



NATIONAL TRANSPORT CORPORATION

SCHEME OF SERVICE

POST : Insurance Clerk

SALARY : According to the Remuneration Order applicable to the Bus Industry, starting Rs 17,229 monthly with yearly increments to a maximum of Rs 18,804 monthly plus salary compensation and additional remuneration.

**QUALIFICATIONS/
EXPERIENCE :** (i) **INTERNAL CANDIDATE:**

Promotion on basis of merit and seniority from among serving employees.

(ii) **EXTERNAL CANDIDATE:**

Cambridge School Certificate. For the first intake, preference will be given to candidates in Accident/Insurance matters.

RESPONSIBLE TO: Chief Engineer

CONDITION: Governed by NRB Regulations

DUTIES:

- (a) Processing of Accident Reports.
- (b) Dealing with insurance claims for injury and damages
- (c) Keeping of records of accidents.
- (d) Exchanging formal correspondence pertaining to insurance matters.
- (e) Liaising with the Legal Adviser on Court Cases pertaining to accidents and claims.
- (f) Representing the Corporation in Court relating to cases of accidents and claims from third parties.
- (g) To perform other cognate duties.

01 August 2023

