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THE ORIENTAL INSURANCE COMPANY LTD.
(Corporate Office), Block-IV, Plate-A NBCC Office Complex, East Kidwai Nagar, New Delhi-110023
CIN: U66010DL1947GOI007158 www.orientalinsurance.org.in

REF NO: OICL/Rect./2025 Date: 01.08.2025

RECRUITMENT OF 500 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 candidates for recruitment of Assistants in Class III cadre. The schedule of events are as follows:-

EVENTS	IMPORTANT DATES
Online Registration & payment of Application Fees	02.08.2025 to 17.08.2025 (Both dates inclusive)
Tentative Date of Tier I (Preliminary) Online Examination	07.09.2025
Tentative Date of Tier II (Main) Online Examination	28.10.2025
Download of Call Letters	7 days prior to the date of each examination (Tentative) (Tier I as well as Tier II examination)

Candidates are advised to regularly keep in touch with the authorized website of the company https://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 Rajasthan State can opt for Centre Rajasthan only and would be considered for employment in that State only.

Reservation for SC/ST/OBC/EWS/PwBD and Ex-servicemen are applicable as per prevailing Government of India rules.

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Vacancies reserved for OBC category are available to OBC candidates belonging to "Non-Creamy layer". "Creamy layer" OBC candidates should indicate their category as "UR".

Reservation for Economically Weaker Section (EWS) in recruitment is governed by Office Memorandum No. 36039/1/2019-Estt. (Res.) dated 31/01/2019 of Deptt. Of Personnel & Training, Ministry of Public Grievance & Pensions, Government of India. EWS Vacancies are tentative and subject to further directives of Government of India and outcome of any litigation. The appointment shall be provisional and shall be subject to the Income & Asset Certification to be verified through the proper channels

State/Union Territory wise Vacancies (Provisional):

STATE/UNION TERRITORY	LANGUAGE	TOTAL VACANCIES						OUT OF WHICH					
		Category Wise						PwBD				ESM	
		SC *	ST *	OBC *	EWS	UR	Total	VI	HI	LD	ID / MD	ESM	DISEXS & DXS
ANDHRA PRADESH	Telugu	14	5	7	0	0	26	1	0	0	0	1	1
ARUNACHAL PRADESH	English	0	1	0	0	1	2	0	0	0	0	0	0
ASSAM	Assamese	0	0	4	0	0	4	0	1	0	0	1	0
BIHAR	Hindi	8	6	5	0	0	19	0	0	0	0	1	0
CHANDIGARH	Hindi/Punjabi	1	0	1	0	3	5	0	0	0	0	2	0
CHHATISGARH	Hindi	3	2	0	0	6	11	0	0	0	0	1	0
GOA	Konkani	0	1	0	0	0	1	0	0	0	0	0	0
GUJRAT	Gujarati	1	3	13	2	9	28	1	0	1	0	2	1
HARYANA	Hindi	4	0	3	0	0	7	0	0	0	0	1	0
HIMACHAL PRADESH	Hindi	5	0	0	0	0	5	0	0	0	0	1	0
JAMMU & KASHMIR	Hindi/Urdu	0	2	1	0	0	3	0	0	0	1	0	0
JHARKHAND	Hindi	2	1	2	0	0	5	0	0	0	0	0	1
KARNATAKA	Kannada	13	12	17	0	5	47	1	0	0	0	3	2
KERALA	Malayalam	9	0	9	3	16	37	0	1	0	0	4	0
MADHYA PRADESH	Hindi	6	9	4	0	0	19	0	1	0	0	1	0
MAHARASTRA	Marathi	6	10	23	4	21	64	0	0	2	0	6	1
MIZORAM	Mizo	0	1	0	0	1	2	0	0	0	0	0	0
DELHI	Hindi	5	9	30	3	19	66	0	0	0	3	4	1
ODISHA	Odia	5	5	0	0	2	12	1	0	0	0	2	0
PUNJAB	Punjabi	7	0	4	0	3	14	0	1	0	0	2	0
RAJASTHAN	Hindi	2	7	9	1	8	27	0	1	1	0	2	0
SIKKIM	Nepali/English	2	0	0	0	0	2	0	0	0	0	0	0
TAMIL NADU	Tamil	12	1	17	1	6	37	0	0	1	1	2	1
TRIPURA	Bengali / Kokborok	0	1	0	0	1	2	0	0	0	0	0	0
UT OF DAMAN & DIU	Gujarati	1	0	1	0	0	2	0	0	0	0	0	0

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UTTAR PRADESH	Hindi	3	0	3	1	5	12	0	0	0	1	2	0
UTTRAKHAND	Hindi	5	1	5	0	7	18	0	0	0	0	2	1
WEST BENGAL	Bengali	8	0	15	0	0	23	1	0	0	0	1	1
TOTAL		122	77	173	15	113	500	5	5	5	6	41	10

