

## VACANCY ANNOUNCEMENT

**The Oriental Insurance Company Limited**, a leading General Insurance Company with branches outside Katmandu valley invites applications from dynamic, committed Nepali citizens for the **Position of “Associate”** for their offices located at various places in Nepal.

**Qualification:** Graduate in any discipline with good academic record. Knowledge in computer operation with MS Office/ SQL.

**Knowledge & Skills:**

Proficient in written/spoken English, Nepali and knowledge of computers in MS office/ SQL. Typewriting competency in English and Nepali. Candidate should have pleasant personality, strong communication and interpersonal skills.

**Age Limit:** 20 to 30 years

**Remuneration :** As per Company Norms

**Selection procedure:**

Short listed candidates will be called for written test and those who qualify in the test will be considered for further process. Rights for the rejecting any/all applications without assigning reasons are reserved. Canvassing at any stage of the process shall lead to automatic disqualification.

Candidates meeting above criteria may apply within 10 days from the date of this advertisement by downloading the application forms from our website [www.orientalinsurance.com.np](http://www.orientalinsurance.com.np) The completed forms along with the copies of academic qualification and others documents should be submitted on or before 28<sup>th</sup> March 2023.

**The Oriental Insurance Company Limited**

P.O. Box No. 165, Sunrise Bizz Park, 1<sup>st</sup> Floor Dillibazar, Kathmandu, Nepal

Website: [www.orientalinsurance.com.np](http://www.orientalinsurance.com.np)

*A copy of the personal data may be sent by email to:  
[careers@orientalinsurance.com.np](mailto:careers@orientalinsurance.com.np)*