



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.
- QUALIFICATION:** Cambridge School Certificate.
- EXPERIENCE :** Five years' experience in Accident/Insurance matters.
- RESPONSIBLE TO:** Chief Engineer.
- CONDITIONS:** Governed by NRB Regulations.
- DUTIES:**
- (a) Processing of Accident Reports.
 - (b) Dealing with insurance claims for injury and damages.
 - (c) Keeping 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.

30 July 2024