***This includes Backlog Vacancies of 289.**

Abbreviations stand for: UR – Un-Reserved; **SC**-Scheduled Caste; **ST**-Scheduled Tribe; **OBC**-Other Backward Classes, **EWS-** Economical Weaker Section**, PwBD –** Person with Benchmark Disability, **EXS –** Ex-Servicemen, **DISEXS-** Disabled Ex-servicemen, **DXS-** Dependents 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 (Preliminary & MAIN Examination) will be further shortlisted for Regional Language 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

Please note that the eligibility criteria specified are the basic criteria for applying for the post. At the time of Regional Language Test, the candidates must necessarily produce the relevant documents in original and a self-attested photocopy in support of their identity and eligibility pertaining to category, age, educational qualification etc. as indicated in online application form. Please note that no change of application data will be permitted at any stage after completion of registration process of the online application. Merely applying for the post and being shortlisted in online examination and/or in the subsequent Regional Language Test and/or subsequent process does not imply that a candidate will necessary be offered employment in the Company. No request for considering the candidature under any other category/ State/UT other than one for which applied will be entertained.

1. <u>NATIONALITY</u>

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

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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 31/07/2025)

Minimum Age: **21 years**; Maximum Age: **30 Years** (as on 31/07/2025). Candidates born not earlier than 31.07.1995 and not later than 31.07.2004(both days inclusive) are eligible to apply.

The upper age limit will be relaxed as under:

Sr. No.	Category	Upper Age relaxation
1	Scheduled Caste/Scheduled Tribe	5 years
2	Other Backward Classes (Non-creamy Layer)	3 years
3.	Persons with Benchmark Disabilities as defined under "The Rights of Persons with Disabilities Act 2016".	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.	Existing Employees of The Oriental Insurance Company Ltd.	5 Years

Note

1) The relaxation in upper age limit to SC/ST/OBC (Non-creamy Layer) candidate 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 (6).
2) 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 Regional Language Test and at any subsequent stage of the recruitment process as required by the Company.
3) 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.
4) An Ex- serviceman, who applies for various vacancies before joining any civil

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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 31.07.2025)

A Candidate must possess the minimum qualification of Graduation in any discipline from a recognized University or any equivalent qualification recognized as such by the Central Government. The candidate should have passed in English as one of the subjects at SSC/HSC/Intermediate/Graduation level. Candidates should possess certificate in proof of passing the qualifying examination as on 31.07.2025.

Knowledge of Reading, Writing and Speaking of Regional Language of the State/UT against the vacancies for which a candidate wishes to apply, is essential. To ascertain the candidate's familiarity with the Regional Language of the State/UT, a language test will conducted before final selection. Candidates not found to be proficient in the Regional Language Test would be disqualified.

Note: Candidates are advised to satisfy themselves before they apply that they fulfill the requirements as to Age, Educational Qualifications and other eligibility criteria and if found ineligible their candidature will be cancelled at any stage of recruitment.

4. DEFINITIONS

A) <u>Ex-Serviceman, Disabled Ex-Serviceman, Dependents of Serviceman killed in Action</u>:

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 27th 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

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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.

Note :

- 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 Regional Language Test.
- The relaxation in upper age limit and educational qualifications is not available to dependents of the Servicemen killed in action.
- The Territorial Army Personnel will be treated as Ex-Servicemen w.e.f. 15.11.1986.
- The candidates are required to submit the appropriate certificates in support of the above at the time of Regional Language Test.

B) <u>Persons with Benchmark Disabilities (PwBD):</u>

Under section 34 of 'The Rights of Persons with Benchmark Disabilities Act 2016' persons with benchmark disabilities are eligible for Reservation. Only such persons would be eligible for reservation who suffer from not less than 40% of specified disability and are certified by certifying authorities as per the Act.

Accordingly, candidates with the following disabilities are eligible to apply. Candidates claiming such benefits should possess certificate in original issued by the Competent Authority on or before the last date of online submission of application in the prescribed format (Format available at the end of this advertisement) along with Unique Disability ID (UDID) Card and should produce the same in support of their claim at the time of **Regional Language Test/at any stage of the recruitment process.**

a) VI- Visual Impairment (Blindness and Low Vision),

b) HI- Hearing Impairment (Deaf and hard of hearing):

c) LD -Locomotors Disability (OH) including cerebral palsy, leprosy cured, dwarfism, acid attack victims, muscular dystrophy:

d) ID-Autism, intellectual disability, specific learning disability, mental illness,

e) MD-Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the post identified for each disability.

