

OICL Administrative Officer (AO) Syllabus & Exam Pattern 2025

Oriental Insurance Company Limited (OICL) has released the official syllabus & exam pattern for the post of Administrative Officer. Candidates must go through the complete exam pattern and understand the syllabus to effectively prepare the exam. This article provides the post wise exam pattern & syllabus for the above posts.

Oriental Insurance Company Limited (OICL) has released of official OICL Administrative Officer recruitment notification and will conduct the [OICL \(AO\) 2025](#) exam to recruit candidates for the post of Administrative Officer for 300 vacancies. Candidates must check the complete syllabus & exam pattern and understand the important topics to prepare well for this exam.

Before diving into the syllabus & exam pattern candidates must know the selection process. Candidates much go through each stage to be selected for the posts of OICL Administrative Officer. Here is the selection process:

Candidate will be Selected on the basis of **4 key stages** which are **Prelims & Mains Exam (CBT Mode)**, followed by **Personal Interview** and finally, **Document Verification**.

- **Prelims Exam:** It will be a MCQ based CBT exam.
- **Mains Exam:** It will be a MCQ based as well as descriptive exam.
- **Personal Interview:** Candidate who qualify the Mains Exam will be called for an Interview.
- **Document Verification:** Candidates will be called for document verification after Personal Interview and it will be the final stage of the recruitment process.

[OICL Administrative Officer Recruitment 2025](#)– Check Now

OICL Administrative Officer- Exam Pattern 2025

There will be two exams for OICL Administrative Officer post (Prelims & Mains Exam) followed by an Interview. Here is OICL Administrative Officer exam pattern and Interview details for:

OICL – Prelims Exam Pattern (Generalist & Hindi Officer)

The prelims exam is same for both AO posts (Generalist & Hindi Officer). Here is the OICL AO Prelims Exam Pattern:

- **Exam Mode:** Computer Based Examination (MCQs).
- **Total Marks:** 100.
- **No. of Questions:** 100 Multiple Choice Questions (MCQ).
- **Exam Duration:** 60 minutes (1 Hour).
- **Marking Scheme:** There will be a negative marking of 1/4th for every wrong answer.
- **Exam Language:** The exam will be bilingual (English and Hindi language).

Subjects	Questions	Marks	Duration
English Language	30	30	20 minutes
Reasoning Ability	35	35	20 minutes
Quantitative Aptitude	35	35	20 minutes
Total	100	100	60 minutes

OICL – Mains Exam Pattern (Generalist & Hindi Officer)

The OICL Mains Exam Pattern differs for Generalist & Hindi Administrative Officer. Here is the exam pattern for both.

OICL – Mains Exam Pattern 2025 (Generalist)

- **Exam Mode:** Computer Based Examination (MCQs + Descriptive).
- **Total Marks:** 200 (MCQs) & 30 (English Language Descriptive).
- **No. of Questions:** 200 (MCQs) & 2 English Language Descriptive Questions.
- **Exam Duration:** 150 Minutes for MCQs & 30 Minutes for Descriptive questions.
- **Marking Scheme:** There will be a negative marking of 1/4th for every wrong answer in MCQs.
- **Exam Language:** The exam will be bilingual (English and Hindi language).

Name of Test	Questions	Marks	Duration
Reasoning	45	45	45 minutes
English Language	40	40	30 minutes
General Awareness	40	40	20 minutes
Quantitative Aptitude	40	40	40 minutes
Computer Knowledge	35	35	15 minutes
Total	200	200	150 minutes
English Language (Essay-20 marks & Précis-10) Descriptive	2	30	30 Minutes

OICL – Mains Exam Pattern 2025 (Hindi Officer)

There will be **150 Multiple Choice Questions** in this exam out of which 100 questions will be of 1 mark each and rest 50 questions will be 2 marks each and in addition to that **5 Descriptive Questions** will be asked from Hindi & English Language which will include Essay writing in Hindi & English, Hindi

Letter Writing, English to Hindi Translation & Hindi to English Translation. Each section will be of 10 marks (50 marks in total).

- **Exam Mode:** Computer Based Examination (MCQs + Descriptive).
- **Total Marks:** 200 (MCQs) & 50 (English & Hindi Language Descriptive).
- **No. of Questions:** 150 (MCQs) & 2 English Language Descriptive Questions.
- **Exam Duration:** 120 Minutes for MCQs & 60 Minutes for Descriptive questions.
- **Marking Scheme:** There will be a negative marking of 1/4th for every wrong answer in MCQs.
- **Exam Language:** The exam will be bilingual (English and Hindi language).

