



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

3<sup>rd</sup> floor, ParishramBhavan, Basheerbagh, Hyderabad 500 004  
www.irdai.gov.in

Ref: HR/Recruitment/Aug 2017

14-08-2017

(LAST DATE FOR SUBMISSION OF ON-LINE APPLICATION: 5-9-2017)

**Recruitment Notification for the post of Assistant Manager 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 for filling up the post of Assistant Manager through open competition on all India basis for its various offices. Selection will be through a country-wide competitive Phase - I "On-line Preliminary Examination" followed by Phase – II "Descriptive Examination" at select centres and Interview. Category-wise number of vacancies is as under:

Name of the Post	Unreserved, i.e. General (UR/GEN)	Other Backward Classes (OBC)	Scheduled Castes (SC)	Scheduled Tribes (ST)	Total
Assistant Manager	16	7	4	3*	30 # @

**Notes:**

- a) \* Includes one backlog vacancy.
- b) # includes one vacancy for PWD-HI, i.e. person with Hearing Impairment under Persons with Disabilities category. Persons with disability may belong to any category – UR/GEN/OBC/SC/ST.
- c) @ Four (4) posts for Actuarial, four (4) posts for Accounts and two (2) posts for Legal specialisations are earmarked to be filled up by candidates with professional qualifications as detailed later with horizontal reservation, i.e., these posts shall be filled across all categories. After selection, they may be posted in the specialized departments and/or also in other departments/Offices in IRDAI. Depending on

requirements, IRDAI reserves the right to vary the number of vacancies between the specializations and within total vacancies notified above.

3. Candidates belonging to OBC category but coming in the 'Creamy Layer' are not entitled to OBC reservation. Such candidates should indicate their category as 'General (GEN)'.
4. Reservation for Persons with Disability (PWD) is horizontal and within the overall vacancies for the post.
5. Within the overall notified total vacancies, candidates with Hearing Impairment (HI) only are eligible for the PWD vacant post and will be considered for selection, subject to the candidate fulfilling suitability in all respects and no other category of candidates belonging to Persons with Disability will be considered for selection under PWD category.
6. Applications will be accepted only "On-line" through IRDAI website. No other mode for submission of application is available.
7. The tentative schedule of recruitment is given below:

Description	Schedule
Website Link Open for on-line registration of applications	15.8.2017
Last date for on-line application and payment of examination fee/intimation charges	5.9.2017
Conduct of Phase - I On-line Preliminary Examination (Objective type)	4.10.2017

The details of shortlisted candidates for Phase – II Descriptive Examination will be published on IRDAI website. The date of conduct of Phase – II Descriptive Examination at select centres will be communicated later.

8. Candidates may click on the link mentioned below for filling in the "On-line" application form for **"Recruitment for the post of Assistant Manager"**.
9. **Application form:** Before applying, candidates should ensure that they fulfil all eligibility criteria for the post. Candidates should apply on-line through IRDAI's website [www.irdai.gov.in](http://www.irdai.gov.in) only.

**Helpline: In case of any problem experienced in filling up the on-line application form, payment of fee/intimation charges, queries may be made at <http://cgrs.ibps.in/> Do not forget to mention 'IRDAI – Recruitment of Assistant Manager (2017)' in the subject of the email.**

## 10. Definition of Persons with Disabilities (PWD)

**10.1.** Under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, only such persons would be eligible for reservation who suffer from not less than 40% of relevant disability and are certified by a Medical Board duly constituted by the Central/State Govt. Candidates claiming such benefits should produce the disability certificate, in original (issued by the Competent Authority in the prescribed format available under the Employment tab of our website [www.irdai.gov.in](http://www.irdai.gov.in) in support of their claim at the time of Interview/at any stage of the process, if asked. The certificate should be valid and dated on or before the last date of registration of application. Failure to submit such certificate or certificate not in the prescribed format or not qualifying the standards will disqualify the candidate from further selection process.

### 10.2. Note for PWD candidates with Hearing Impairment

The deaf are those persons in whom the sense of hearing is non-functional for ordinary purposes of life, i.e. total loss of hearing in both ears. They do not hear, understand sounds at all even with amplified speech. Hearing impairment means loss of sixty decibels or more in the better ear in the conversational range of frequencies.

