

# OICL Administrative Officer(AO) (OICL) 2020 [Visit on Shiksha](#)

Conducted by  
Oriental Insurance Company Limited

## Summary

### What is OICL?

Oriental Insurance Company Limited (OICL) is one of the oldest insurance companies in India. Incorporated in 1947, this company was working as a subsidiary of LIC of India from 1956 to 1973. In 2003, its ownership was transferred from General Insurance to Central Government. The OICL assistant and the OICL Assistant Administrative Officers are the two positions pivotal in expanding the business to its current extent.

OICL conducts the following exams every year to recruit the candidates:

- Agent
- Assistant
- Administrative officer

### OICL Exam Highlights

Exam Name	OICL Exam 2020
Conducting Body	Oriental Insurance Company Limited
Exam Level	National
Exam Frequency	Once a year
Exam Mode	Online – Computer Based Test(CBT)
Exam Stages	Prelims - Main - Interview
Application Fee	Rs 600
Language	English And Hindi
No. of Test Cities	Test centres across the nation
Exam Helpdesk No.	1800118485 / 011-33208485
Official Website	<a href="https://orientalinsurance.org.in">https://orientalinsurance.org.in</a>

### OICL Eligibility

OICL exam is one of the most popular exams in the insurance sector. Being one of the government company, competition in the OICL exam is fierce. All the candidates try to get selected in the OICL exam and hence increase the competition in the exam.

#### Educational Qualification

For the OICL Administrative officer exam, the minimum educational qualification required is different for different positions and the detail educational requirement for each post is given below.

Post	Education Qualification required
Generalist	Graduation Degree with 60% (55% for SC/ST) from a recognised university
Engineers (Automobile)	Graduation/Post Graduation degree in Automobile Engineering with 60% marks(55% for SC/ST)



Accounts	Master's Degree in Commerce / MBA degree in Finance with 60% marks (55% for SC/ST) Or ICWAI Or Cost and Management Accountant(ICWAI) earlier known as Cost and Wok Accountants (ICWAI)
Legal	Law Degree with 60% marks(55% for SC/ST)
Actuaries	Graduation Degree with 60% marks and must have passed 4 Actuarial papers from IAI/IFOA
Medical Officer	M.B.B.S Degree

### OICL AO Age limit

The date of the candidates will be counted from July 31st of the exam year. The prescribed age limit for the OICL AO exam is as follows.

**Minimum Age:** 21 years

**Maximum Age:** 30 years

The candidate must have been born not earlier than 1st August 1990 and not later than 31st July 1999(both dates inclusive).

### OICL Important Dates

OICL Event	Important Dates	Salient Features
Notification	July 2020	The OICL notification will be issued online
Last date for application	August 2020	The <a href="#">OICL application</a> will end
prelims exam	October 2020	The OICL prelims exam will be conducted online
Result for prelims	November 2020	The OICL result will be declared
main exam	December 2020	The OICL main exam will be conducted online
main result	January 2021	The OICL result will be declared online
OICL Interview	January 2021	The OICL interview will be conducted at various exam centres
OICL result	March 2021	The OICL result will be declared online

### OICL Vacancies

The OICL vacancies will be mentioned in the official notification when the notification will be released. There are a good number of vacancies in the OICL recruitment each year and the candidates should hope for the maximum number of vacancies. The OICL vacancies as notified in the last notification is given below

### OICL Notification

The OICL notification will be issued in July 2020. The OICL notification will officially declare the number of vacancies in the OICL AO exam. It will also underline the [OICL important dates](#) for the candidates to plan their preparation.

This is the appropriate time to start the preparation of the OICL AO preparation because the exam will be conducted within two months from the date of notification and the candidates need to compete at all India level in the prelims exam. This will be a tough task to compete for a paper of one hour only.

### OICL Syllabus

OICL syllabus will be officially mentioned in the OICL notification 2020. In addition to the syllabus, [OICL exam pattern](#) will also be defined in the OICL notification. The candidates can prepare for the OICL exam with the old syllabus because the syllabus topics will be similar in the new notification also. The OICL syllabus will help the candidate to prepare well in advance and take advantage over the competitors.

### OICL Selection Procedure

The OICL exam is a three-tier exam where the candidates need to appear and clear all the tiers of the exam. The three-tier system of the exam helps the examination body to select the best talent available. The candidates also get a fair chance to perform in different stages of the exam. Following are the stages of exam

- Prelims





L  
i  
s  
h  
l  
a  
n  
g  
u  
a  
g  
e  
,  
R  
e  
a  
d  
i  
n  
g  
A  
b  
i  
l  
i  
t  
y  
,  
Q  
u  
a  
n  
t  
i  
t  
a  
t  
i  
v  
e  
A  
p  
t  
i  
t  
u  
d  
e  
S  
e  
c  
t  
i  
o



Approximately 20 times, the number of vacancies, candidates will be shortlisted for the main exam. The marks of OICL will not be counted for the final selection. It serves only as a filter for the main exam.

