

भारतीय बीमा विनियामक और विकास प्राधिकरण
INSURANCE REGULATORY AND DEVELOPMENT AUTHORITY OF INDIA
सर्वे सं. 115/1, फाइनेशियल डिस्ट्रिक्ट, नानकरामगूडा, हैदराबाद-500 032
Survey No. 115/1, Financial District, Nanakramguda, Hyderabad - 500 032.
(टेलीफोन सं. / Tel .No. (040) 20204000)

संविदागत आधार पर अधिकारियों की नियुक्ति
Appointment of Officers on Contractual basis

दिनांक / Date: 13.12.2023

संदर्भ: आईआरडीएआई/एचआर/संविदा/निवासी-सह-संपर्क अधिकारी/12/2023

Ref: IRDAI/HR/Contrc./Resident-cum-Liaison Officer/12/2023

- 1) भारतीय बीमा विनियामक और विकास प्राधिकरण (आईआरडीएआई) संसद के एक अधिनियम के अधीन बनाया गया एक सांविधिक निकाय है।

Insurance Regulatory and Development Authority of India (IRDAI) is a statutory body formed under an Act of the Parliament.

- 2) प्राधिकरण निम्नलिखित रिक्तियाँ संविदागत आधार पर भरने का प्रस्ताव करता है।

The Authority proposes to fill up the following vacancies on contractual basis.

- 3) रिक्तियों का विवरण नीचे दिया गया है:

The details of the vacancies are given below:

क्र.सं. S. No	पद का नाम / Name of the post	रिक्ति / Vacancy
1	निवासी-सह-संपर्क अधिकारी Resident-cum-Liaison Officer	01

- 4) निवासी-सह-संपर्क अधिकारी के पद के लिए कार्य, दायित्व और अन्य अपेक्षाएँ इस प्रकार हैं:

The roles, responsibilities and other requirements for the position of Resident-cum-Liaison Officer are as under:

a) Duties and Responsibilities:

- i) Shall be responsible for building and maintaining relationships between IRDAI and other agencies / departments / ministries / etc., as may be directed.
- ii) Liaise with various Ministries / Departments of Government of India; Other regulators / local authorities / or other agencies.
- iii) Preparing and submitting reports on the status of various on-going activities / tasks involving other organizations.
- iv) Escorting, when required, the Chairperson / Members, to various Official engagements and appointments with Ministries / Departments of the Government / or other Agencies.
- v) Receiving and Seeing off Chairperson, WTMs, Senior Officers of the

Authority and others such as Members of Committees set up by the Authority, at domestic / international terminals of Delhi Airport.

- vi) Checking & confirming the travel timings and co-ordination with the Airlines / Ticketing agency / Admin Officials in case of change in travel plans or timings of flights etc.
- vii) Confirming that appropriate transport arrangements are in place.
- viii) Other related responsibilities at the Airport like facilitating check-in etc.
- ix) Looking after various requirements of dignitaries relating to obtaining passes etc. for various meetings.
- x) Any other matter assigned from time to time.
- xi) The selected candidate shall maintain a journal of activities rendered and submit the same for verification whenever called for or as may be prescribed.

b) Eligibility Criteria:

i) Mandatory:

- (1) Educational Qualification: Graduate in any discipline
- (2) Relevant Experience: Must have had prior minimum experience of 10 years in having rendered protocol or public relations services on behalf of any department of the Government or RBI / SEBI / Other Autonomous Bodies / Public Sector Banks / Public Sector Insurance Companies, with relations with all airlines, at all terminals of Delhi.
- (3) Should be computer literate proficient in sending and receiving emails.
- (4) Age not more than 65 years as on the last date of application.

ii) Preferred:

Other things being same, a) those with previous, additional experience or having worked in the hospitality industry, particularly, those rated 3 star and above and b) those with longer years of "Relevant Experience", would be preferred.

c) Tenure and Remuneration:

- i) The period of the contract will initially be for a period of one year, renewable on yearly basis based on performance. However, the total duration shall not exceed three years.
- ii) A consolidated fixed remuneration of ₹75,000/- per month (all inclusive). Income tax or any other tax liable to be deducted as per the applicable rules will be deducted at source before effecting the payment. Apart from these,

there will be no other remuneration or payment.

d) Code of Conduct:

- i) Candidate shall be bound by the Code of Conduct as may be prescribed by IRDAI.
- ii) Selected candidate is required to furnish to IRDAI a declaration of secrecy in the prescribed format before commencement of the program.
- iii) The internal data which may come in possession of the candidate during the course of his/her engagement is confidential and the candidate shall be required to sign a Non-Disclosure Agreement.
- iv) The candidate shall not use the name, letter head, emblem or official seal of IRDAI without the prior written permission of Competent Authority.
- v) The candidate appointed on contract basis shall not be entitled for permanent employment with the Authority. Accordingly, nothing in this engagement shall establish the relationship of employer and employee or that of principal and agent between IRDAI and the candidate.
- vi) The candidate shall have no right / claim for placement in IRDAI by virtue of their engagement under this contractual appointment.
- vii) During the period of contract, the selected candidate will not take-up or advise or accept any assignment or engagement, with any regulated entity or vendor without obtaining explicit consent from IRDAI.
- viii) The candidate shall be subject to the provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

e) Right of Modification, Suspension or Termination

- i) The appointment of Resident-cum-Liaison Officer is of a temporary (non-official) nature on full-time basis and the appointment may be cancelled or terminated through written intimation by either side by giving one month's notice without assigning any reason.
- ii) Unauthorized absence for a continuous period of 8 days (not including weekends or public holidays) without any valid explanation for the same, shall automatically lead to termination of the engagement.
- iii) Notwithstanding the above, IRDAI retains the right to modify the terms of engagement, discontinue, suspend or terminate the engagement with the candidate, without assigning any reason thereof.

f) Other conditions

- i) The terms and conditions of any residuary matter that is not covered here

shall be decided by the Chairman, IRDAI.

g) Selection Procedure

- i) Interested Candidates will have to apply in the prescribed pro-forma which is given at Annexure A and submit the same by email to appointments@irdai.gov.in.
- ii) Adequate number of candidates will be shortlisted on the basis of parameters decided by the Authority. The decision of the Authority in this respect shall be final and no correspondence will be entertained in this regard. Mere fulfilling minimum qualification and experience will not vest any right in candidate for being shortlisted.
- iii) Only the shortlisted candidates will be called for an interaction. The candidates called for the interaction shall bring the copy of the application along with all original certificates in evidence of their meeting the eligibility criteria for verification failing which the candidate shall not be allowed to appear for the interaction.
- h) The applications in the prescribed format must reach the undersigned by email to appointments@irdai.gov.in. on or **before 5 pm on 27.12.2023.**
- i) Details of eligibility and other conditions are to be fulfilled as on 27.12.2023.

1) Other terms and conditions:

- a) Applications which are incomplete or not in the prescribed format or not received before the last date of receipt of applications are liable to be summarily rejected.
- b) IRDAI does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of or for any reason beyond the control of IRDAI.
- c) In all matters regarding eligibility, conduct of interaction, assessment, and communication of result and other allied matters, IRDAI's decision shall be final and binding on the candidates and no correspondence or personal enquiries shall be entertained in this regard.
- d) IRDAI reserves the right to fill up or not to fill up the position at all.
- e) IRDAI reserves the right to cancel the notification fully or partly on any grounds.
- f) Canvassing or bringing any undue influence in any form will disqualify the candidate.
- g) Any candidate who knowingly or willfully furnishes incorrect or false particulars or suppressed material information, their candidature will be liable to be cancelled at

any stage of the selection. If the candidate qualifies in the selection process and subsequently it is found that he/she does not fulfil the eligibility criteria, his/her candidature will be cancelled and if appointed, the contract would be terminated without any notice or compensation.