**10.3** PWD candidates should possess a latest certificate to this effect issued by an authorised Government of India / State Government Department/ Hospital.

## 11. Eligibility criteria

**11.1 Age Limit (as on 5.9.2017):** Not below 21 years and not above 30 years as on 5.9.2017, i.e., candidates should have been born not earlier than 6.9.1987 and not later than 5.9.1996 (both days inclusive)

**11.1.1. Relaxation in the Upper Age Limit:** Upper age limit for the post of Assistant Manager will be relaxed as under:

Sr. No	Category	Relaxation in Age
(i)	Scheduled Caste / Scheduled Tribe (SC/ST)	5 years
(ii)	Other Backward Classes (OBC)	3 years
(iii)	Persons with Disabilities (PWD)	PWD (SC/ST) – 15 years PWD (OBC) – 13 years PWD (GEN/UR) – 10 years
(iv)	Ex-serviceman and Commissioned Officers including Emergency Commissioned Officers and Short Service	5 years

	Commissioned Officers who have rendered at least five years Military Service as on 5th September, 2017 and have been released on completion of assignment (including those whose assignment is due to be completed within one year from 5th September, 2017) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to Military Service or on invalidment.	
(v)	Ordinarily domiciled in the State of Jammu and Kashmir during the period from 1.1.1980 to 31.12.1989	5 years
(vi)	Employees of IRDAI	To the extent of number of years of such service in IRDAI, subject to a maximum of three years.

Cumulative age relaxation will not be available either under the above categories or in combination with any other category.

**11.2. Educational Qualifications:** Candidates should possess any of the following qualifications, at the minimum.

Sl. No.	Specialization	Number of posts	Qualification/s required
1	Actuarial	4	1. Graduation from a recognized University with minimum 60% marks, and 2. Pass in Nine (9) Papers of the Institute of Actuaries of India (IAI) Examination.
2	Accounts	4	1. Graduation from a recognized University with minimum 60% marks, and 2. ACA/AICWA/ACMA/ACS/CFA
3	Legal	2	1. Graduation from a recognized University with minimum 60% marks, and 2. LL.B with 60% marks
4	General	20	Graduation from a recognized University with minimum 60% marks

**Notes:**

- (1) The candidate must hold a degree of any of 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) Candidates may opt for either of Actuarial or Accounts or Legal as per the respective specialisation and/or General stream in the Application form. Selection will be on the basis of option exercised and performance as per cut-off marks in the respective specializations.
- (3) Candidates competing for the posts mentioned above should possess knowledge of computer operations.
- (4) In case of candidates belonging to SC/ST categories, relaxation in educational standards to the extent of 5% marks is allowed at Bachelor's Degree.
- (5) 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:

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

- (6) Aggregate Grade Point or percentage of marks where awarded would mean aggregate over the entire duration of the course.
- (7) Where the Aggregate Grade Point (CGPA/OGPA/CPI, etc.) is awarded out of a number other than 10, it will be normalized out of 10 and computed as per item (4) above.
- (8) For IRDAI employees, except age relaxation as mentioned below, there will be no other relaxation in fee/intimation charges/qualification standards.
- (9) Eligibility under qualifications will be reckoned as on the last date of receipt of applications, i.e., 5.9.2017.

## **12. Selection process**

**12.1** The selection process shall be as follows:

- i) **Phase - I On-line Preliminary Examination** (Objective Type). This is a qualifying examination to be eligible for Phase - II Descriptive Examination. Through this,

candidates for Actuarial, Accounts and Legal specializations and General vacancies will be shortlisted separately for Phase – II Descriptive Examination as per standards to be decided separately by IRDAI (approximately 20 times the number of vacancies subject to availability). Marks secured in the Phase - I On-line Preliminary Examination will not count for interview or final selection.

ii) **Phase – II Descriptive Examination** comprising 3 Papers (Paper I, II and III) and

iii) **Phase - III Interview**

Candidates for Actuarial, Accounts, Legal specializations and General vacancies will be shortlisted for Phase – III Interview based on the aggregate marks obtained in Papers I, II and III of Phase - II Descriptive Examination only. The minimum cut-off marks for being shortlisted for Phase – III Interview will be decided separately for each specialization and General vacancies by IRDAI. Final selection will be based on the merit performance of the candidates under respective specialization in Phase - II Descriptive Examination and Phase – III Interview taken together.

