



THE ORIENTAL INSURANCE COMPANY LTD.
(A Government of India Undertaking)
Corporate Office : Plate 'A' Office Block-IV, NBCC Office Complex
Kidwai Nagar East, New Delhi - 110023

INSTRUCTIONS TO CANDIDATES CALLED FOR REGIONAL LANGUAGE TEST (RLT)

- (1) Candidates must fill in the Data Sheet (as per specimen attached) and submit the same duly signed in **duplicate** to the concerned regional office at the time of Document Verification at the center/venue on the date of RLT. Details of the attested true copies of the certificates submitted, should be mentioned in this Instruction Sheet in the space provided.
- (2) The selected candidates may be posted in any office of the Company in the State/UT against vacancy of which the candidate has applied.
- (3) Any irregularity committed in furnishing information to the Company shall disqualify the candidate for which he/she shall solely be responsible and no correspondence shall be entertained in this regard.
- (4) Complete information must be furnished in the RLT Data Sheet. Dots, dashes or any ambiguous language/phrases should not be used while furnishing information in the RLT Data Sheet. In case, space provided in the RLT Data Sheet is found insufficient, candidates may incorporate further information overleaf or use a separate sheet for this purpose.
- (5) Candidate belonging to SC/ST category, are required to furnish a community Certificates in the prescribed format, duly signed by the Authorities empowered to issue verification certificates for employment purpose. However, candidates belonging to OBC category have to submit a caste certificate in the format as published on our website in the recruitment section.
- (6) Candidates belonging to EWS & PwBD category, are required to furnish an Asset and Income Certificate & Disability Certificate respectively in the prescribed format, duly signed by the Authorities empowered to issue such certificates for employment purpose.
- (7) If the Caste Certificate for candidates belonging to SC/ST/OBC & certificates for candidates belonging to EWS, PwBD & EXS/DXS/DISEXS is not produced by the candidate in original at the time of RLT, the Company/Selection Committee reserves the right not to consider his/her candidature.
- (8) Original documents are required, to ascertain the candidate's eligibility for this recruitment.
- (9) Outstation candidates belonging to SC/ST/PwBD category and appearing for RLT shall, on production of sufficient proof of having undertaken railway journey, be reimbursed the actual fare(s) incurred for the SLEEPER CLASS (railway fare/bus fare) to & fro their place of residence, by the shortest possible route; from where the candidate actually performed journey for this purpose. In the absence of producing proof of having undertaken journey such candidate shall not be entitled to claim any reimbursement.
- (10) Change of venue for RLT shall not be permissible on account of change in the address. In case, any candidate undertakes journey from a place other than one mentioned in the application, such candidate shall not be entitled to claim any reimbursement of railway fare(s) and Company will have the discretion to decide the circumstances in which the candidate had to perform such journey.
- (11) If a candidate is still pursuing further studies, either full or part time, he/she should clearly mention this information in the RLT Data Sheet in the space provided for that purpose.
- (12) NO ORIGINAL CERTIFICATES should be attached to this Instructions Sheet and presented to the **Officer-in-charge** at RLT centres. Only attested copies of the documents should be attached and detailed information regarding enclosures should be furnished in the space provided herein below for this purpose.
- (13) Candidates serving in Government/ Quasi-Govt. Offices/ Public Sector Undertakings (including Nationalised 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.



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

Place:
Date:

Signature of the candidate

NOTE :- Please do not change the format or any part of this Instruction Sheet.