### OICL Main Exam

The OICL main exam is also online CBT. This is the most important stage of the OICL exam because the final merit depends on these numbers and the numbers of the interview. The candidates need to concentrate their effort in the OICL main exam. The OICL main exam has two sections – Objective and Descriptive. The objective exam is of 200 marks and descriptive papers are of 30 marks. Its number will not be counted for the final selection. It is mandatory for the candidates to qualify the descriptive paper. The descriptive test will also be taken online but will only be checked when candidates obtain cut-off marks in the Main (Objective) exam.

Exam Duration	Two Hour + 30 minutes for a descriptive test
Paper Type	Objective + Descriptive
Paper Mode	Online CBT
Maximum Marks	200
No. of Sections	English Language, Reasoning Ability, Quantitative Aptitude, General Awareness and Test of Professional Knowledge.
Sectional Cut off	Yes

### Negative Marking

There is a negative marking in the OICL exam. Each question for which a wrong answer has been given by the candidate, one-fourth of the marks assigned to that question will be deducted. It is in the prelims and main exam. No marks will be deducted for the questions where the answers were left blank.

### OICL Interview

The candidates will be called for the interview based on the marks acquired in the main (objective) test. The number of candidates will be up to three times the number of vacancies notified. The weightage (ratio) of the online examination and interview will be 80:20 respectively. The candidates will be called at the designated exam centre and no request for changing it will be entertained.

### Final Result

The OICL final result will be declared based on the marks secured in the OICL main exam (objective) and the interview. The seniority of the selected candidates will be as per the merit/select list.

### Waiting List

The OICL will also publish a waiting list of candidates not exceeding 50% of the number of vacancies notified in the official notification. This list will be utilised if the number of candidates refuses to join the OICL.

### Probation Period

The probation period for the Administrative Officer in the OICL is one year. OICL reserves the right to extend the period of probation for six months for two times. The candidates are required to pass the "Licentiate Examination" conducted by the Insurance Institute of India. If the candidates fail to pass the said exam, he will be terminated from the service.

### Guarantee Bond

The candidates need to furnish a bond to serve the company for a minimum period of four years, including the probation period. In case the candidates resign before the completion of said period, he/she will be liable to pay the liquidated damage equivalent to one year of gross salary paid to them in the probation period.

The candidates who resign in the probation period, need to pay the company all the emoluments provided to them by the company and an amount of Rs

Forty thousand as a partial cost of training.

## Dates

Oriental Insurance Company Limited (OICL) exam is a yearly affair and the candidates need to prepare very hard for the OICL exam. OICL is a wholly-owned government company so indirectly it is a government job. The administrative officer job in the OICL is a very good position having basic pay of Rs.32795/-. It is a three-stage exam process so the candidates need to plan their preparation as per the events of the exam.

The [OICL exam 2020](#) will be conducted online and the candidates should appear in the mock tests so that they should not be surprised at the time of the real exam. The OICL important dates are given below.

## OICL Important Dates

OICL Event	Important Dates	Salient Features
Notification	July 2020	The OICL notification will be issued online
Last date for application	August 2020	The <a href="#">OICL application</a> will end
admit card for prelims exam	September 2020	The OICL admit card for prelims exam will be issued
prelims exam	October 2020	The OICL prelims exam will be conducted online
Result for prelims	November 2020	The OICL result will be declared
admit card for main exam	December 2020	The OICL admit card will be issued to the candidates
main exam	December 2020	The OICL main exam will be conducted online
main result	January 2021	The OICL result will be declared online
OICL Interview call letter	January 2021	The OICL interview will be conducted at various exam centres
OICL result	March 2021	The OICL result will be declared online

The OICL exam is a three-stage exam and the prelims and main exam is conducted online. The candidates should see the [OICL exam pattern](#) to prepare the exam in a more effective manner.

## Application Form

OICL application form is the first step to apply for the OICL exam. The candidates need to fill the OICL application online in the prescribed format as provided in the OICL notification. The candidates need to read the notification very carefully in order to fill the OICL application form online. The OICL application can be filled online only and in no condition, offline form or the printout of the online form will be accepted.

