



The Oriental Insurance Company Limited
Sunrise Bizz Park, 1st Floor, Charkhal, Dillibazar P.O. Box 165,
Kathmandu, Nepal

Latest
Photograph of
Candidate
signed across

**APPLICATION FORM FOR THE POST OF MARKETING OFFICER /
ADMINISTRATIVE ASSISTANTS**

Name (In Capital Letters)	
Fathers Name	
Citizenship / Passport Number	
Date of Birth	
Age as on 30-06-2019	Years: Months: Days:
Complete Permanent Address	
Complete Correspondence Address	
Contact Mobile No.	
E-Mail ID	
Career Objective	

EDUCATIONAL QUALIFICATIONS

Name of the Degree / Diploma	Name of University / Institution	Area of Specification if Any	Year of Passing	% of Marks Obtained



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LANGUAGE SKILLS:

Language	Read	Write	Typing

PROFESSIONAL QUALIFICATIONS

Name of the Degree / Diploma	Name of University / Institution	Area of Specification if Any	Year of Passing	% of Marks Obtained

EXPERIENCE (In reverse Order – from present Experience)

Period From – To	Place of Posting	Designation	Department	Nature of Duties	Special Achievement if Any

Any Other Information to be furnished (if required by the Candidate)

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Note : Kindly attach the Copy of all the Documents duly self-Attested along with the application.

Declaration: - I do hereby declare that all the information given above is true to the best of my knowledge and belief.

Place:

Date:

Signature of the Candidate

Filled Application to be submitted on or before 12.07.2019 to the following Address :
The Oriental Insurance Company Ltd.,
P.O Box No. 165
Sunrise Bizz Park, 1st Floor,
Dillibazar, Kathmandu