



THE ORIENTAL INSURANCE COMPANY LIMITED
"ORIENTAL HOUSE" - HEAD OFFICE
A - 25 / 27, ASAF ALI ROAD, NEW DELHI - 110 002

Deptt.: Personnel

Date: August 6, 2014

Re: **Rescheduling the Joining date of Administrative Officers (Scale-I),
DR Exercise 2013**

This is further to our notice dated 25.07.2014 advising all the candidates to report for their duty at the respective Regional Offices on 18.08.2014.

It is observed that some of our Regional Offices are closed on account of Gazetted Holiday due to **Janmashtami** on 18.08.2014.

To maintain uniformity, all the candidates are hereby advised to report for joining of duty on 19.08.2014 instead of 18.08.2014 at their respective Regional Offices.

Service Agreement cum Guarantee Bond and Undertaking from Surety should be as per revised Annexure.

CHIEF MANAGER

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SERVICE AGREEMENT – CUM – GUARANTEE BOND
(On Non-Judicial Stamp Paper of value as per State Rules)

WHEREAS Sh./Ms. _____ son/daughter of _____ residing at _____ has been selected by the Oriental Insurance Company Ltd. (hereinafter referred to as "Company", to be appointed as Administrative Officer (Scale I) in the "Company" on probation for a period of one year which may be extended twice by a further period of 6 months at a time stretching upto one year on a basic salary Rs.17,240/- per month in the grade of Rs.17240-840(14)-29000-910(4)-32640 and such other allowances as may be admissible under the rules in force from time to time and subject to revision of the pay scales, if any.

AND WHEREAS, Sh./Ms. _____ has agreed to serve the Company for a period of four years from the date of joining the Industry which includes the period of probation or the extended period of probation.

AND WHEREAS the Company and the said Sh./Ms. _____ have agreed to the terms and conditions hereinafter mentioned, which would be enforced in the event of the breach of the agreement that the said Sh./Ms. _____ shall serve the Company for a period of four years from the date of joining the Industry.

AND WHEREAS Sh./Ms. _____ residing at _____ and Sh./Ms. _____ residing at _____ have agreed to stand as Sureties for the said Sh./Ms. _____.

NOW, therefore, it is hereby agreed and declared as follows :

1. The Company shall place the said Sh./Ms. _____ with effect from the date of his/her joining the Company on a basic salary of Rs.17,240/- per month in the grade of Rs.17240-840(14)-29000-910(4)-32640 and such other allowances as may be admissible under the rules in force from time to time and subject to revision of the pay scales, if any.
2. The said Sh./Ms. _____ agrees that he/she shall serve the Company faithfully and diligently for a period of four years from the date of his/her joining the Company.
3. The said Sh./Ms. _____ agrees to pay to the Company liquidated damages equivalent to one year's gross salary paid to him/her during the year of probation (which could be proportionately reduced depending on the length of service rendered) in the event of his/her voluntarily resigning from the services of the Company before expiry of the bond period. In case he/she resigns from the Company during the probationary period, he/she shall be liable to pay the salary received by him / her during their entire service in the Company in addition to an amount of Rs.40,000/- towards partial cost of training and the said Sh./Ms. _____ further agrees that the amount of the liquidated damages payable as aforesaid shall be deemed to be a debt due by him to the Company. No lien / bond executed to retain a substantive post with present employer will be binding upon the Company and no Leave Salary, Pension contribution will be made.
4. The Company reserves the right to terminate, dismiss or discharge the said Sh./Ms. _____ if in the opinion of the Company, the said Sh./Ms. _____ is found to be inefficient or incompetent in the discharge of his/her duties or for dishonesty, fraud or any misconduct or for the breach of the rules and regulations of the Company or for any circumstances which in the opinion of the

management of the Company warrant such action and the decision of the Company shall be final and binding.

5. The said Sh./Ms. _____ agreed that in the event of termination of his/her services during the period of this agreement for any of the reasons mentioned in Clause (4) above, he/she agrees to pay to the Company liquidated damages equivalent to one year's gross salary paid to him/her during the year of probation (which could be proportionately reduced depending on the length of service rendered) and in the event of his/her being terminated from the services of the Company during the probationary period he/she shall be liable to pay the salary received by him/her during their entire service in the Company in addition to an amount of Rs.40,000/- towards partial cost of training and the said Sh./Ms. _____ further agrees that the amount of the liquidated damages payable as aforesaid shall be deemed to be a debt due by him to the Company.
6. Your appointment will be as Administrative Officer (Scale I) on probation for a period of one year from the date of your reporting at the Regional Office. The probationary period may be extended twice by a further period of 6 months at a time stretching upto one year.

During the probation period, the candidates would be required to pass the Non-Life "Licentiate Examination" conducted by the Insurance Institute of India and only after passing the said examination, you will be eligible for confirmation of his/her services in the Company. A maximum period of 02 years would be available to the candidates for passing the above examination. Failure on the part of candidate to pass the examination within the stipulated period will render his/her services liable for termination.

7. The said Sh./Ms. _____ shall not either during the continuance of his/her employment or thereafter except in the proper course of his/her duties divulge to any person, information concerning the business or finance of the Company which may come to his knowledge during or in the course of his/her employment.
8. The said Sh./Ms. _____ residing at _____ and Sh./Ms. _____ residing at _____ hereby guarantee jointly and severally the repayment of the debt due by the said Sh./Ms. _____ in accordance with the provisions of this agreement and agree and undertake that they shall be jointly and severally liable to the Company for the repayment of the aid debt in the event of the said _____ Sh./Ms. _____ failing to repay the debt to the Company on demand. It is hereby further mutually agreed and declared that the said Sureties Sh./Ms. _____ and Sh./Ms. _____ shall not be discharged or released from the guarantee by any arrangements made between the said Sh./Ms. _____ and the Company with or without the assent of any of the said Sureties or by any forbearance whether as to payment time, performance or otherwise.

SIGNED AND DELIVERED BY :

Sh./Ms. _____

At _____ this _____ day of _____, 2014.

(Signature of Candidate)

WITNESS :

Name _____ :

Address :

SIGNED AND DELIVERED BY :

(Signature of witness)

Sh./Ms. _____

At _____ this _____ day of _____, 2014.

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

WITNESS :

Name :

Address :

(Signature of witness)

SIGNED AND DELIVERED BY :

Sh./Ms. _____

At _____ this _____ day of _____, 2014.

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

WITNESS :

Name :

Address :

(Signature of witness)

UNDERTAKING FROM SURETY

From :

Name :
Address :

Dear Sir,

I am pleased to inform you that I am prepared to execute a Surety Bond in favour of the Oriental Insurance Company Ltd. to secure that Sh./Ms. _____ will serve the Company for a minimum period of four years from the time of probation and during the period of probation. The information required by you is furnished herein below and I hereby declare that all the entries in this form are true :

1. Name of Surety
2. Permanent Residential Address
3. Age
4. Date of birth :
5. Place of employment :
6. Name of Employer :
7. Total monthly salary/emoluments with proof :
8. Relation with the applicant, if any :
9. Details of other assets, if any, (with proof) :
10. Have you always been solvent? :

Yours faithfully,

(Signature of the Surety in full)

Name of Surety :
Address of the Surety :

Place :
Date :

PS: Candidates are advised not to nominate blood relations as Sureties.