



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

Title:Employment Notice

Reference No.:IRDA/1/02

Date:12/07/2002

Recruitment of Officers

	<p>INSURANCE REGULATORY AND DEVELOPMENT AUTHORITY PARISRAMA BHAVANAM, 3RD FLOOR, 5-9-58/B, BASHEER BAGH, HYDERABAD 500 004. TELEPHONE: 040 – 678 9768 Advertisement No.: IRDA/1/02 Dated:12 July, 2002</p>
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Sl. No.	Name of the Post	No. of Posts	Minimum Qualification *
1.	Jr. Executive Officer (Life Insurance)	3	i) Graduate ii) AIII / 2 Yrs. Diploma in Insurance & Risk Management from a recognized university or institute.
2.	Jr. Executive Officer (General Insurance)	1	i) Graduate ii) AIII / 2 Yrs. Diploma in Insurance & Risk Management from a recognized university or institute .
3.	Assistant Actuary	3	i) Graduate ii) Associate of Institute of Actuaries India / London
4.	Jr. Executive Officer (Accounts)	1	i) ACA / CFA / MBA (Finance)
5.	Jr. Executive Officer (MSD)	2	i) B.E. (Computer Science / IT) / MCA from a recognized University/Institute.
6.	Jr. Executive Officer (Law)	1	i) LLB, Post graduation in Law will be preferred.
7.	Jr. Executive Officer (Public Relations)	1	i) Graduate ii) Post Graduate Degree / Diploma from a recognized institution in Public Relations / Mass Communication / Journalism

8.	Jr. Officer	2	i) Graduate with Mathematics ii) Degree/Diploma in Computer Applications iii) Candidates with Insurance qualifications will be preferred
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* Computer literacy / awareness in the related field will be additional requirement, which may be substantiated with documentary evidence.

Experience:

For Course indicated at serial no. 1 – 7, candidates must have three years post qualification experience in the related field. In addition to this, for all posts, candidates possessing experience in the Insurance Industry will be preferred.

Age:

Maximum Age Limit for the posts indicated at serial no. 1-7 is 35 years and for serial no.8, is 30 years as on 30th June, 2002 . Candidates born before 1st July, 1967 for serial no. 1-7 and 1st July, 1972 for serial no.8 should not apply.

Monthly Emoluments and other perquisites:-

All the above posts indicated at serial no. 1-7 are in the Officers Grade of Class – I, (Grade – I) of the Authority in the **Pay Scale** of Rs. 7825 – 475 – 17325. The pay scale for the post indicated at serial no. 8 is Rs. 7350 -425 – 7775 – 475 – 12525 – 475 – 14900. The pay scales carry usual allowances like DA/HRA/CCA and other perquisites and monthly emoluments are above Rs. 14000/- per month and Rs.12500/- per month respectively . The selected candidates will be eligible for PF, Gratuity, GSLIS, Leased Accommodation, Conveyance Allowance, Medical facilities, Housing Loan and other facilities as per existing regulations.

Other Conditions/Instructions:

1. Typed / neatly hand written application with complete Bio–Data, a passport size photograph, attested copies of certificates, testimonials and Demand Draft of Rs . 500/- (non-refundable) made in the name of the Authority payable at Hyderabad should reach the Authority **within 10 days** from the date of publication of this advertisement at the above mentioned address. The envelope containing application must be super-scribed by the name of the post applied. Candidates should write their name and address at the back of the bank draft. Name and address should be written in capital letters in English only.
2. Incomplete applications are liable to be rejected.
3. **Candidates in service** should apply through proper channel. Candidates in the service with the Insurance Companies and willing to join the Authority may also apply but their appointment, would be subject to the agreement of their employer, such candidates, in case found fit may be taken either on deputation basis or as direct recruits. The period of deputation will be for three years, which may be further extended for a period of two years, if warranted.
4. The selected candidates will be posted at Hyderabad , where the office of the Authority is located and at such other places as Authority would like to establish its offices in future.
5. Screening committee constituted by the Authority will be examining the applications and the candidates qualifying the criteria will be considered to be called for the interview. Mere eligibility does not confer any right to be called for the interview / selection. Reimbursement of traveling expenses will be admissible only to unemployed SC / ST / OBC candidates subject to

second class train fare / ordinary bus fare.

6. The following job profile for the above posts respectively is only illustrative in nature and it may vary from time to time as per the requirements of the Authority in performance of its duties, functions and powers:

Sl. No. 1, 2 & 3: Registration of Insurance Companies, their monitoring and supervision, inspection, examination of reports, scrutiny of investments, control and regulation of insurance products, control and supervision of insurance intermediaries and other allied jobs.

Sl. No. 4: Maintenance of accounts of the Authority, internal audit and other related matters including examination of financial reports of the registered entities with IRDA.

Sl. No. 5: Assistance in placing IT system for the Authority and developing software to cater its needs.

Sl. No. 6: Dealing with legal matters of the Authority, court cases and assistance to the standing counsels.

Sl. No. 7: To liaise with the different ministries, departments and other agencies.

7. If at any stage it is found that any information furnished in the application is false / incorrect or if according to the Authority the candidate does not satisfy the eligibility criteria, his / her candidature / appointment is liable to be cancelled / terminated at any stage.

8. The applications should be accompanied by the following undertaking:

"I hereby declare that all the statements made in this application are true, complete 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, 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."