**12.2 The Phase - I On-line Preliminary Examination** (Objective Type) will be for 160 marks with four Tests as under:

<b>Sr. No.</b>	<b>Name of Tests (Objective)</b>	<b>No of Questions</b>	<b>Maximum Marks</b>	<b>Total Time</b>
1	Test of Reasoning	40	40	Composite time of 90 minutes
2	Test of English Language	40	40	
3	Test of General Awareness	40	40	
4	Test of Quantitative Aptitude	40	40	
<b>Total</b>		<b>160</b>	<b>160</b>	

A candidate has to qualify in each Objective Test separately and in aggregate as per the cut-off marks for each test and in aggregate to be decided by IRDAI. Separate cut-offs may also be applied for each of the specializations and general posts. Tests will be provided in English and Hindi (except test of English Language which will be provided only in English).

**12.3** The scores of Phase – I On-line Preliminary Examination will be computed by adopting the following procedure:

- i. There will be negative marks for wrong answers in the Objective Tests. 1/4th mark will be deducted for each wrong answer.
- ii. Number of questions answered correctly by a candidate in each Objective Test is

considered for arriving at the Corrected Score after applying penalty for wrong answers.

- iii. The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the Objective Tests held in different sessions to arrive at the Equated Scores \*.

\* Scores obtained by candidates in any test are equated to the base form by considering the distribution of scores obtained in all examinations, if the examination is conducted in more than one session.

- iv. Test-wise scores and scores on total is computed with decimal points up to two digits.

**12.4** Candidates are required to appear for all three papers in Phase - II Descriptive Examination in one session. Separate Admission letter will be issued for the purpose. The time-table for Phase - II Descriptive Examination will be intimated to the candidates concerned along with Admission Letter for Phase - II. The Phase – II Descriptive Examination will consist of three papers as under:

<b>Name of Paper</b>	<b>Type of Paper</b>	<b>Marks</b>	<b>Time (Minutes)</b>
<b>Paper-I:</b> English	Descriptive (question papers displayed on computer and to be written using pen and paper)	100	60
<b>Paper-II:</b> Economic and Social Issues impacting Insurance		100	60
<b>Paper-III:</b> Insurance and Management		100	60

### **Syllabus for Phase - II Descriptive Examination**

#### **(i) Paper I – English**

- a) Essay;
- b) Precis writing;
- c) Comprehension and Business/Office Correspondence.

#### **(ii) Paper II – Economic and Social Issues impacting Insurance**

- a) Economic Growth, business cycles and Insurance penetration, impact of age structure on economy, application of utility theory to Insurance premium setting, macroeconomic factors including catastrophes and pandemics that may impact insurers and insurance markets;
- b) Financial markets, Financial Institutions and financial services integration and risks arising from interconnectedness; systemic risk and concentration risk;

- c) Economic capital and risk based capital requirements, economic impact of risk transfer arrangements including reinsurance, contribution of Insurance sector to sustainable and responsible development of economy, Insurance Investments in Infrastructure sector
- d) Economic reforms in India leading to Insurance sector reforms, Insurance regulation - financial and market conduct regulations, functions of IRDAI, role of an Actuary, de-tariffing in India, motor business and Indian experience, changing Insurance Regulations/Laws and FSLRC.
- e) Social structure in India, Insurance in rural and social sectors and obligations of Insurers thereto, Indian Micro-Insurance experience, Social security laws and implementation thereof. RSBY - Health insurance scheme for Below Poverty Line (BPL) families.

