

Special Recruitment Drive for candidates belonging to SC/ST and OBC categories only

**INSURANCE REGULATORY AND DEVELOPMENT AUTHORITY**

3<sup>rd</sup> Floor, Parisrama Bhavan, Basheerbagh, Hyderabad – 500 004  
Tel: +91-40-23381100; Fax: +91-40-66823334

Applications are invited for the following posts in the Insurance Regulatory and Development Authority, Hyderabad:

Sl. No	Post and Scale of Pay	No. of Posts	Maximum Age Limit	Minimum Qualification	Minimum Experience
1.	Deputy Director (General) Pay Scale: 39850-1200(2)-42250-1300(9)-53950 (12 Years)	SC – 2 OBC - 6	45	(i). Graduate with Fellow of Insurance Institute of India, Mumbai or equivalent.  (ii). Legal: Graduation in Law ( L.L.B)	12 years of relevant experience in insurance sector in regulatory aspects pertaining to Insurance Companies. Must have worked at the level of DM in PSUs or equivalent cadre for a minimum period of five years in the area of respective field.  Preference will be given to candidates with qualifications in Actuarial/ACA/ICWAI/ at suitable levels.
	Life Insurance - 3				
	Non Life Insurance - 4				
	Legal - 1				
	Total - 8				
2.	Deputy Director (Actuarial) Pay Scale: 39850-1200(2)-42250-1300(9)-53950 (12 Years)	SC – 1 OBC – 2	45	Graduate and Associate of Institute of Actuaries of India or equivalent.	12 years of relevant experience in actuarial issues in regulatory aspects pertaining to Insurance Companies. Must have worked at the level of DM in PSUs or equivalent cadre for a minimum period of five years in the area of actuarial matters.
3.	Assistant Director (General) Pay Scale:21000-1000(9)-30000-EB-1000(2)-32000-1100(4)-36400 (16 Years)	SC -1 ST-2	35	Graduate with Fellow of Insurance Institute of India, Mumbai or equivalent.  Legal: Graduation in Law ( L.L.B)	3 years of relevant experience in insurance sector.  Preference will be given to candidates with qualifications in Actuarial/ACA/ICWAI/ at suitable levels.
	Life Insurance - 1				
	Non Life Insurance - 1				
	Legal - 1				
	Total - 3				
4.	Assistant Director (IT) Pay Scale:21000-1000(9)-30000-EB-1000(2)-32000-1100(4)-36400 (16 Years)	OBC – 1	35	B.Tech in IT / CS / ECE with subjects such as Network / Systems / Data Mgmt / Security	3 years of relevant experience in IT sector.

5.	Assistant Director (Accounts) Pay Scale:21000-1000(9)-30000-EB-1000(2)-32000-1100(4)-36400 (16 Years)	SC – 2 ST – 1	35	Associate of Chartered Accountants of India	3 years in relevant experience in related field.
6.	Assistant Director (Actuarial) Pay Scale:21000-1000(9)-30000-EB-1000(2)-32000-1100(4)-36400 (16 Years)	SC – 1 ST – 1 OBC – 2	35	5 papers of Institute of Actuaries of India or equivalent	3 years in relevant experience in related field.

- Reservations / Relaxation in age for the above posts would be applicable as per IRDA conditions of service of officers and other employees Regulations, 2000.
- Age would be reckoned as on **01<sup>st</sup> October, 2011**.

**Other Conditions / General instructions:**

- All educational qualifications should have been obtained from recognized Universities/Institutions in India or abroad. If grades are awarded instead of marks, candidates should clearly indicate the numerical equivalent.
- Persons serving in State/Central Governments and Public Sector Undertakings should apply through proper channel. However, they can forward an advance copy to the Authority.
- The eligibility for internal candidates for the above posts:
  - Deputy Directors: working at the level of Senior Assistant Director at least for a period of 5 years;
  - Assistant Directors: working at the level of Junior Officer at least for a period of 5 years;

**4. Remuneration:**

The **approximate** Monthly Emoluments of Deputy Director would be Rs.1, 10, 000/- for Assistant Director is Rs.61,000/- (inclusive of Basic pay, DA, HRA, and CCA & FA). Benefits in addition to monthly emoluments include PF, Gratuity, GSLIS, and other perquisites like LFC, Conveyance Allowance, Medical Facilities, Housing Loan and other facilities as provided for in the existing Rules/Regulations issued by the Authority.

**5. Mode of Selection**

- Screening Committee constituted by the Authority will examine the applications and candidates qualifying the criteria may be considered for being called for written test/interview/selection.
- Merely fulfilling the eligibility conditions as regards age/qualifications/experience, after short-listing of candidates, would not automatically entitle any candidate to be called for written test/interview/selection..
- The selected candidates will be posted in the office of the Authority located in Hyderabad and at such other places where the Authority may establish its offices.
- The Authority reserves the right to modify the selection procedure, at its discretion.

**6. Written Examination:**

- Written Examination of around 3 hours duration for 100 marks may be held. Candidates would have to secure minimum marks separately for each test as prescribed by the Authority, in their respective fields.
- The Written Examination may be held at Hyderabad. Candidates will be required to appear for the Written Examination at their own cost.
- Candidates will be short-listed for interview based on the aggregate marks obtained in the written examination. The Authority reserves the right to modify the selection procedure, if deemed fit.

**7. How to Apply:**

Applications complete in all respects must be sent in a closed envelope necessarily super scribed "APPLICATION FOR THE POST OF DEPUTY DIRECTOR & ASSISTANT DIRECTOR to the following address:-

**The Executive Director (Administration)  
Insurance Regulatory and Development Authority  
3<sup>rd</sup> Floor, Parisrama Bhavanam , Basher Bagh,  
Hyderabad – 500 004**

**8. Last Date**

Last date for receipt of filled-in Application is **7<sup>th</sup> November, 2011**

**9. Checklist for Submission of the Application Form:**

- a) Candidates who satisfy the eligibility norms may apply giving their bio data strictly in the given format.
- b) The Format of the Application Form must be in a printed form (A4 Sheet). **Application form can be downloaded from the IRDA Website (Please download .doc file)**
- c) Name and Address should be written in capital letters in English only, since processing is computerized.
- d) Candidates should ensure that all the entries have been correctly filled in the application and the photograph is signed.
- e) Enclosures: Proof of age, caste certificate, qualification, marks list, experience certificate etc. duly attested by a Gazetted Officer.
- f) On the cover containing the application, the post applied for, should be indicated.
- g) Applications not in the prescribed Form or received after **7<sup>th</sup> November, 2011** will not be entertained.

Authority takes no responsibility for any delay in receipt of applications or loss thereof in postal transit.