



# The Oriental Insurance Company Limited

## Job Vacancy for post of Associates

**The Oriental Insurance Company Limited**, a leading General Insurance Company in Nepal which is an extended arm of a Public Sector General Insurance Company in India (Wholly **owned by Government of India**), invites applications from energetic, dedicated and committed Nepali citizens for the post of an **Associate**.

**Location:** Our various offices located in Nepal.

### **Associates - (GENERAL)**

#### **Eligibility Criteria, Education qualification and other traits:**

- ✓ Candidate should be a Graduate with minimum 60% in any discipline from a recognized university
- ✓ Technical qualification in General Insurance/Qualified CA are preferable.
- ✓ Excellent communication, Reading & writing Skills in Nepali, Hindi and English is essential.
- ✓ Good Computer skills and work experience in Microsoft Office is preferred
- ✓ Prior experience in administration especially in General Insurance will be an added advantage.



### **Associates - (IT SPECIALIST)**

#### **Eligibility Criteria, Education qualification and other traits:**

- ❖ Candidates applying for this category should be a graduate in IT with minimum 60% from a recognized university. (Preferred BSc CSIT, BIT, BCA, BIM, BCSIT)
- ❖ Excellent communication, Reading & writing Skills in Nepali, Hindi and English is essential.
- ❖ Nepali/ English Typing skills mandatory.
- ❖ Good Hardware/software skills and work experience in the said area is preferred
- ❖ Prior experience in IT department especially in General Insurance will be an added advantage.

**Age:** 20-30 Years (**Not more than 30 yrs** as on the date of this notification)

### **Selection Procedure:**

Candidates will have to appear for a written test, Typing Skills test and thereafter candidates qualifying shall be shortlisted for an interview.

**Written Test:** The date of conducting the exam shall be posted on our website one week prior to the date of examination schedule.

**Interview:** Candidates who qualify the written test shall be called for Interview which shall be intimated vide email from our office.

**Remuneration Scale:** 41100-1600(4)-47500-1800(6)-58300-2000(10)-78300 (21STAGES). Other benefits such as Leave encashment, LTS, Vehicle loan & Housing loan etc., as per company norms.

***\*Rights of rejecting any/all applications/Candidates without assigning any reasons are reserved with OICL\*.***

Interested Candidates are advised to satisfy themselves that they fulfill the above requirements/criteria before they apply for the said post and may apply by downloading the application forms from our website: [www.orientalinsurance.com.np](http://www.orientalinsurance.com.np). The completed application forms along with the copies of academic qualification and other documents should reach us on or before 30<sup>th</sup> April 2025.

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**The Oriental Insurance Company Limited**

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