

**THE ORIENTAL INSURANCE COMPANY LTD.**  
**(Corporate Office), Block-IV, Plate-A NBCC Office Complex,**  
**East Kidwai Nagar, New Delhi-110023**

**NOTICE**

Deptt.: HR

9<sup>th</sup> July, 2026

**Re: Direct Recruitment for the Post of Administrative Officer (Scale-1) (Generalist & Hindi Officer) - Pre-Employment Medical Examination for Provisionally Selected Candidates**

This is further to our Notice dt.30.04.2026 and 12.05.2026. Based on the performance in the Mains online examination and Personal Interview, the candidates as listed in attachment have been provisionally selected for pre-employment medical examination.

The provisionally selected candidates are advised to report to the office mentioned against their name in the attached list for pre-employment medical examination.

Candidates are advised to report to our various Offices as listed for the Pre-Employment Medical Examination between **13.07.2026 to 17.07.2026** during 11:00 am to 01:00 pm and 02:30 pm to 04:30 pm on any of the said days (excluding Public Holidays) with one Photo ID (Driving License, PAN Card, Aadhar card, Voter ID, Passport, etc.).

The final selection / appointment would be subject to satisfactory Medical Report and verification of certificates pertaining to Age, Qualification, Caste Certificate (in case of reserved category candidates), Income & Asset Certificate (in case of EWS candidates), Disability Certificate & Unique Disability ID (UDID) Card (in case of Persons with Benchmark Disability (PwBD) candidates), Service Book copy, original release order, Pension Payment Order & Proforma A/B/C/D (in case of Ex-servicemen / Disabled Ex-servicemen candidates) and any other applicable documents / testimonials etc.

The candidates should ensure that he / she fulfils the eligibility and other norms mentioned in Recruitment Advertisement as on specified dates and that particulars furnished by him / her are correct in all respects. **IN CASE, IT IS DETECTED AT ANY STAGE OF RECRUITMENT THAT A CANDIDATE DOES NOT FULFIL THE ELIGIBILITY NORMS AND / OR THAT HE / SHE HAS FURNISHED ANY INCORRECT / FALSE INFORMATION OR HAS SUPRESSED ANY MATERIAL FACTS, HIS / HER CANDIDATURE WILL STAND CANCELLED. IF ANY OF THESE SHORTCOMING(S) IS / ARE DETECTED EVEN AFTER APPOINTMENT, HIS / HER SERVICES ARE LIABLE TO BE TERMINATED.**

**The candidates belonging to reserved category (SC/ST/OBC) who have not submitted their Caste Certificate in the format prescribed in the recruitment advertisement (attached herewith for ready reference) should ensure to submit the same in the prescribed format.**

No travel expenses will be paid for the Pre-Employment Medical Examination and no communication shall be entertained from candidates, whose name do not appear in the list.

In case, any candidate fails to report for the Pre-Employment Medical Examination, we shall assume that he / she is not interested in the recruitment exercise and his / her candidature shall stand cancelled automatically without any reconsideration of the same in future and without any further communication to him / her. No further correspondence in this regard will be entertained.

- Sd -

**Dy. General Manager (HR)**