



**THE ORIENTAL INSURANCE COMPANY LIMITED  
HEAD OFFICE, NEW DELHI – 110 002**

**NOTICE**

**Deptt.: Personnel**

**Date: August 24, 2016**

**Re.: Direct Recruitment Exercise 2014-15 for Assistants,  
Declaration of list of candidates provisionally selected for the Computer Proficiency Test**

This has reference to our notice dated 08.07.2016. We are attaching herewith a list of candidates who have been provisionally shortlisted for Computer Proficiency Test (CPT). We would request the candidates to strictly adhere to the following instructions:

- The provisionally selected candidates are advised to approach the Regional Office as per their state for which they appeared in the Online Exam as mentioned in Annexure A.
- The Computer Proficiency Test will be on 12<sup>th</sup> September 2016.
- Candidates are advised to bring original testimonials along with a set of self attested photocopies e.g. Academic Certificates, Mark sheets from 10<sup>th</sup> standard to their highest educational qualification, Birth Certificate, Caste Certificate and other certificates required for claiming relaxation in eligibility criteria etc.
- In case candidates are in employment, they are advised to submit a NOC from their present Employer for appearing in CPT.
- The person with Disability will have to produce Disability Certificate, issued by the Appropriate Authorities, at the time of reporting for CPT.
- Ex-servicemen are required to submit appropriate certificates viz. copy of ex-servicemen service book, original release order etc at the time of reporting for CPT. Originals certificates shall also be produced for verification.
- As indicated earlier in our advertisement, the candidate should be proficient in Regional Language i.e. they should know how to read/write and speak the Regional Language of the State/UT.

As per the decision taken by the Competent Authority, we are calling the candidates in the ratio of 1:1.5 times the number of vacancies, state-wise and category-wise. Please note that mere appearance of names in the list does not entail any candidate for appointment in the Company. In case, it is found, at any stage even after appointment in the Company, that the candidate does not fulfill any of the criteria and/or the candidate has furnished any incorrect/incomplete information/certificates or has suppressed any material fact(s), his/her candidature will be cancelled. The decision of the Company in this regard shall be final and no correspondence will be entertained with the candidates.

**(Meenakshi Talwar)  
Chief Manager**

**Encl.: as above**