

THE ORIENTAL INSURANCE COMPANY LTD.
HEAD OFFICE : NEW DELHI - 110 0 02

Deptt.: Personnel
06.01.2009

N O T I C E

Re.: Recruitment to the cadre of Scale I Officer in our Company

Reference is invited to our advertisement for recruitment of Scale I Officer published on 05th October 2008 Employment News dated and other leading News Papers.

On scrutiny of the applications received, candidates whose applications found eligible in all respects have been allotted roll no. and centre of examination which is also uploaded on the Company's website.

The candidates who have not received the call letters, they are advised to download the blank call letter from our website and fill up the following details:

1. Name & Address of the candidate
2. Roll No. allotted
3. Centre of examination

Candidates are advised to see their names, roll no. and examination centre as per list attached. Such candidates are required to affix their photo on the application form and get the photo attested by gazetted officer or an officer of the Company not below the rank of Admn. Officer and produce the same at the examination centre so that the Chief Test Administrator / Coordinator of that centre may allow the candidate to appear in the examination.


(P. MAHAJAN)
DY. GENL. MANAGER

Encl.: List of candidate with roll no. & centre of exam.



THE ORIENTAL INSURANCE COMPANY LIMITED

(Govt. of India Undertaking), Oriental House,
P.B. No. 7037, A-25/27, Asaf Ali Road, New Delhi-110002

Date : 20-12-2008

Name:

Roll No.

Dear Sir/Madam

Subject : **Recruitment to the post of Administrative Officer (Scale - I) - Call Letter for Written Examination.**

With reference to your application for the post of Administrative Officer (Scale - I), you are required to appear for a written examination at your own cost on Sunday dated 11.01.2009 at 9:45 A.M. under the roll number and the examination venue as indicated below:

EXAMINATION CENTRE	PHOTOGRAPH
Candidate to sign here before handing over the Call Letter to the Invigilator.	Invigilator's Signature

1. **Test Pattern:**

Paper - 1 : Objective Test - 2 hours and fifteen minutes duration

	Name of the Test	No. of Objective Type Questions	
		For Groups A, B and C	For Group D
1	*Reasoning Ability	60 Questions	60 Questions
2	*General Awareness	15 Questions	20 Questions
3	English Language with Special Emphasis on Grammar and Vocabulary	15 Questions	40 Questions
4	* Specific Area Test of Group Offered	60 Questions	Not Applicable
5	*Numerical Ability	Not Applicable	30 Questions

*Bilingual - English & Hindi

Paper-2: Descriptive Test - Forty five minutes duration

Question No.	Name of the Test
1	Comprehension in English
2	Precis Writing in English
3	Essay Writing in English language

1. A separate answer sheet will be provided to answer the Objective type tests while no other sheet of paper will be provided to answer the Descriptive Test and you have to write your answers in the space provided in the test booklet itself.
2. You should occupy your seat in the examination hall by 09:45 A.M. sharp on 11.01.2009. You must bring this call letter, two HB pencils, one ball point pen, one craser and a pencil sharpener while coming to the examination venue.
3. Please do not bring books, writing pads, calculator, pager etc. to the examination venue. Mobile phones are strictly prohibited inside the examination hall
4. Your candidature is provisional and subject to fulfilling the eligibility criteria for the post as advertised.
5. If you receive more than one call letter with different roll numbers, appear in the examination under one roll number only and attach the remaining call letters to the first call letter. Please occupy your seats in the examination hall by 9.45 AM on 11.01.2009 positively.

Yours faithfully