Name of Test	No. of Questions	Max Marks	Duration
Test of Reasoning	25	25	30 Minutes
Test of English Language	25	25	20 Minutes
Professional Knowledge (Test of Hindi & English grammar/vocabulary & knowledge of Act/Rules regarding Official Language implementation, Translation – English to Hindi and Hindi to English)	50	100	50 Minutes
General Awareness	25	25	10 Minutes
Test of Computer Knowledge	25	25	10 Minutes
Total	150	200	120 Minutes

Name of Test	No. of Questions	Ma Mar	
English & Hindi Language (English Essay – 10 marks, Hindi Essay – 10 marks, Hindi Letter Writing – 10 marks, English to Hindi Translation – 10 marks, Hindi to English Translation – 10 marks)	5	50	60 Minutes

Interview

Candidates who qualify the Mains exam will be shortlisted for the Personal Interview. A total of three times the number of vacancies (category-wise) will be called for the Interview. **The final selection will be made based on the Mains Exam and the Personal Interview in an 80:20 ratio.**

OICL Administrative Officer – Syllabus 2025

The OICL Administrative Officer Syllabus covers various topics from Reasoning, General Knowledge & General Awareness, Mathematics, and English and Hindi (In Hindi Officer only). The difficulty level of exam will be Graduation for Generalist post and Post-Graduation for Hindi Officer. Here is the subject the topics for the exam:

OICL AO – Prelims Exam Syllabus

The Prelims exam syllabus is same for both Generalist & Hindi Officer (Rajbhasha) post. Here are the subject wise topic details for prelims exam.

Reasoning Ability

The OICL Reasoning Ability syllabus for the Mains exam includes the following topics:

- Puzzles & Seating Arrangement
- Coded Inequalities
- Logical Reasoning
- Ranking / Direction / Alphabet Test
- Data Sufficiency
- Syllogism

- Blood Relations
- Input–Output
- Coding–Decoding
- Alphanumeric Series

English Language

The OICL English Language syllabus for the Mains exam includes the following topics:

- Reading Comprehension
- Cloze Test
- Fill in the Blanks
- Multiple Meaning / Error Spotting
- Paragraph Completion / Sentence Correction
- Para Jumbles
- Miscellaneous

Quantitative Aptitude

The OICL Quantitative Aptitude syllabus for the Mains exam includes the following topics:

- **Approximation:** BODMAS, Square & Cube, Square Root & Cube Root, Indices, Fractions, Percentage, etc.
- **Number Series:** Missing Number Series, Wrong Number Series, Double Pattern Series, Statement-based Series
- **Inequality:** Quadratic Equation, Quantity Comparison, Statement-based Quadratic Equation
- **Arithmetic:** Ratio & Proportion, Percentage, Number System, HCF & LCM, Algebra Basics, Average, Age, Partnership, Mixture & Allegation, Simple & Compound Interest, Time & Work, Pipe & Cistern, Profit–Loss–Discount, Speed–Time–Distance, Boat & Stream, Train, Mensuration (2D & 3D), Probability, Permutation & Combination, etc.
- **Data Interpretation:** Table DI, Missing Table DI, Pie Chart DI, Line Chart DI, Bar Chart DI, Mixed DI, Caselet, Radar DI, Arithmetic DI
- **Data Sufficiency:** Two-Statement and Three-Statement Questions

General Awareness

The OICL General Awareness syllabus for the Mains exam includes the following topics:

- Current Affairs
- Summits
- Books & Authors
- Awards
- Sports
- Defence
- National Appointments
- International Obituary
- Banking Awareness
- Indian Financial System
- History of Indian Banking Industry
- Regulatory Bodies, Monetary & Credit Policies
- Budget Basics & Current Union Budget
- International Organisations / Financial Institutions
- Capital Market & Money Market
- Government Schemes
- Abbreviations
- Economic Terminologies
- Other Important Concepts

Professional Knowledge

The OICL Professional Knowledge syllabus for the Mains exam includes the following topics:

- Basics of Hindi language, grammar rules, and vocabulary used in official communication
- Translation from Hindi to English and English to Hindi (administrative terminology)
- Official language rules under the Official Languages Act and constitutional provisions related to Hindi
- Drafting, proofreading & error correction in Hindi for official documents
- Hindi terminology used in banking, insurance, and government notifications
- Comprehension passages and précis writing to test reading & summarizing ability
- Knowledge of standard dictionaries, technical terms, and essential Hindi typing skills