### **(iii) Paper III - Insurance and Management**

#### **Part 1 - Insurance**

- a) History of Indian Insurance, principles of Insurance;
- b) Risk and uncertainty, pooling and diversification of risk, Indemnity and Insurable interest;
- c) Legal foundations of Insurance, basics in Group/Health Insurance/Pensions; Intermediation: role in mobilising savings, evolution of various types and Bancassurance in India;
- d) Functions performed by Insurers: Product design, pricing, distribution, underwriting, claims, Investment and Reinsurance;
- e) Insurance lines and products : Property-Liability, Life Insurance and Annuities and Health Insurance; Liability risks and Insurance, valuation and Solvency requirements, Specialist Insurance lines in India - Agricultural and Export Credit Guarantee; Reinsurance, GIC of India, obligator sessions and retention of risk within the Country.

#### **Part 2 - Management**

- a) Its nature and scope;
- b) Management Processes - Planning, Organisation, Staffing, Directing and Controlling; role of a Manager in an Organisation;
- c) Leadership: The tasks of a leader; leadership styles; leadership theories; A successful leader versus an effective leader;



- d) Human Resource Development- Concept of HRD; Goals of HRD; Career Planning – Training and Development;
- e) Performance Appraisal - Potential appraisal and development - feedback and performance counselling - rewards - employee welfare;
- f) Motivation, Morale and Incentives: Theories of Motivation; How Managers Motivate; Concept of Morale; Factors determining morale; Role of Incentives in Building up Morale;
- g) Communication: Steps in the Communication Process; Communication Channels; Oral versus Written Communication; Verbal versus non-verbal Communication; upward, downward and lateral communication; Barriers to Communication;
- h) Role of Information Technology;
- i) Corporate Governance: Factors affecting Corporate Governance; Mechanisms of Corporate Governance.

**12.5** The above syllabus is only indicative and not exhaustive. Keeping in view that candidates from different areas of study apply for the posts, the questions in Papers I and II will be of foundation standard.

### **13. Phase - III Interview**

**13.1** Candidates who have been shortlisted in Phase - II Descriptive Examination will subsequently be called for an Interview. At this stage, in respect of 10 posts proposed to be filled up by the candidates with professional qualifications, the availability of suitable candidates with horizontal (inter-locking) reservation for each such earmarked specialization will be examined for decision by the Competent Authority. Exact venue, its address, time and date of interview will be notified later on IRDAI's website and the shortlisted candidates for Interview shall download their call letters from IRDAI website as per schedule to be announced.

**13.2** Only such number of candidates will be called for interview who stand sufficiently high in order of merit in the aggregate marks of the Phase - II Descriptive Examination, such merit being decided by IRDAI in relation to the number of vacancies to be filled in, under each specialization and General. If there are no candidates under any of the specializations or if no candidates get eligibility under any of the specializations, such vacancies will be considered as General vacancies.

**13.3** Candidates belonging to Scheduled Castes or Scheduled Tribes or Other Backward Classes or Persons with Disabilities may, to the extent the number of vacancies reserved for each

category 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 the fitness of these candidates for selection to the post/service irrespective of their ranks in the order of merit at the examination and/or interview.

- 13.4** Please note that any request regarding change in date, time, venue and centre of Interview will not be entertained. However, IRDAI reserves the right to change the date / time / venue / centre, etc. of Interview or hold supplementary process for particular date / session / venue / centre / set of candidates at its discretion.
- 13.5** Final selection will be on the basis of candidate's performance in Phase - II Descriptive Examination and Interview (combined score) taken together in order of merit.
- 13.6** The weightage of Descriptive Examination and Interview will be 85:15. The combined final score of candidates shall be arrived at on the basis of scores obtained by the candidates in the Descriptive Examination and Interview under each specialization.

#### **14. Identity Verification**

- 14.1** The candidates must bring one photo identity proof such as passport/Aadhar/E-Aadhar/PAN Card/Driving Licence/Voter's Card/Bank Passbook with duly attested Photograph/Identity Card issued by School or college/Gazetted Officer in the official letterhead in original as well as a self-attested Photocopy thereof. The photocopy of Identity proof should be submitted along with Admission/call letter to the invigilators in the examination hall, failing which or if identity of candidates is in doubt the candidate will not be permitted to appear for the examination.

Note: Ration Card will not be accepted as valid ID proof for this process.

