OF ANY DISCREPANCIES, ENGLISH VERSION OF THE DETAILED ADVERTISEMENT PUBLISHED IN THE RECRUITMENT SECTION OF OUR WEBSITE [www.orientalinsurance.org.in](http://www.orientalinsurance.org.in) SHALL BE FINAL. CANDIDATES ARE ADVISED TO VISIT THE RECRUITMENT / CAREER SECTION OF OUR WEBSITE FOR DETAILED ADVERTISEMENT, TO APPLY ONLINE AND FOR FURTHER UPDATES ON THE RECRUITMENT EXERCISE.**

***CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION***

**Date: 08.03.2024**

**Place : New Delhi**

**Deputy General Manager  
Human Resource Department**

[www.assamcareerjobs.com](http://www.assamcareerjobs.com)



**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.  
The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002 ;
  - \* The Constitution(scheduled Castes) order(Amendment) Act, 2002;
  - \*The Constitution(Scheduled Castes and Scheduled Tribes) order (Amendment) Act,2002;
  - \*The Constitution (Scheduled Caste) order (Second Amendment) Act 2002)



# 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 \_\_\_\_\_ i

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 \_\_\_\_\_ Disctict / Division\* of the State / Union Territory\* of \_\_\_\_\_

Signature

Designation

Place:

Date :

[With seal  
of Office]

State/Union Territory

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.

**Note : The Certificate is subject to amendment/modification of Scheduled Castes and Scheduled Tribes lists from time to time**



**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

---

\*- 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.

**The prescribed proforma shall be subject to amendment from time to time as per Government of India Guidelines**



**FORM -V**

**Certificate of Disability**

**(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in cases of blindness)  
(Prescribed proforma subject to amendment from time to time)**

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

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

**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 :**

**Locomotor disability**  **dwarfism**  **Blindness**

**(Please tick as applicable)**

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

**(A) He/She has** \_\_\_\_\_ **% (in figure)** \_\_\_\_\_ **percent (in words) permanent locomotor disability/dwarfism//blindness in relation to his/her**  
 \_\_\_\_\_ **(part of body) as per guidelines (.....number and date of issue of the**  
**guidelines to be specified)**

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

Nature of Document	Date of Issue	Details of authority issuing certificate

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

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



**FORM - VI**

**Certificate of Disability**

**(In case of multiple disabilities)**

**(Prescribed proforma subject to amendment from time to time)**

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

<b>Recent PP size Attested</b>
<b>Photograph (Showing face only) of the person with disability</b>

**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 .....number and date of issue of the guidelines(to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below :

Sl No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in%)
1	Locomotor disability			
2	Muscular Dystrophy			
3	Leprosy cured			
4	Dwarfism			
5	Cerebral Palsy			
6	Acid attack Victim			
7	Low vision	#		
8	Blindness	#		
9	Deaf	\$		
10	Hard of Hearing	\$		
11	Speech and Language disability			
12	Intellectual Disability			
13	Specific Learning Disability			
14	Autism Spectrum Disorder			
15	Mental illness			
16	Chronic Neurological conditions			
17	Multiple sclerosis			
18	Parkinson's disease			
19	Haemophilia			
20	Thalassemia			
21	Sickle cell disease			

- (B) In the light of the above, his/her over all permanent physical impairment as per guidelines (.....number and date of issue of the 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 :

4. (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 - VII

Disability Certificate

(In cases other than those mentioned in Forms V and VI)

(Prescribed proforma subject to amendment from time to time)

(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 (.....number and date of issue of the guidelines to be specified) and is shown against the relevant disability in the table below :

Sl No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in%)
1	Locomotor disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Cerebral Palsy			
5	Acid attack Victim			
6	Low vision	#		
7	Deaf	\$		
8	Hard of Hearing	\$		
9	Speech and Language disability			
10	Intellectual Disability			
11	Specific Learning Disability			
12	Autism Spectrum Disorder			
13	Mental illness			
14	Chronic Neurological conditions			
15	Multiple sclerosis			
16	Parkinson's disease			
17	Haemophilia			
18	Thalassemia			
19	Sickle cell disease			



(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)}

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

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.



