

**DRAFT OF ADVERTISEMENT.**

**The Oriental Insurance Company Ltd.**

(A Govt. Of India Undertaking)

Regional Office: 4, Lyons Range, Kolkata – 700 001

**APPOINTMENT**

The Company requires **one Hindi-Cum- English Typist** as per the details given below :-

**Category** – SC – 01, ST- 0, OBC – 0, UR – 0, Total = 01

**Eligibility – Qualification** – (A) Graduate of Recognized University OR HSC (Equivalent to 12<sup>th</sup> Standard) with minimum 60% marks (50% in case of reserved category), with Hindi as one of the main subjects in Graduation/ HSC and English as one of the subjects at least in Matriculation or its equivalent examination.

(B) Speed of atleast 30 words per minute in Hindi Typing. Speed of atleast 30 words per minute in English Typing.

© Knowledge of official language of state of West Bengal.

**Age** – as on 31.12.2015 – between 18 years and 28 years with relaxation of five years in case of SC candidate.

**Pay Scales and other benefits** – Rs. 7640 – 440(01)- 8080 – 480 (02) – 9040 – 540( 05) – 11740 – 625 (02) – 12990 – 760 (03) – 15270 – 790 (02) – 16850 – 840 (05) – 21050 plus such other allowances as may be permissible under the rules in force of the Company from time to time. The pay Scale is likely to be enhanced in near future.

**Last date for receiving applications is – 19/02/2016 at Regional Office: 4, Lyons Range, Kolkata – 700 001.**

**Deputy General Manager I/C**