Note: Definition of the above specified disabilities will be as per The Rights of Persons with Disabilities Act, 2016

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GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE

i) 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 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 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.
- A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- The scribe may be from any academic stream
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfills all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will 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 or as otherwise advised
- Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, a 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.
- During the exam, at any stage if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions

ii) Guidelines for Candidates with Locomotors Disability and Cerebral Palsy: A compensatory time of 20 minutes per hour or otherwise advised shall be permitted for the candidates with locomotors disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of

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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 the view the contents of the test in the magnified fort and all such candidates will be eligible for compensatory time of 20 minutes for every hour of examination or otherwise advised
- Visually impaired candidates who utilize the services of the scribe will not be able to view the contents in magnified fort

C) Economically Weaker Sections (EWS)

1) Persons who are not covered under the existing scheme of reservations to the Scheduled Castes, the Schedule Tribes and the Other Backward Classes (Central list) and whose family has gross annual income below Rs. 8 lakh (Rupees eight lakh only) are to be identified as EWSs for benefit of reservation. The income shalt include income from all sources i.e. salary agriculture business professions and it will be income for the financial year prior to the year of application. Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, respective of the family income:

   (i) 5 acres of Agricultural Land and above;

   (ii) Residential flat of 1000 sq ft and above;

   (iii) Residential plot of 100 sq yards and above in notified municipalities,

   (iv) Residential plot of 200 sq yards and above in areas other than the notified municipalities.

2) The property held by a Family in different locations or different places/cities would be clubbed white applying the land or property holding test to determine EWS status.

3) The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the Authorities as notified by the Government of India in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS The candidates shortlisted for Regional Language test will be required to submit necessary certificate(s) in original/copies at the time of Regional Language test and at any stage of the recruitment process as required by the Company, failing which they will not be allowed to appear in the Regional Language Test /their candidature is liable to be rejected at any stage.

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f) The term 'Family' for this purpose will 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

Disclaimer: EWS Vacancies are tentative and subject to further directives of Government of India and outcome of any litigation

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

5. PRE-EXAMINATION TRAINING (ONLINE)

SC/ST/OBC (Non Creamy Layer)/PwBD candidates who wish to avail the benefit of online pre-examination training may indicate the same while applying online. The candidates are required to refer to Career Section of our website https://www.orientalinsurance.org.in for details.

The candidates who have opted for online training will be intimated through the registered E-mails id/SMS. Please note that by merely attending the online pre-examination training, no candidate acquired any right to be offered employment in the Company.

6. SELECTION PROCEDURE

The selection process will consist of online test (Preliminary & Main Examination). Candidates qualifying in the Main Examination will be further shortlisted for Regional Language Test before the final selection.

Tier I - Preliminary Examination (Online Objective Test):

The Preliminary Examination for 100 marks would be of one hour duration and will consist of 3 sections as follows:

Sl. No	Name of Test (Objective)	No. of Questions	Maximum Marks	Duration for each test/section (separately timed)	Medium of Exam
1	Test of English Language	30	30	20 minutes	English
2	Test of Reasoning	35	35	20 minutes	English/Hindi
3	Test of Numerical Ability	35	35	20 minutes	English/Hindi
	TOTAL (Aggregate)	100	100	60 minutes	

Candidates will have to qualify in each test by securing passing marks to

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be decided by the Company. Adequate number of candidates state-wise and category-wise as decided by the Company will be shortlisted for the Tier II (Main) Examination.

Tier II - Main Examination (Online Objective Test):

The Main Examination for 250 marks, would be of 2 hours duration and will consist of 5 sections as follows:

Sl. No	Name of Test (Objective)	No. of Questions	Maximum Marks	Duration for each test/section(separately timed)	Medium of Exam
1	Test of English Language	40	50	30 minutes	English
2	Test of Reasoning	40	50	30 minutes	English/Hindi
3	Test of Numerical Ability	40	50	30 minutes	English/Hindi
4	Test of Computer Knowledge	40	50	15 minutes	English/Hindi
5.	Test of General Awareness	40	50	15 minutes	English/Hindi
	TOTAL (Aggregate)	200	250	120 minutes	

a) Each candidate will be required to obtain a minimum total score (as decided by the Company) in the Main Examination.
b) Candidate qualifying in the online Main Examination will be shortlisted and called for Regional Language Test before final selection. No separate marks will be awarded for Regional Language Test. This test will be only qualifying in nature.
c) Final Selection will be made on the basis of performance in the online Main Examination subject to qualifying the Regional Language Test. Merely satisfying the eligibility norms do not entitle a candidate to be called for online examinations & Regional Language Test.
d) In case of equal marks scored by the last two or more candidates in the merit list, the candidate senior most in age will be shortlisted for further process of recruitment.

Note:

- **Penalty for Wrong Answer (Applicable to both-Preliminary and Main Examination**)
  There will be penalty for wrong answers marked in the Online Objective Tests. For each question for which a wrong answer has been given by the candidate, one fourth of the marks assigned to

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that question will be deducted as penalty to arrive at corrected score. No marks will be deducted for un-attempted questions.

