



**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

## ASSISTANT RECRUITMENT EXERCISE 2025

### DOCUMENTS CHECKLIST

Please arrange your documents (Original with self-attested) in the given order for verification and put tick mark against same

| NAME OF CANDIDATE                             |                                                                                                                                                                                                                  | ROLL NO. |
|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 1                                             | Call Letter for Regional Language Test                                                                                                                                                                           |          |
| 2                                             | Print of Application Form                                                                                                                                                                                        |          |
| 3                                             | Data Sheet along with Candidate's Declaration                                                                                                                                                                    |          |
| <b>Date of Birth &amp; Identity</b>           |                                                                                                                                                                                                                  |          |
| 4                                             | Photo Identity Proof                                                                                                                                                                                             |          |
| 5                                             | Date of Birth Proof                                                                                                                                                                                              |          |
| <b>Education</b>                              |                                                                                                                                                                                                                  |          |
| 6                                             | SSC Mark-sheet                                                                                                                                                                                                   |          |
| 7                                             | SSC Certificate                                                                                                                                                                                                  |          |
| 8                                             | HSC Mark-sheet                                                                                                                                                                                                   |          |
| 9                                             | HSC Certificate                                                                                                                                                                                                  |          |
| 10                                            | Graduation Mark-sheets (semester / year-wise)                                                                                                                                                                    |          |
| 11                                            | Provisional / Final Degree Certificate                                                                                                                                                                           |          |
| 12                                            | Post-Graduation Mark-sheets (semester / year-wise)                                                                                                                                                               |          |
| 13                                            | Post-Graduation Provisional / Final Degree Certificate                                                                                                                                                           |          |
| 14                                            | Any other Qualification Mark-sheets and Certificates                                                                                                                                                             |          |
| 15                                            | Certificate from Board / University for having declared the eligibility qualification on or before 31.07.2025                                                                                                    |          |
| <b>Reservation</b>                            |                                                                                                                                                                                                                  |          |
| 16                                            | Caste Certificate – SC / ST / OBC (as applicable)                                                                                                                                                                |          |
| 17                                            | OBC Non-Creamy Layer Certificate issued after 31.03.2025 (as applicable)                                                                                                                                         |          |
| 18                                            | EWS (Income & Asset) Certificate issued after 31.03.2025 (as applicable)                                                                                                                                         |          |
| 19                                            | Caste Validity Certificate (wherever applicable)                                                                                                                                                                 |          |
| 20                                            | Form of Declaration by OBC candidates                                                                                                                                                                            |          |
| <b>PwBD</b>                                   |                                                                                                                                                                                                                  |          |
| 21                                            | Disability Certificate issued by Authorities as per 'RPwD Act, 2016' mentioning type & % of disability                                                                                                           |          |
| 22                                            | Unique Disability Identity (UDID) Card                                                                                                                                                                           |          |
| <b>Ex-serviceman / Disabled Ex-servicemen</b> |                                                                                                                                                                                                                  |          |
| 23                                            | Service Book, Release Order, Discharge Certificate, Pension Payment Order                                                                                                                                        |          |
| 24                                            | Proforma – A / B / C / D                                                                                                                                                                                         |          |
| <b>Employment</b>                             |                                                                                                                                                                                                                  |          |
| 25                                            | No Objection Certificate from employer (in original) – From candidates serving in Government / Quasi Govt. Offices / Public Sector Undertaking (Nationalised Banks / Insurance Companies / Financial Institutes) |          |
| 26                                            | Experience Certificate, if any                                                                                                                                                                                   |          |

DATE :

( SIGNATURE OF CANDIDATE )