



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

Survey No. 115/1, Financial District, Nanakramguda, Hyderabad - 500 032

Ref: HR/Recruitment/Feb. 2018

16.02.2018

(LAST DATE FOR RECEIPT OF APPLICATIONS: 12.03.2018 by 5.30 p.m.)

Recruitment Notification for various posts in IRDAI

1. Insurance Regulatory and Development Authority of India (IRDAI) is a statutory body formed under an Act of the Parliament.
2. IRDAI invites applications from eligible Indian citizens with experience of working with Insurers/Financial sector regulators/PSU Banks for filling up the posts in the Grades of Manager, Assistant General Manager, Deputy General Manager and General Manager through open competition on all India basis as per details of posts, skill streams, number of vacancies, upper age limit, eligibility criteria, experience, etc. given in Table - 1 below:

Table - 1

Eligibility will be reckoned as on 12.03.2018						
S.No	Details		Manager in Grade B	Assistant General Manager in Grade C	Deputy General Manager in Grade D	General Manager in Grade E
1	SCALE OF PAY		35150-1750(9)- 50900-EB- 1750(2)-54400- 2000(4)-62400 (16 years)	49000-1750(3)-54250- 1900(2)-58050- 2000(4)-66050-EB- 2000(2)70050-2150(1)- 72200 (13 years)	68500-2150(2)- 72800-2250(6)- 86300 (9 years)	72800-2250(1)- 75050-2400(2)- 79850-2500(3)- 87350-3000(5)- 102350 (12 years)
	Monthly gross emoluments at starting of scale (Basic+DA+ HRA+Grade Allowance+ Special Allowance+LCA)		Rs. 1,10,132/-	Rs. 1,43,530/-	Rs. 1,89,152/-	Rs. 2,17,794/-
2	SKILL STREAM	Actuarial	NO. OF VACANCIES			1
		F & A / Investments		2		
		Life/Non-Life		3	4	
		IT		2	2	1
		Legal			2	1
	TOTAL NO. OF VACANCIES		7	8	2	1
3	RESERVATION OF VACANCIES (including backlog)		GEN/UR - 5 ; OBC (Non- creamy layer) - 2	GEN/UR - 5; SC - 1; OBC (Non-creamy layer) - 2	GEN/UR - 1 ; OBC (Non- creamy layer) - 1	GEN/UR - 1
4	AGE	Maximum age not to exceed	45	50	54	54
4a	AGE RELAXATION		Refer to Table - 2 given below			

S.No	Details		Manager in Grade B	Assistant General Manager in Grade C	Deputy General Manager in Grade D	General Manager in Grade E
5	QUALIFICATIONS	Essential	Life/Non-Life/F&A/Invts: Graduation -60% (for SC Candidates- 55%) IT: B.E./B.Tech (IT/CS) - 60% or MCA/Masters in IT/CS with 60% marks in graduation (for SC Candidates- 55%)	Graduation	Graduation	Graduation
		Professional	F&A/Invts: ACA/AICWA/ACS/CMA/CFA	Legal: LL.B/5 year Integrated LL.B	Legal: LL.B/5 year Integrated LL.B	Actuarial: Fellow of the Institute of Actuaries of India (IAI) with 3 years post qualification experience
		Desirable		IT: B.E./ B. Tech (IT/CS) or MCA or Masters in IT (IT/CS)	IT: B.E./ B. Tech (IT/CS) or MCA or Masters in IT (IT/CS)	
		Fellow of Insurance Institute of India and Knowledge of Computer Operations				
6	EXPERIENCE	Minimum years of working experience	10	15	20	20
		Service in the present scale / position	PSU Insurers / PSU Banks - Scale II or higher; Other Insurers/ Financial sector regulators – one grade/scale of pay below the advertised post.	PSU Insurers / PSU Banks – Scale III or higher; Other Insurers/Financial sector regulators – one grade/scale of pay below the advertised post.	PSU Insurers / PSU Banks - Scale IV or higher; Other Insurers/ Financial sector regulators – one grade/scale of pay below the advertised post.	PSU Insurers / PSU Banks - Scale IV or higher; Other Insurers/ Financial sector regulators – one grade/scale of pay below the advertised post.
		IRDAI's decision in determining service in equivalent grade/scale of pay will be final				
		Specific working experience in a department / area of work with Insurers/Banks/Financial Sector regulators	F&A/Investments - 3 years working experience as Officer in Finance / Accounts /Investment/ Treasury Depts. Life/Non-Life - 3 years working experience as Officer with Life/General Insurers IT - 3 years working experience as Officer in IT Dept.	Life/Non-Life - 5 years working experience as Officer with Life/General Insurers IT - 5 years working experience as Officer in IT Dept. Legal - 5 years working experience as Officer in Legal Dept.	IT - 5 years working experience as Officer in IT Dept. Legal - 5 years working experience as Officer in Legal Dept.	Actuarial - 5 years working experience as Officer in Actuarial Dept./ area of work with Insurers
		Employees of IRDAI satisfying all the above conditions are eligible to apply for any one post/Grade under any one skill stream mentioned above.				
7	SELECTION PROCESS	Written Exam (WE)	✓ *	✓ *	✓ *	-
		Interview	✓	✓	✓	✓
		* please refer to paragraph 4 below				