- h) Any legal proceedings in respect of any matter of claim or dispute arising out of this notification and / or an application in response thereto can be instituted only in Hyderabad and courts/ tribunals / forums at Hyderabad only shall have sole and exclusive jurisdiction to try any cause / dispute.
- i) All correspondence will be made through Email and Speed Post. Therefore, all the candidates are advised to provide correct e-mail address and check their e-mails regularly for any updates from IRDAI.
- j) Corrigendum: Please note that Corrigendum, if any, issued on the above notification, will be published only on the IRDAI's website.

आवेदन / APPLICATION

भारतीय बीमा विनियामक और विकास प्राधिकरण
INSURANCE REGULATORY AND DEVELOPMENT AUTHORITY OF INDIA
हैदराबाद / HYDERABAD

पद जिसके लिए आवेदन किया गया है: _____
 Post applied for: _____

हाल का पासपोर्ट
आकार का फोटो
Recent passport
size photograph

(क) व्यक्तिगत विवरण / (A) Personal details

क्र.सं. S.No.	विवरण / Details	
1	पूरा नाम (स्पष्ट अक्षरों में) Name in Full (In Block Letters)	
2	पिता / पति का नाम Father's / Husband's Name	
3	लिंग (पुरुष/महिला/ट्रांस) / Gender (M/F/T)	
4	जन्म-तिथि / Date of birth	
5	को आयु / Age as on _____	
6	संस्था जिसमें कार्यरत हैं Organization in which working	
7	कार्यालय का पता और टेलीफोन संख्याएँ Office Address & Telephone Nos.	

(ख) अर्हताएँ / (B) Qualifications

1. शैक्षिक अर्हता (स्नातक उपाधि से आगे) / Educational Qualification (Graduation onwards):

उत्तीर्ण परीक्षाएँ Examinations passed	विश्वविद्यालय/ University/ Institute	संस्थान	उत्तीर्ण करने का वर्ष Year of Passing	पाठ्यक्रम की अवधि Duration of Course	अंकों का प्रतिशत Percentage of Marks

2. व्यावसायिक अर्हता / Professional qualification

उत्तीर्ण परीक्षाएँ Examinations passed	विश्वविद्यालय/ संस्थान University/ Institute	उत्तीर्ण करने का वर्ष Year of Passing	पाठ्यक्रम की अवधि Duration of Course	अंकों का प्रतिशत Percentage of Marks

(ग) अनुभव का विवरण वर्तमान से प्रारंभ करते हुए पीछे की ओर (यदि आवश्यक हो, तो अपने हस्ताक्षर से विधिवत् अधिप्रमाणित अलग शीट संलग्न करें)

(C) **Experience details starting from present to previous** (If needed, enclose a separate sheet duly authenticated by your signature):

नियोजक का नाम और पता Name and Address of the Employer	पदनाम Designation	वेतनमान Scale	कार्य का प्रोफाइल Job Profile	अवधि / Period		कुल अवधि वर्ष, महीने में Total Duration in Years, Months
				कब से (दिन-माह-वर्ष) From (DD-MM-YYYY)	कब तक (दिन-माह-वर्ष) To (DD-MM-YYYY)	

ग.1 कुल अनुभव (वर्षों और महीनों में):

C.1 Total Experience (in years & months):

(घ) अन्य / (D) Others

क्र.सं. Sl.No.	विवरण / Details
1	प्रोटोकॉल कर्तव्यों में प्रवीणता का विवरण Details of proficiency in Protocol duties

2	संपर्क कार्य में प्रवीणता का विवरण Details of proficiency in Liaison work	
3	कोई अन्य संगत सूचना, जो आप देना चाहें Any other relevant information, which you wish to furnish	

(ड) उपयुक्तता / (E) Suitability

संक्षेप में बताएँ कि आप स्वयं को आवेदित पद के लिए कैसे सर्वाधिक उपयुक्त पाते / पाती हैं Please state briefly how you find yourself best suitable for the post applied for	

(च) संदर्भ / (F) References

नाम और पदनाम Name & Designation	पता / Address	संपर्क संख्याएँ / Contact Nos.
1.		
2.		

