



THE ORIENTAL INSURANCE COMPANY LIMITED

INSTRUCTIONS TO CANDIDATES CALLED FOR INTERVIEW

DR Exercise 2014-15 for the post of Administrative Officer

- (1) Candidates must fill in the enclosed Interview Data Sheet and submit the same duly signed in **two copies** to the Officer-in-charge of interview at the center/venue on the date of interview. Details of the attested true copies of the certificates being submitted should be mentioned in this Instruction Sheet in the space provided.
- (2) The selected candidates may be posted in any office of the Company any where in India.
- (3) Any irregularity committed in furnishing information to the Company shall disqualify the candidate at any stage for which he/she shall solely be responsible and no correspondence shall be entertained in this regard.
- (4) Complete Information must be furnished in the Interview Data Sheet. Dots, dashes or any ambiguous language/phrases should not be used while furnishing information in the Interview Data Sheet. In case, space provided in the Interview Data Sheet is found insufficient, candidates may incorporate further information overleaf or use a separate sheet for this purpose.
- (5) True copies of all the documents namely mark-sheets, certificates, testimonials etc. should be attested by a Gazetted Officer of the Central/State Government or a Judicial Magistrate or an Officer of Public Sector Insurance Company not below the rank of Assistant Manager.
- (6) In case, candidate belongs to SC/ST category, have to furnish a community Certificates in the prescribed format duly signed by the Authorities empowered to issue verification certificates for employment purpose. However, candidates belonging OBC categories have to submit a caste certificate in the enclosed format.
- (7) At the time of interview, candidates must bring with them the following ORIGINAL CERTIFICATES and the attested true copies of each document. These should be attached to this Instructions Sheet for verification: -
 - a) Certificate issued by the Birth Registrar;
OR
School Leaving Certificate from the School/Board OR certificate of an examination recognized by an Indian University as equivalent to matriculation or HSC examination
OR
Any other equivalent recognized examination certificate.

If the date of birth stated by the candidate in the application is inconsistent with the certificate produced, his candidature is liable to be rejected and withdrawn with immediate effect.

- b) Graduation/Post Graduation Certificates,
- c) Mark Sheets etc.
- d) Certificates of Professional qualification / other qualification, if any.
- e) Experience Certificate or supporting documentary evidence,
- f) Caste Certificate in original.

If the Caste Certificate in original is not produced by candidate belonging to SC/ST/OBC at the time of interview, the Company/Selection Committee reserves the right not to consider his/her candidature. However, the authorities may give such candidate an opportunity to produce the original 'Caste Certificate to the Company within a fortnight from the date of interview. In spite of extending such time limit, if the candidate fails to produce the original Caste Certificate and or a true copy of the same within the stipulated time limit, the candidate shall solely be responsible for rejection/withdrawal of his/her candidature.

- (8) Original documents are required, to ascertain the candidate's eligibility for this recruitment.
- (9) Outstation candidates called and appeared for interview will, on production of sufficient proof of having undertaken railway journey, be reimbursed the actual fare(s) incurred for the SECOND CLASS by the shortest possible route; to and fro the destination mentioned in the present address for correspondence OR the place of work/stay from which the candidate actually performed journey for this purpose whichever is less. In the absence of producing proof of having undertaken journey such candidate shall not be entitled to claim any reimbursement.
- (10) Change of venue for interview shall not be permissible on account of change in the address. In case, any candidate undertakes journey from a place other than one mentioned in the application, such candidate shall not be entitled to claim any reimbursement of railway fare(s) and Company will have the discretion to decide the circumstances in which the candidate had to perform such journey.
- (11) If a candidate is still prosecuting further studies, either full or part time, he/she should clearly mention this information in the Interview Data Sheet in the space provided for that purpose.
- (12) NO ORIGINAL CERTIFICATES should be attached to this Instructions Sheet and presented to the Officer-in-charge at interview centers. Only attested true copies of the documents should be attached and detailed information regarding enclosures should be furnished in the space provided herein below for this purpose.

I have read all the instructions and carefully followed the same. As desired, I enclose the following attested copies of documents

Ref. No. :		Name of the candidate :	
Sl.No.		Description of	

Total number of documents attached _____ (both figures & words).

The candidates are advised to satisfy themselves before they appear for the interview that they fulfill the requirement as to age, qualification, etc. and if found ineligible, their candidature will be cancelled at any stage of recruitment. Appearing in the interview will not automatically confer any right of being selected for the said post.

(Signature of candidate)

Place:

Date:

P.S.- Please do not change the format or any part of this Instruction Sheet.