- 2.1 The vacancies under skill streams are earmarked to be filled up by candidates with professional qualifications and experience in the relevant areas of work as detailed above with horizontal reservation, i.e., the posts shall be filled across categories specified. After selection, they may be posted in any department/Office of IRDAI.
- 2.2 The candidate must hold a degree of any of the Universities incorporated by an Act of the Central or State Legislature in India or other educational institutions established by an Act of Parliament or declared to be deemed as a University under Section 3 of the University Grants Commission Act, 1956, or possess an equivalent qualification from a foreign university recognized by the Association of Indian Universities.
- 2.3 Eligibility under age/qualifications/experience will be reckoned as on the last date for submission of application, i.e., 12.03.2018.
- 2.4 Candidates belonging to OBC category but are under 'Creamy Layer' (vide DOPT No. 36033/1/2013-Estt. (Res.) dated 13th September 2017) should mention their category as 'General/UR'.

3. Relaxation in the Upper Age Limit and Educational qualifications:

- 3.1. Upper age limit for the above posts will be relaxed as under:

Table - 2

Sr. No	Category	Relaxation in Age
(i)	Scheduled Caste (SC)	5 years
(ii)	Other Backward Classes (OBC)	3 years
(iii)	Ex-serviceman and Commissioned Officers including Emergency Commissioned Officers and Short Service Commissioned Officers who have rendered at least five years Military Service as on 12.03.2018 and have been released on completion of assignment (including those whose assignment is due to be completed within one year from 12.03.2018) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to Military Service or on invalidment.	5 years
(iv)	Ordinarily domiciled in the State of Jammu and Kashmir during the period from 1.1.1980 to 31.12.1989	5 years

- 3.2. Cumulative age relaxation in the upper age limit under the above categories will not be available.

4. Selection process:

- 4.1. Selection will be through a competitive Written Examination (WE) and/or Interview. The decision to conduct WE will depend on the number of applications received for each post/s in each grade and relative vacancy/ies in each skill stream indicated in Sl. No. 2 of Table - 1. Final selection will be on the basis of candidate's performance in WE and/or Interview in order of merit.
- 4.2. Candidates belonging to SC/OBC categories may, to the extent the number of vacancy/ies reserved for the category which cannot be filled on the basis of general standard, be considered with a relaxed standard to make up the deficiency in the reserved quota, subject to fitness of these candidates for selection to the post irrespective of their ranks in the order of merit at WE and/or interview.

5. Service conditions/career prospects

- 5.1 Pay scale: Selected candidates will draw a starting basic pay in the scale of pay applicable to the post/grade as given in the table and other allowances like Dearness Allowance, House Rent Allowance, Local Compensatory Allowance, Grade Allowance, etc., as admissible from time to time. In addition to the above, the following qualification allowance is also payable:

Qualification	Qualification allowance per month
Fellow of IAI	Rs. 80,000/-
ACA/AICWA/ACS/CFA	Rs. 3,500/-

- 5.2 Perquisites: Reimbursement of expenses is allowed for telephone expenses, brief case, book grant, allowance for furnishing of residence, medical expenses including annual health checkup, etc. as per grade. Leave Travel Concession (once in two years for self, spouse and eligible dependents) and loans and advances for Housing, Education, etc. are also allowed as per eligibility conditions. Selected candidates will be covered under Group Medical Insurance and National Pension System (NPS).
- 5.3 Seniority: Candidates selected under the skill streams will be placed in the Common Seniority list prepared grade-wise and the seniority among these Officers will be fixed according to the ranking obtained by selected candidates.
- 5.4 The selected candidates will be on probation for a period of one year which may be extended by one more year by the Competent Authority citing reasons, however the total period of probation shall be maximum of two years from the date of joining the service.

6. How to apply:

- 6.1 Candidates should submit their applications, complete in all respects, in prescribed format in a sealed envelope superscribed as “**APPLICATION FOR THE POST OF - -----**” so as to reach **The Executive Director (Gen), Insurance Regulatory and Development Authority of India, Survey No. 115/1, Financial District, Nanakramguda, Hyderabad- 500 032 by 12.03.2018 till 5.30 PM.**
- 6.2 Self-attested copies of certificates/documents in support of age, qualifications, caste and experience should be enclosed with the application.
- 6.3 Candidates should submit only one application for any one post under any one skill stream. In case of receipt of more than one applications from a candidate, IRDAI reserves its right to consider only one application for any one post under any one skill stream as per the candidate's suitability.
- 6.4. For claiming age relaxation in upper age limit mentioned in Point No. 3 above, copies of relevant certificate/s have to be submitted.