- The Company reserves the right to modify the structure of the examination which will be intimated through its Website.

The Final Merit List state-wise and category-wise shall be prepared in descending order of the marks secured by the candidates in the Online Main Examination subject to qualifying the Regional Language Test. Candidates who fall within the number of vacancies in the Merit List shall be considered for appointment subject to Medical Fitness. Candidates will be intimated for the same through the Company's website. The candidates are requested to check the website regularly.

A Contingency List of candidates 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.

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

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

***IDENTITY VERIFICATION**

In the examination hall as well as at the time of Regional Language Test, 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 License/ 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 or E-Aadhar card with a photograph/ Employee ID /Bar Council identity card with photograph should be submitted to the invigilator and the original shall be produced 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 online Examination.

Ration Card and Learner Driving License will not be accepted as valid id proof for this Recruitment process.

Note:

Candidates have to produce, in original, the photo identity proof and submit photocopy of the same alongwith Examination call letter while attending the examination, without which they will not be allowed to appear for the examination. Candidates must note that the name as appearing on call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. If there is any mismatch between the name indicated in Call Letter and Photo identity Proof the candidate will not be allowed to appear for the

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examination.

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 1 hours for Preliminary Examination (Tier I) and 2 hour (tentative) for the Main Examination (Tier II), candidates may be required to be at the venue for about 3 to 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.

BIOMETRIC DATA-Capturing and Verification

It may be decided to capture the Biometric Data (left thumb impression or otherwise) and photograph of the candidates, who qualify Preliminary Examination (Tier-I) on the day of Main Examination (Tier-II). The Biometric Data and photograph will be verified later during the conduct of the Regional Language Test and during the final appointment. Decision of the Biometric Data Verification Authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

Candidates are requested to take care of the following points in order to ensure a smooth process;-

- If fingers are coated (stamped ink/mehndi/colored etc.) ensure to thoroughly wash them so that coating is completely removed before the examination/joining day.
- If fingers are dirty or dusty ensure to wash them and dry them before the finger print (biometric) is captured.
- If the primary finger (left thumb) to be captured is injured/damaged, immediately notify the concerned authority at the test centre. In such cases impression of the other finger, toes etc. may be captured.
- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.

7. REGIONAL LANGUAGE TEST;

Candidates shortlisted in the online Main Examination will subsequently be called for Regional Language Test to be conducted by the Company, at selected centres. The name and address of the Centre, time & date of this test will be informed to the shortlisted candidates on our website. Candidates applying for vacancy under State/UT other than their domiciled State/UT, have to appear and qualify the Regional Language Test in the language of State/ UT for which they have applied.

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

The Regional Language Test will be of qualifying nature only. No Scores will be allotted for the same.

The score obtained by the candidates in the Online Main Examination will be considered while arriving at the Final Ranking subject to their qualifying the Regional Language Test Candidate should be sufficiently high in the Merit List to be shortlisted for subsequent Recruitment process

8. LIST OF DOCUMENTS TO BE PRODUCED AT THE TIME OF REGIONAL LANGUAGE TEST (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 Regional Language Test, failing which the candidate may not be permitted to appear for the same. **Non submission of requisite documents by the candidate at the time of Regional Language Test will debar his/her candidature from further participation in the recruitment process.**

- Printout of the valid Call Letter for the Regional Language Test.
- 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 31.07.2025 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**

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their category as General in the online application form.

- In case of Person with Benchmark Disability category, the candidate should produce disability certificate in the prescribed format issued by the Authorities as per Act and Unique Disability ID (UDID) Card. If the candidate has used the services of a Scribe at the time of online examination, the duly filled in details of the scribe should be produced 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 Regional Language Test. (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 / will be completed on or before 31.12.2025 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.
- Income and Asset certificate issued by any of the Authorities as notified by the Govt. of India in prescribed format in the case of EWS category candidates.
- Candidates serving in Government / quasi govt. offices/ Public Sector Undertakings (including Nationalized Banks and Financial Institutions) and other Institutions are required to produce a "No Objection Certificate" from their employer at the time of Regional Language Test, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
- 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 Regional Language Test if he/ she fails to produce the relevant eligibility documents as mentioned above.