(छ) पत्र-व्यवहार के लिए पता / (G) Address for communication

डाक पता (स्पष्ट अक्षरों में) Postal Address (in capital letters)	ई-मेल E-Mail
राज्य / State:	मोबाइल सं. / Mobile No.
पिन कोड / Pin Code:	

घोषणा / DECLARATION :

- मैं इसके द्वारा घोषणा करता हूँ/ करती हूँ कि इस आवेदन में दिये गये सभी विवरण सत्य, संपूर्ण तथा मेरी अधिकतम जानकारी और विश्वास के अनुसार सही हैं।
I hereby declare that the all the statements made in this application are true, complete and correct to the best of my knowledge and belief.

2. मैं घोषित करता हूँ / करती हूँ कि

I declare that

क) मैं किसी भी समय, भारत में किसी भी न्यायालय के द्वारा नैतिक चरित्रहीनता के साथ संबद्ध किसी अपराध के लिए दोषी नहीं ठहराया गया हूँ / नहीं ठहराई गई हूँ।

a) I have not been, at any time, convicted by a court in India for any offence involving moral turpitude.

ख) मेरे द्वारा किये गये रूप में आरोपित किसी अपराध के संबंध में कोई कार्यवाही भारत में किसी भी न्यायालय के समक्ष लंबित नहीं है।

b) No proceedings in respect of an offence alleged to have been committed by me are pending before any court in India.

ग) उपस्थिति (पेशी) के लिए कोई वारंट या समन, अथवा मुझे गिरफ्तार करने के लिए कोई वारंट किसी भी न्यायालय के द्वारा जारी नहीं किया गया है तथा भारत से प्रस्थान करने से मुझे निषिद्ध करते हुए कोई आदेश किसी भी न्यायालय द्वारा जारी नहीं किया गया है।

c) No warrant or summons for the appearance, or a warrant for arresting me has been issued by a court and no order prohibiting me from departure from India has been issued by any court.

3. मैं समझता हूँ / समझती हूँ कि यदि मेरे द्वारा प्रस्तुत कोई भी सूचना झूठी पाई जाती है अथवा वह पात्रता मानदंडों को पूरा नहीं करती है तो इससे चयन प्रक्रिया से मेरी निरर्हता के लिए मार्ग प्रशस्त होगा तथा मेरी उम्मीदवारी / नियुक्ति निरस्त / समाप्त की जा सकती है।

I understand that any information furnished by me is found to be false or that does not satisfy the eligibility criteria will lead to my disqualification from the selection process and my candidature/appointment is liable to be cancelled / terminated.

4. मैं सहमत हूँ और घोषणा करता हूँ / करती हूँ कि साक्षात्कार के लिए मेरा प्रवेश पूर्णतया अनंतिम है। केवल यह तथ्य कि पारस्परिक विचार विमर्श के लिए बुलावा पत्र मुझे जारी किया गया है, यह अर्थ नहीं रखता कि आईआरडीएआई द्वारा मेरी उम्मीदवारी को अंतिम रूप से स्वीकार किया गया है, तथा इसके अलावा वह आईआरडीएआई में नियुक्ति के लिए मुझे हकदार नहीं बनाता।

I agree and declare that my admission to the interaction is strictly provisional. The mere fact that the call letter for interaction has been issued to me does not imply that my candidature has been finally cleared by IRDAI and further it does not entitle me for appointment in IRDAI.

5. मैं समझता हूँ / समझती हूँ और सहमत हूँ कि यदि मेरे द्वारा दी गई झूठी सूचना के कारण से मेरे द्वारा आवेदित पद के लिए मेरी उम्मीदवारी आईआरडीएआई द्वारा निरस्त की जाती है, तो मैं आईआरडीएआई में किसी भी पद के लिए आवेदन करने हेतु पात्र नहीं रहूँगा / रहूँगी।

I understand and agree that in case my candidature for the post applied for is cancelled by IRDAI for the reason of false information given by me, I will not be entitled to apply for any post in IRDAI.

दिनांक / Date:

स्थान / Place:

(आवेदक के हस्ताक्षर)
(Signature of the Applicant)