7. Other guidelines

- (i) Candidates should indicate percentage of marks obtained in Graduation. Some Universities/Institutes do not award Class or percentage of marks and allot Aggregate Grade Points (e.g. CGPA/OGPA/CPI, etc.). In case the University/Institute defines criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, the same will be accepted. However, where the University/ Institute does not define criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, or not stating class in the degree certificates, the undefined parameter(s) will be worked out as under:

Equivalent GPA/OGPA/CPI or similar terminologies allotted on a 10 point scale	Aggregate Percentage of Marks
6.75	60%
6.25	55%
5.75	50%

- (ii) Candidates are advised to satisfy themselves before they apply and that they fulfil all requirements and if found ineligible, their candidature will be cancelled at any stage of recruitment. Appearing in the WE and/or Interview will not automatically confer any right of being selected for the said post/grade.
- (iii) Candidates should inform their present employer in writing that they are applying for the said post.
- (iv) Any false information submitted by an applicant shall be viewed seriously and shall also be liable to be prosecuted.
- (v) Incomplete applications will not be considered.

8. Special instructions for SC/OBC/Ex-Servicemen candidates

- 8.1 Caste certificate submitted by candidate seeking reservation as SC/OBC in the prescribed proforma from the Competent Authority should clearly indicate the candidate's caste, the Act/Order under which the caste is recognised as SC/OBC and the village/town the candidate is originally a resident of.
- 8.2 Caste certificate, in original, from the competent authorities of the state/union territory from which the caste certificate was issued along with self-attested photostat copy is to be submitted at the time of Interview. The OBC certificate containing the non-creamy layer clause should have been issued on or after 1-04-2017.
- 8.3 Please refer to the Employment Section of IRDAI website www.irdai.gov.in for the prescribed formats of SC, OBC and Ex-servicemen certificates to be submitted at the time of Interview, etc. Candidates belonging to these categories are required to produce the certificates strictly in these formats.
- 8.4 Reservation rules applicable as on the date of finalisation of results would be applied to the selection process.

9. List of documents to be produced at the time of Interview

The following original documents of which attested photocopies are submitted with the application have to be produced at the time of interview:

- i. Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authorities or SSLC/ Std. X Certificate with DOB mentioned therein)
- ii. Original and photocopy of Photo Identify Proof viz. PAN/Aadhar, etc.
- iii. Caste Certificate, where applicable, issued by the Competent Authority in the prescribed format
- iv. Experience Certificate/s
- v. Candidates belonging to Ex-servicemen category should submit the original certificate issued by Competent Authority in the prescribed format
- vi. Any other relevant document in support of eligibility

10. General Rules / Instructions

- 10.1 Medical Examination: Candidates selected for appointment will have to undergo a Pre-Recruitment Medical Examination and only, if found medically fit, will be offered appointment.
- 10.2 Relief letter/Discharge letter: Candidates selected for appointment have to get relieved properly and unconditionally from their present employer and submit a relief letter / discharge letter thereof.
- 10.3 IRDAI will not take over any liability/liabilities relating to present employment including the amount paid in discharge of service bond the candidate may have executed at the time of joining such employment. The terminal benefits, if any, accrued to the candidate from present employment are not transferable to the IRDAI.
- 10.4 Candidates called for WE and/or Interview will be reimbursed to and from II AC train fare or economy Airfare from their place of work/residence to the venue of WE and/or Interview on submission of tickets/boarding pass through NEFT.
- 10.5 In all matters regarding eligibility, conduct of WE, interview, assessment, prescribing minimum qualifying standards in WE and Interview in relation to number of vacancies and communication of result, IRDAI's decision shall be final and binding on the candidates and no correspondence or personal enquiries shall be entertained in this regard.
- 10.6 The applicant should not have been, at any time, convicted by a court in India for any offence involving moral turpitude. No proceedings in respect of an offence alleged to have been committed by the applicant can be pending before a criminal court in India. A warrant or summons for the appearance, or a warrant for the arrest, of the applicant should not have been issued by a court under any law for the time being in force or that an order prohibiting the departure from India of the applicant should not have been issued by any such court.
- 10.7 Any incorrect/false information provided by the candidate will lead to disqualification from the selection process.
- 10.8 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.
- 10.9 Canvassing in any form with regard to the recruitment/selection will be a disqualification.

10.10 IRDAI reserves the right to cancel the recruitment at any stage of the process without assigning any reason thereof.

10.11 **Corrigendum:** Please note that Corrigendum, if any, issued on the above advertisement, will be published only on the IRDAI's website.

(Hindi version of this advertisement is available on Hindi website of IRDAI)

Hyderabad
16.02.2018

Executive Director (Gen)