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9. EXAMINATION CENTRES:

State /UT	Centres (Phase-I)
Andhra Pradesh	Vijayawada/Guntur
	Vishakhapatnam
	Ongole, Vizianagaram, Tirupathi, Rajahmundry
Assam	Guwahati
	Dibrugarh
	Silchar
	Jorhat
Arunachal Pradesh	Naharlagun
Bihar	Patna
	Gaya
	Bhagalpur, Arrah, Muzaffarpur
Chandigarh	Chandigarh/Mohali/Patiala
Chhattisgarh	Raipur
	Bilaspur, Bhilai Nagar
Delhi- NCR	Delhi-NCR
Goa	Panaji
Gujarat / Dadra & Nagar Haveli / Daman & Diu	Ahmedabad/Gandhi Nagar
	Vadodara/Anand
	Surat
	Rajkot
Haryana	Hissar
	Faridabad
	Gurgaon, Kurukshetra, Ambala
Himachal Pradesh	Shimla
	Mandi, Bilaspur, Hamirpur
Jammu & Kashmir / Ladakh	Srinagar, Samba
	Jammu
	Leh, Kargil
Jharkhand	Ranchi
	Jamshedpur, Dhanbad, Hazaribagh
Karnataka	Bengaluru
	Hubli/Dharwad
	Mangalore
	Mysore, Belagavi(Belgaum), Shivamogga(Shimoga), Kalaburagi (Gulbarga)
Kerala	Kochi
	Thiruvananthapuram

State /UT	Centres (Phase-I)
Maharashtra	Mumbai/Navi Mumbai/Thane/MMR
	Nagpur
	Pune
	Chhatrapati Sambhaji Nagar
	Nasik, Kolhapur, Jalgaon, Nanded, Amaravati, Akola, Latur
Manipur	Imphal, Churachandpur,
Meghalaya	Shillong
Mizoram	Aizawl
Nagaland	Kohima
	Dimapur
Odisha	Bhubaneshwar
	Cuttack
	Rourkela
	Berhampur, Balasore
Puducherry	Puducherry
Punjab	Amritsar
	Ludhiana
	Bhatinda, Phagwara, Jalandhar, Patiala
Rajasthan	Jaipur
	Jodhpur
	Bikaner, Ajmer, Udaipur
Sikkim	Gangtok
Tamil Nadu	Chennai
	Coimbatore
	Madurai, Tiruchirappalli, Nagercoil, Thanjavur, Virudhunagar
Telangana	Hyderabad
	Warangal, Khammam, Nizamabad
Tripura	Agartala
Uttar Pradesh	Lucknow
	Prayagraj
	Kanpur
	Noida/Greater Noida, Meerut, Varanasi, Muzaffarnagar, Ayodhya
Uttarakhand	Dehradun
	Roorkee
	Haldwani
West Bengal	Kolkata/ Greater Kolkata

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	Kozhikode, Thrissur, Alappuzha, Kottayam
Madhya Pradesh	Bhopal
	Indore
	Gwalior
	Jabalpur, Ujjain, Sagar, Satna
	Siliguri
	Asansol, Kalyani, Hooghly, Burdwan, Howrah
Andaman & Nicobar	Port Blair

Examination Centres for Phase-II

State /UT	Centres (Phase-II)
Andhra Pradesh/ Telangana	Hyderabad
Assam	Guwahati
Bihar	Patna
Chandigarh	Chandigarh/Mohali
	Patiala
Chhattisgarh	Raipur
Delhi- NCR	Delhi-NCR
Gujarat	Ahmedabad-Gandhinagar
Himachal Pradesh	Shimla, Bilaspur
Jammu & Kashmir	Jammu, Srinagar
Jharkhand	Ranchi
Karnataka	Bengaluru
	Hubli-Dharwad
Kerala	Kochi, Thiruvananthapuram
Maharashtra	Mumbai/Navi Mumbai/Thane/MMR, Pune
Madhya Pradesh	Bhopal
Orissa	Bhubaneswar
Rajasthan	Jaipur
Tamil Nadu	Chennai
Uttar Pradesh	Lucknow
Uttarakhand	Dehradun
West Bengal	Kolkata/ Greater Kolkata

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. **Tentative list of Centres for Tier I (Preliminary Examination) & Tier**

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II (Main Examination is given below.

6. Centres and dates of Examinations are liable to be changed at the Company's discretion. In the event of cancellation of Examinations at any centre, the Company may at its discretion allot an alternative centre to the candidates concerned. **Separate call letters will be issued for Tier I & Tier II examinations and should be downloaded by the candidates form the link provided in the Company's website https://www.orientalinsurance.org.in at appropriate time. Candidates will not be admitted to the examinations without the Call Letters.**

10. APPLICATION FEES

Payable online from **02.08.2025 to 17.08.2025** (Both dates inclusive)

Category	Application Fees
SC/ST/PWD/EX-SER	**Rs. 100/- (Inclusive GST) (Intimation Charges only)**
All Candidates other than SC/ST/PWD/EX-SER	**Rs. 850/- (Inclusive GST) (Application fee including Intimation Charges)**

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 11 given below.

11. HOW TO APPLY

Candidates can apply online only from 02.08.2025 to 17.08.2025 and no other mode of application will be accepted.

Detailed Guidelines/Procedures for-

a. Application Registration

b. Payment of Fees

c. Scan and Upload of Photograph, Signature, Left Thumb Impression, a Hand Written Declaration.