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

It is certified that No. \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_  
whose date 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

Date

Signature

Name and Designation  
of the Competent  
Authority

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 \_\_\_\_\_.

3.No disciplinary case is pending against him

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 :**

- (ii) (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**

**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.**

**Place :**

**Date :**

**Signature and Name of Candidate**

[www.assamcareerjobs.com](http://www.assamcareerjobs.com)



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 :**

- (iii) (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.



Government of .....  
(Name & address of the authority issuing the certificate)

**INCOME & ASSET CERTIFICATE TO BE PRODUCED  
BY ECONOMICALLY WEAKER SECTIONS**

Certificate No.....  
Date .....

VALID FOR THE YEAR .....

- 1 This is to certify that Shri/Smt./Kumari ..... son/daughter/wife of ..... permanent resident of ..... Village/street ..... Post Office ..... District ..... in the State/Union Territory ..... Pin Code ..... whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her family\*\* is below Rs. 8 lakh(Rupees Eight Lakh only) for the financial year. His/her family does not own or possess any of the following assets\*\*\*.
- 5 acres of agricultural land and above;
  - Residential flat of 1000 sq. ft. and above
  - Residential plot of 100 sq yards and above in notified municipalities;
  - Residential plot of 200 sq. yards and above in areas other than the notified municipalities
- 2 Shri/Smt./Kumari ..... belongs to the ..... caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

**Recent Passport size  
attested photograph  
of the applicant**

Signature with seal of office.....

Name.....

Designation .....

\*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note 2: The terms 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

\*\*\* Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

**NOTE:-**

The income and Asset Certificate issued by anyone of the following authorities in the prescribed format as given above only be accepted as proof of a candidate's claim as belonging to EWS:-

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



**SCRIBE DECLARATION FORM for Persons with Benchmark Disabilities (40% or more)**

As per the definition of Section 2 (r) of RPWD Act 2016

We, the undersigned, Mr/Mrs/Ms \_\_\_\_\_ eligible candidate for the \_\_\_\_\_ examination and Mr./Mrs/Ms \_\_\_\_\_ Eligible writer (scribe) for the eligible candidate, do hereby declare that;

- 1 (i) We have read, understood and agree to abide by all terms and conditions mentioned in the detailed advertisement.  
(ii) The scribe is identified by the candidate at own cost and as per own choice.  
(iii) The candidate is Visually impaired and/or has permanent physical limitation to write including that of speed and he/she needs a writer (scribe) as permissible under the Government of India rules governing the recruitment of Persons with Disability.
- 2 In view of the importance of the time element, the examination being of a competitive nature, the candidate undertakes to fully satisfy the Medical Officer of the Organisation that there was necessity for use of a scribe as he/she has permanent physical limitation to write including that of speed.
- 3 In view of the fact that multiple appearance/attendance in the examination are not permitted, the candidates undertakes that he/she has not appeared/ attended the examination more than once and that the scribe arranged by him/her is not a candidate for the examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.
- 4 I .....(scribe), am not a candidate for this recruitment exercise.
- 5 I .....(scribe), am not an active employee of The Oriental Ins.Co.Ltd.
- 6 I .....(scribe), do not belong to the same academic stream as the candidate.  
(in case of Specialists)
- 7 We hereby declare that all the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of recruitment that we do not fulfill the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the candidature of the applicant will stand cancelled, irrespective of the result of the written test(s). if any of these shortcomings is/are detected even after the candidate's appointment, his/her services are liable to be terminated. In such circumstances, both signatories will be liable to criminal prosecution.

Given under our signature

Signature of the Scribe

Postal address ;

Educational qualification of the Scribe

Mobile.....

Signature of the candidate

Registration No.

Roll no

Postal address :

Mobile .....