## How to fill the OICL application form?

- Go to the official website of OICL - <https://orientalinsurance.org.in/>
- Scroll to the bottom of the page
- Click on the "Careers" tab
- Click on the "OICL Application" tab
- Fill the required details
- Submit the required application fee as per the category
- Finally Submit the OICL application form
- Take the printout of the OICL application form for future reference



## OICL Application Dates

The candidates need to adhere with the [OICL dates](#) so that they can submit the application in time. The candidates need to fill all the required personal details very carefully to avoid any confusion at the later stage of OICL examination. The application dates are as follows

OICL Event	Dates
OICL Notification	July 2020(Tentative)
OICL Application Start/ Application Fee submission date	July 2020(Tentative)
OICL Application closes	August 2020(Tentative)

## OICL Application Fees

The candidates need to submit the OICL Application fee online only and there is no provision of submitting the application fee offline. The candidates can apply online only and submit the fees online only. OICL provides the fee concession to the reserved category candidates in the following manner.

**Application Fee** - Rs. 600

**Application Fee for SC/ST/PwD**- Rs. 100 (Intimation charges only)

The application fee once submitted will not be refunded under any circumstances. There is no fee concession for the candidates belonging to the Other Backward Call (OBC) category.

**Also Read:** [OICL Exam Pattern](#)

### OICL Notification

The candidates should read the OICL notification carefully to know the OICL eligibility conditions and fill the application form accordingly. The OICL notification explains the educational qualification required to fill the application form, the requisite application for each category of candidates and the number of vacancies in the OICL exam. This helps the candidates in ascertaining the competition in the [OICL exam](#) and the expected cut-off.

## Pattern

The OICL exam conducts the AO exam each year to recruit the candidates for the Administrative officer position. The OICL AO exam is a three-stage exam comprising the prelims, main and interview. The OICL prelims and main exam both are conducted online on a Computer Based Test (CBT) format. There is a very tough competition in the OICL prelims exam as a large number of candidates fill the OICL application form and prepare for the AO position. The candidates need to plan their preparation as per the pattern of the OICL exam. The stage-wise pattern of the [OICL exam](#) is given below.

## OICL Prelims Exam Pattern

The OICL exam serves as the filter to screen the candidates for the OICL main exam. There is very fierce competition in the prelims exam because of the nature of the exam. The OICL prelims exam is objective type and conducted online. The duration of the exam is one hour only and three sections appear in the prelims question paper.

The pattern of the OICL prelims paper is given below

Section	Marks	Duration
English language	30	One hour
Reasoning Ability	35	
Quantitative Aptitude	35	
<b>Total</b>	<b>100 Marks</b>	

There is a sectional cut-off for all the sections and the candidates have to qualify each section. There is no time constrain for the section and candidate need to finish the paper in one hour. No individual time limit for the section is given in the notification.

The OICL Prelims exam serve the purpose of screening the candidates for the main exam and its marks are not counted for the final merit list.

Approximately 20 times, the number of vacancies, candidates will be shortlisted for the main exam.

## OICL Main exam Pattern



OICL main exam is also conducted online in the CBT format. The time duration of the OICL main exam is two hours. There is a sectional cut-off in the main exam also and the candidates need to qualify in each of the section. There is a separate paper pattern for the generalist and specialist positions. There is a descriptive test also in the OICL main exam. The OICL main exam pattern is given below

Section	Marks	Duration
Test of Reasoning Ability	50	Two hour
Test of English Language	50	
Test of General Awareness	50	
Test of Quantitative Aptitude	50	
<b>Total</b>	<b>200 Marks</b>	

#### For Specialists

Section	Marks	Duration
Test of Reasoning Ability	40	Two hour
Test of English Language	40	
Test of General Awareness	40	
Test of Quantitative Aptitude	40	
Test of Professional Knowledge	40	
<b>Total</b>	<b>200 Marks</b>	

## OICL Descriptive Test

In addition to the objective paper, there is a descriptive test of 30 marks also which will also be conducted online. The candidates need to qualify the descriptive test as well. So, the candidates need to practice typing on the computer beforehand so that they can write the essay and other things on the computer easily.

#### Negative Marking in the OICL Exam

There is a provision of negative marking in the OICL exam, which includes prelims and main exam. Each question for which a wrong answer has been given by the candidate, one-fourth of the marks assigned to that question, will be deducted. No marks will be deducted for the questions where the answers were left blank. So the candidates need to answer very carefully.

## OICL Interview

The OICL interview is the last stage of the OICL exam process and there are three candidates for each vacancy. The chances of selection are very high because one out of three will be finally selected in the OICL exam. The candidates will be called for the interview and the date of the venue will be mentioned in the call letter. No request for changing the venue and date of interview will be entertained.

The weightage (ratio) of the online examination and interview will be 80:20 respectively. It means that the interview carries 50 marks only.

**Also Read:** [OICL important dates](#)