A. APPLICATION REGISTRATION

I. IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should

i. Scan their

-Photograph (4.5 cm x 3.5 cm)

-Signature (on white paper with black ink)

-Left thumb impression (on white paper with black or blue ink)

-A Hand Written Declaration (on white paper with black ink)(text given

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below)

Ensuring that all these scanned documents adhere to the required specifications as given under 'Guidelines for scanning and uploading of documents'

II. Signature in Capital Letters will NOT be accepted.

III. The Left Thumb Impression should be properly scanned and not smudged (if a candidate is not having left thumb, he/she may use his/her right thumb for applying)

IV. The text for the hand written declaration is as follows:

"**I,_____(Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."**

V. The above mentioned a hand written declaration has to be in **the candidate's handwriting and in English only and should not be in Capital letters**. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid (in the case of Visually impaired candidates who cannot write may get the test of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications).

VI. Keep the necessary details/documents ready to make Online Payment of the requisite application fee/intimation charges.

VII. Have a valid personal email id and mobile no. which should be kept active till the completion of this Recruitment Process. Company may send intimation to download call letters for the Examination, Regional Language Test etc. through the registered email id. In case a candidate does not have a valid personal email id or mobile no., he/she should create his/her email id and acquired new mobile no. before applying online and must maintain that email account and mobile number till the completion of Recruitment Exercise.

II. APPLICATION PROCEDURE

- Candidates have to go to the Company's website **https://www.orientalinsurance.org.in** in Career Section 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, Mobile No. etc. 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

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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.
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.

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C. GUIDELINES FOR PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD

Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and written declaration as per specification given below

PHOTOGRAPH IMAGE: (4.5 cm X 3.5 cm)

- Photograph must be a recent passport style 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 colour etc., during the process of scanning.

SIGNATURE, THUMB IMPRESSION AND HAND WRITEN DECLARATION IMAGE:

- The applicant has to sign on white paper with Black Ink pen.
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- The applicant has to write the declaration in English clearly on a white paper with black ink.
- 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.
- If the Applicant's signature on the attendance sheet or call letter signed 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 for signature and left thumb impression & 20-50 kb for hand written declaration.
- **Signature/Hand written declaration in Capital Letters shall not be accepted.**

SCANNING THE DOCUMENTS

- Set the scanner resolution to a minimum of 200 dpi (dots per inch) & Set Color to True Color.
- Crop the image in the scanner to the edge of the photograph/signature/left thumb impression/hand written declaration,

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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 documents in .jpeg format not exceeding 50kb (photograph and hand written declaration) & 20kb (signature & left thumb impression) by using MS Paint or MS Office Picture Manager. Scanned documents 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 and hand written declaration) & 20kb (signature and left thumb impression) by using crop and then resize option in the image menu. Similar option 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/her photograph, signature, left thumb impression and hand written declaration.

Procedure for uploading the documents

- There will be two separate links for uploading Photograph, signature, left thumb impression and hand written declaration
- Click on the respective link "Upload Photograph/Signature/left thumb impression/hand written declaration".
- Browse & Select the location where the Scanned Photograph/ signature/left thumb impression/hand written declaration file has been saved.
- Select the file by clicking on it.
- Click the 'Open/Upload' button.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified

NOTE:

1) In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear/smudged the candidate's application may be rejected.
2) After uploading the Photograph/signature/left thumb impression/hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/her application and re-upload his/her photograph or signature, prior to submitting the form.
3) After registering online candidates are advised to take a printout of their system generated online application forms.
4) Please note that all the particulars mentioned in the online application form including Name of the Candidate, Category, Date of

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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 **https://www.orientalinsurance.org.in** for downloading call letters for online examination (Separately for Tier I & II Examinations). 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 examination, and Regional Language Test or in a

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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 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 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/PwBD/EWS:

A. Competent Authority for issuing of Caste Certificate in respect of SC/ST/OBC candidates (as notified by GOI from time to time) : (i) District Magistrate / Additional District Magistrate / Collector/Deputy Commissioner/ Addl. Deputy Commission/Deputy Collector/ First Class Stipendiary Magistrate/ City 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. 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 Regional Language Test.

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 as amended from time to time. Certificate should contain the 'Non Creamy Layer

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Clause in the line with Column 3 of the Schedule to the DoPT OM No. 36012/22/93-Estt.(SCT) dated 08/09/1993)(as amended from time to time).The certificate should be based on the income for the preceding three financial years i.e 2022-2023, 2023-2024, 2024-2025 (and should have been issued after 31/03/2025 and before 31/07/2025) Without this the candidate will not be allowed to appear for the Regional Language Test. 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 as amended from time to time. It is also declaration that I do not belong to person/sections/sections (creamy layer) mentioned in column 3 of the Schedule to the above referred office Memorandum dated 08/09/1993 as amended from time to time. 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.