PHOTO OF THE SCRIBE

PHOTO OF  
CANDIDATE

Signature of Invigilator



**APPENDIX – I**

**Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act,2016 but not covered under the definition of Section 2 (r) of the said Act, i.e person having less than 40% disability and having difficulty in writing.**

- 1 This is to certify that, we have examined Mr/Ms/Mrs .....(name of the candidate), S/O D/O ..... A resident of .....(Vill/PO/PS/District/State), aged .....yrs, a person with .....(nature of disability/condition) and to state that he/she has limitation which hampers his/her writing capacity owing to his/her above condition. He/she requires support of scribe for writing the examination.
- 2 The above candidate uses aids and assistive device such as prosthetics & orthotics hearing aid(name to be specified) which is/are essential for the candidate to appear at the examination with the assistance of scribe.
- 3 This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto .....(it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of Medical Authority

(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopedic/PMR Specialist	Clinical Psychologist/Rehabilitation/ Psychiatrist/Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert, as nominated by the Chairperson (if any)
(signature & Name)				
Chief Medical Officer/Civil Surgeon/Chief District Medical Officer .....				
Chairperson				

Name of Government Hospital/Health Care Centre with Seal

Place :

Date :



APPENDIX – II

SCRIBE DECLARATION FORM & LETTER OF UNDERTAKING by the person with specified disability covered under the definition of Section 2 (s) of the RPwD Act,2016 but not covered under the definition of Section 2 (r) of the said Act, i.e persons having less than 40% disability and having difficulty in writing.

- 1 .....a candidate with .....(nature of disability/condition) appearing for the  
.....(name of the examination) bearing Roll No. .... at  
.....(name of the centre) in the District .....  
.....(name of the state).My educational qualification is .....
- 2 I do hereby state that .....(name of scribe) will provide the service of scribe for  
the undersigned for taking the aforementioned examination.
- 3 I do hereby undertake that his/her qualification is ..... In case, subsequently it is found  
that his/her qualification is not as declared by the undersigned and is beyond my qualification, I shall  
forfeit my right to the post and claims relating thereto.  
We, the undersigned Mr./Mrs/Ms .....eligible candidate for the examination and  
Mr./Mrs./Ms .....eligible writer (scribe) for the eligible candidate, do  
hereby further declare that;
- 4 (i) We have read, understood and agree to abide by all terms and conditions mentioned in the detailed  
advertisement.  
(ii) The scribe is identified by the candidate at own cost and as per own choice.
- 5 In view of the importance of the time element, the examination being of a competitive nature, the  
candidate undertakes to fully satisfy the Medical Officer of the Organisation that there was necessity for  
use of a scribe.
- 6 In view of the fact that multiple appearance/attendance in the examination are not permitted, the  
candidates that he/she has not appeared/attended the examination more than once and that the scribe  
arranged by him/her is not a candidate for the examination. If violation of the above is detected at any  
stage of the process, candidature of both the candidate and the scribe will be cancelled.
- 7 I,.....(scribe), am not a candidate for this recruitment exercise.
- 8 I,.....(scribe), am not an active employee of The Oriental Ins.Co.Ltd..
- 9 I,.....(scribe), do not belong to the same academic stream as the  
candidate.  
(in case of Specialists)
- 10 We hereby declare that all the above statements made by us are true and correct to the best of our  
knowledge and belief. We also understand that in case it is detected at any stage of recruitment that we  
do not fulfill the eligibility norms and/or that the information furnished by us is incorrect/false or that we  
have suppressed any material fact(s), the candidature of the applicant will stand cancelled, irrespective of  
the result of the written test(s). if any of these shortcomings is/are detected even after the candidate's  
appointment, his/her services are liable to be terminated. In such circumstances, both signatories will be  
liable to criminal prosecution.

Given under our signature

Signature of the Scribe

Postal address ;

Educational qualification of the Scribe

Mobile.....

Signature of the candidate

Registration No.

Roll no

Postal address :

Mobile .....

PHOTO OF THE SCRIBE

PHOTO OF  
CANDIDATE

Signature of Invigilator