

INSURANCE REGULATORY AND DEVELOPMENT AUTHORITY

3rd floor, Parisram Bhavan, Basheerbagh, Hyderabad

Tel: 91 40 23381100 Fax: 91 40 66823334

**APPOINTMENT OF CONSULTANT FOR COMMUNICATIONS
ON CONTRACT BASIS**

The Authority has a House Magazine by name IRDA JOURNAL. The Authority is looking for a suitable external Consultant with 10 to 15 years of work experience in journalism connected to Insurance/Finance to oversee the publication of House Magazine as also managing communication function for engaging internal and external stakeholders through other print/electronic means of communications. The job requires understanding of Insurance Industry dynamics.

The following are the duties of Consultant:

1. Editing and publishing the Official House Journal through identification of topics, commissioning articles and collaboration with Contributors. The Consultant is responsible for design, allocation of space based on layout principles, good readability, appeal to the audience, production and printing under strict time schedules and in continuation of publication's style, editorial policy and publishing requirements
2. External Communication –The Consultant is responsible for orderly communication of Circulars/Guidelines/Orders/Press Releases issued by the Authority from time to time to various external stakeholders including regulated entities
3. Internal Communication including sharing news in the media pertaining to the regulator with management and Staff
4. Maintain and build Library

Qualifications/Experience:

The candidates should be a Graduate and possess 10 to 15 years of experience in managing publications either in public or private sector. Officers retired from Public sector Insurance Companies/Central Government/Financial Regulators in Scale –IV and above may apply. Qualified professionals with appropriate experience in Communications, Media strategy, private Insurance companies may also apply. Candidates should indicate the names and addresses with phone numbers of two Senior Managers under whom they had worked. The Authority reserves the right to relax any of the requirements for the candidates in deserving cases.

Maximum Age limit:

Not above 62 years as on April 15,2014

Tenure:

The period of contract will be for one year and may be extended for another term of one year subject to continued need and performance.

Remuneration:

The remuneration for the Consultant shall be as under:

- A retainer fee may range between Rs.40,000 and Rs.70,000/- per month depending on the qualifications and experience
- Rs.3000 per month will be paid for local conveyance

Mode of selection:

Mode of selection will be short-listing and interview. Only the short-listed candidates will be called for interview.

How To Apply

- Candidates who satisfy the eligibility conditions may apply giving their bio data strictly in the format given below. Applications should be sent by ordinary post in a cover super scribing 'CONSULTANT FOR COMMUNICATIONS ON CONTRACT BASIS' to the below mentioned address
Senior Joint Director (Gen), Insurance Regulatory and Development Authority, 3rd Floor, Parishram Bhavan, Basheer Bagh, Hyderabad - 500004
- Last date of receipt of application 15-04-2014
- Candidate should also send a scanned copy of the application by email to hr@irda.gov.in.

Other Conditions:

- Notwithstanding his/her engagement as Consultant, IRDA retains its authority to appoint any other expert to deal with Communication issues as it may decide.
- The engagement may be terminated through written intimation by either side by giving one month's notice without assigning any reasons.
- During the period, the Consultant will not advise or accept any assignment with any regulated entity or Vendor.
- The Consultant shall not accept any assignment which shall have conflict of interest with IRDA.

**INSURANCE REGULATORY AND DEVELOPMENT AUTHORITY
HYDERABAD**

APPLICATION FOR CONSULTANT FOR COMMUNICATIONS ON CONTRACT BASIS- 2014

Ref: 011/IRDA/EDITOR/02/2014

NAME OF CANDIDATE

SEX MALE/FEMALE

DATE OF BIRTH

DETAILS OF WORK EXPERIENCE INCLUDING EDITOR/MASS
COMMUNICATIONS/PUBLICATIONS

CURRENTLY WORKING/NOT

DESIGNATION LAST HELD

DATE OF RETIREMENT (IF, RETIRED)

TOTAL EXPERIENCE (IN YEARS)

EXPERIENCE IN COMMUNICATIONS/PUBLICATIONS (IN
YEARS)

EMPLOYER NAME & ADDRESS	DESIGNATION	FROM (MONTH AND YEAR)	TO (MONTH AND YEAR)	JOB PROFILE

DETAILS OF QUALIFICATIONS (FROM GRADUATION)

QUALIFICATION	EXAMINATION PASSED	YEAR OF PASSING	UNIVERSITY / INSTITUTE	% OF MARKS

CONTACT DETAILS

POSTAL ADDRESS (IN CAPITAL LETTERS ONLY)		EMAIL:							
		MOBILE:							
	DIST:	TELEPHONE:							
	STATE:	PIN							

DETAILS OF REFERENCES

NAME, ADDRESS AND DESIGNATION OF THE REFERENCE-I	NAME, ADDRESS AND DESIGNATION OF THE REFERENCE -II
MOBILE NO:	MOBILE NO:

I declare that the information furnished above is true and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/ incorrect or that I do not satisfy the eligibility criteria according to the Authority, my candidature/ appointment is liable to be cancelled/ terminated. I have read and understood the stipulations given in the advertisement and hereby undertake to abide by them.

Place:

Date:

Signature of the Applicant