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 or any person designated as certifying authority by appropriate government.

D. Competent Authority for issuing Income and Asset Certificate in respect of Economically Weaker Section (EWS) candidates (as notified by GOI from time to time); (i) 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, (ii) Chief Presidency Magistrate/Additional Chief Presidency/Presidency Magistrate (iii) Revenue Officer not below the rank of Tehsildar and (iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resided. The income shall include income from all sources i.e salary, agriculture, business, profession etc. and it will be income for the financial year 2024-2025. The certificate should have been issued after 31.03.2025 & before 31.07.2025.

E. Please refer to Annexure for the prescribed formats of (SC, ST, OBC, PwBD, EWS, EX-Servicemen) certificates to be submitted at the time of Regional Language Test. Candidates belonging to these categories are required to produce the certificates strictly in these formats only.

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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 amount equivalent to the salary paid and 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.

15. EMOLUMENTS & BENEFITS:

- **Scale of Pay (Pre-revision):** Rs.22405-1305(1)-23710-1425(2)-26560-1605(5)-34585-1855(2)-38295-2260(3)-45075-2345(2)-49765-2500(5)-62265
- **Emoluments:** Total emoluments (Pre-revision) works out to approximately Rs.40000/- 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 Mediclaim Policy for Reimbursement of hospitalization expenses, leave travel subsidy and other staff welfare schemes would be as per the rules of the Company.

16. GENERAL INFORMATION:

1. Candidates will have to invariably produce and submit the requisite documents such as valid call letter, a photocopy and original of photo-identify proof bearing the same name as it appears on the online submitted application form etc. at the time of examinations (Preliminary & Main) and Regional Language Test respectively.
2. 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 loose 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

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enquiries shall be entertained in this regard.

3. 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 is required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.
4. The responses (answers) of individual candidates will be analyzed 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.
5. 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 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 affect.
6. Any request for change of date, time & venue for online examination (Preliminary & Main) and/ or Regional Language Test as well as change of details mentioned in online application form will not be entertained.
7. 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.
8. 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.
9. 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.
10. Applicants are advised to register online themselves and to keep their e-mail id active during the recruitment exercise. The candidates should give their mobile number in the application form for SMS service from the Company. Please note that the email id and mobile numbers are to be kept active during the exercise.
11. Intimations will be sent by email and/ or SMS only to the e-mail id and mobile number registered in the online application form. The Company shall not be responsible if the information/intimation do not reach candidates in case of change in the mobile number, email address,

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technical fault or otherwise, beyond the control of the Company and candidates are advised to keep a close watch on the Career Section of our website https://www.orientalinsurance.org.in for latest updates as well as to check their registered email account from time to time during the recruitment process.

12. The selection of the candidates will be on the basis of Online Test & qualifying the Regional Language Test. 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.

13. Admission to Online examination will be purely provisional without verification of age/qualification/category (SC/ST/OBC/EWS/PWD/EXS) etc. of the candidates with reference to documents.

14. Not more than one application should be submitted by any candidate. In case of multiple application 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. Multiple attendance/appearance in the online examination and /Regional Language Test will be summarily rejected/candidature cancelled. Online applications once registered will not be allowed to be withdrawn and/or the application fee/intimation charges once paid will not be refunded nor be held in reserve for any other examination. Candidate should apply for any one State/UT only. Applications made for more than one State/UT will render all the applications of the candidate invalid.

15. Documents relating to Age/Qualification/Category etc. will have to be submitted at the time of Regional Language Test by the candidates called for it. Caste certificate accompanied with caste validity certificate (where applicable) must be submitted 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.

16. At any stage if falsification of cast certificate is noticed, the candidature will stand cancelled automatically.

17. 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 Regional Language Test, 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.

18. The candidates will have to appear for the tests/Interviews, at their own cost. SC/ST/PWD candidates called for Regional Language Test are entitled to 2nd 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.)

19. A candidate should ensure that the signature appended by him/her in all the places viz in his/her call letter, attendance sheet etc. and in all correspondence with the Company in future should be identical and there should be no variation of any kind Signature in CAPITAL LETTERS

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will not be acceptable.

20. If at a later stage of selection process or appointment, the handwriting on the handwritten declaration of the candidate is found to be dissimilar/different, as per expert analysis, the candidature of the candidate will be cancelled.

21. A recent recognizable photograph (4.5 cm X3.5 CM) should be uploaded by the candidate in the online application form and the candidate should ensure that copies of the same are retained for use at various stages of the process. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process or doubt identity at any stage could lead to disqualification.

22. The candidates are required to follow all the Guidelines regarding Social Distancing Mode of Exam given in this advertisement and subsequently. Any violation may result in cancellation of candidature.

23. 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.

24. DECISIONS OF THE COMPANY IN ALL MATTERS REGARDING ELIGIBILITY, CONDUCT OF ONLINE EXAMINATION, OTHER TESTS, Regional Language Test AND SELECTION WOULD BE FINAL AND BINDING ON ALL CANDIDATES. NO REPRESENTATION OR CORRESPONDENCE WILL BE ENTERTAINED BY THE COMPANY IN THIS REGARD.

25. 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.

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

27. Candidate's admission to the test/Regional Language Test 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.

28. Following items are not allowed inside the examination centre : a) Any stationery item like textual material (printed or written), bit of papers, Geometry/Pencil Box, Plastic Pouch, Calculator, Scale, Writing Pad, Pen Drives, Log Table, Electronic Pen/Scanner etc. b) Any communication device like Bluetooth, Earphones, Microphone, Pager, Health Band etc.- Other items like Goggles, Handbags, Hair-pin, Hair-band, Belt, Cap, etc. c) All ornaments like Ring, Earrings, Nose-pin, Chain/Necklace, Pendants, badge, brooch etc. should be thoroughly checked. d) Any watch/Wrist Watch, Camera, etc.. e) Any metallic item f) Any eatable item opened or packed g) Any other item which could be used for unfair means for hiding communication devices like camera, blue tooth devices etc. Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations and police complaints. Candidates are advised in their own interest not to bring any of the banned items to the venue of the examination, as arrangement for their safekeeping cannot be assured. Any agency engaged with conduct of the online examination shall not

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take any responsibility for loss of any of the items. Responsibilities of safekeeping of the same shall rest with the candidates at cost or no cost.

29. The Company reserves the right to cancel the above Recruitment Exercise at any stage of the process without assigning any reason thereof.
30. 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 of the 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.
31. 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.
32. **Canvassing in any form will be a disqualification.**

IN CASE OF ANY DISCREPANCIES, ENGLISH VERSION OF THE DETAILED ADVERTISEMENT PUBLISHED IN THE CAREER SECTION OF OUR WEB-SITE https://www.orientalinsurance.org.in SHALL BE FINAL.

CANDIDATES ARE ADVISED TO REGULARLY VISIT THE CAREER SECTION OF OUR WEB-SITE https://www.orientalinsurance.org.in FOR UPDATES ON THE RECRUITMENT EXERCISE.

Dy. General Manager (HR)

Head Office

Date: 01.08.2025

Place New Delhi

****

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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)

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 # 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_____ 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.

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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.

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Form of declaration to be submitted by the OBC Candidates
(in addition to the Community Certificate)

I, _____son / daughter of Shri _____

resident of village / town / city _____, district_____,

State_____, hereby declare that I belong

to _____ 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 & Training Office Memorandum No.36012/22/93-Estt.(SCT), dated 08.09.1993 and further amended vide Office Memorandum No.36033/3/2004-Estt.(Res.), dated 14.10.2008 and further amended vide Office Memorandum No.36033/1/2013-Estt.(Res.), dated 27.05.2013 and further amended vide Office Memorandum No.36033/1/2013-Estt.(Res.), dated 13.09.2017. It is also declared that I do not belong to persons / sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 08.09.1993.

I further declare that the Gross Annual Income limit of my and my parents / family members does not exceed Rs.8 lacs for the period of three consecutive years as amended vide Office Memorandum No. 36033/1/2013-Estt.(Res.), dated 13.09.2017 issued by DoP & T.

IMP.: The Crucial Date, keeping in view the Government of India directives is 10.04.2003.

_____
(Signature of the candidate)

Date : **Name:**

_____

Place : **Roll No.:**

_____

Address_____

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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)

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 :

(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)

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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)

Recent PP size Attested

Photograph (Showing face only) of the person with disability

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 :

2 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 attach 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			

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17	Multiple sclerosis			
18	Parkinson's disease			
19	Haemophilia			
20	Thalassemia			
21	Sickle cell disease			

3 **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.

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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 attach Victim			
6	Low vision	#		
7	Deaf	$		
8	Hard of Hearing	$		
9	Speech and Language disability			
10	Intellectual Disability			
11	Specific Learning Disability			

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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.)

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

2. **Reassessment of disability is :**

(ii) **not necessary,**
Or

(iii) **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.

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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**

1. **by way of dismissal, or**

2. **by way of discharge on account of misconduct or inefficiency, or**

3. **on his own request, but without earning his pension, or**

4. **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.

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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 :**

(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.

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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**

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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 _____

- **He has already completed his initial assignment of five years on _____ and is on extended assignment till _____**

- **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.

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Government ……
(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***.

i) 5 acres of agricultural land and above;
ii) Residential flat of 1000 sq. ft. and above
iii) Residential plot of 100 sq yards and above in notified municipalities;
iv) 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:-

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

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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 (scrbe) 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

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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 owning 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 :

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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