- 14.2** Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates, who have changed first/last/middle name post marriage, must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof, the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification/their original marriage certificate/affidavit in original.

#### **15. Examination Centres**

- 15.1** The Phase – I On-line Preliminary Examination will be conducted in the venues at the examination centres given in the respective call letters. The Phase – I On-line Preliminary

Examination will be conducted at the following centres:

<b>Sl. No</b>	<b>State / Union Territory</b>	<b>Name of the examination centre (City)</b>
1	Andhra Pradesh	Vijayawada
2	Assam	Guwahati
3	Arunachal Pradesh	
4	Mizoram	
5	Manipur	
6	Meghalaya	
7	Nagaland	
8	Tripura	
9	Bihar	Patna
10	Chattisgarh	Raipur
11	Delhi	New Delhi - NCR
12	Gujarat	Ahmedabad - Gandhinagar
13	Goa	Panaji
14	Haryana	Ambala / Kurukshetra / Hisar / Karnal
15	Himachal Pradesh	Shimla / Solan
16	Jammu & Kashmir	Srinagar / Samba / Jammu
17	Jharkhand	Ranchi
18	Karnataka	Bengaluru
19	Kerala	Thiruvananthapuram
20	Madhya Pradesh	Bhopal
21	Maharashtra	Mumbai / Navi Mumbai / Thane
22	Odisha	Bhubaneswar
23	Punjab	Mohali / Jalandhar / Sangrur
24	Rajasthan	Jaipur / Sikar / Alwar / Kota
25	Sikkim	Gangtok - Bardang
26	Tamilnadu	Chennai
27	Telangana	Hyderabad
28	Uttar Pradesh	Lucknow
29	Uttarakhand	Dehradun

30	West Bengal	Kolkatta
31	Andaman & Nicobar Islands	Port Blair
32	Chandigarh	Chandigarh - Mohali
33	Dadra, Nagar Haveli, Daman & Diu	Vapi / Valsad
34	Lakshadweep Islands	Kawaratti
35	Puducherry	Puducherry

**15.2** Candidates have an option to choose the centre for Phase – I On-line Preliminary Examination; however, choice of centre once exercised by the candidate will be final. No request for change of Centre for Examination shall be entertained.

**15.3** IRDAI, however, reserves the right to cancel any of the Examination Centres and/or add some other Centres, at its discretion, depending upon response, administrative feasibility, etc.

**15.4** As far as possible, candidates will be allotted to a centre of his/her choice. However, IRDAI also reserves the right to allot the candidate to any centre other than the one he/she has opted for. If sufficient number of candidates does not opt for a particular centre for Phase – I “On-line Preliminary Examination”, IRDAI has the right to allot those candidates to any other adjunct centre OR if the number of candidates is more than the capacity available for Phase – I On-line Preliminary Examination at a centre, IRDAI reserves the right to allot any other centre to the candidate.

**15.5** The Phase - II Descriptive Examination will be held at the following Centres:

Name of the Centre			
Hyderabad	Kolkata	Mumbai	New Delhi

**15.6** Separate Admission Letters will be issued for each phase.

**15.7** Candidates can select only one centre for Phase - I On-line Preliminary Examination and must indicate the choice of centre in the application. Choice of centre by a candidate for Phase - I On-line Preliminary Examination and allocated centre for Phase – II Descriptive Examination can be different.

**15.8** Candidate will have to appear for the examination at an Examination Centre for Phase – I and at his / her own cost and risks and IRDAI will not be responsible for any injury, losses, etc. of any nature.

## **16. Service Conditions / Career Prospects**

**16.1 Pay scale:** Selected candidates will draw a starting basic pay of Rs.28,150/- per month in the scale of Rs.28150-1550(4)-34350-1750(7)-46600-EB-1750(4)-53600-2000(1)-55600 (17 years) and other allowances, like Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Grade Allowance, etc., as admissible from time to time. The candidates employed elsewhere and joining IRDAI will be fixed at the minimum of basic pay in the scale of pay applicable to the post. At present, initial monthly gross emoluments for Assistant Manager is approximately Rs.81,000/-. The following qualification allowances, in addition to the above, are applicable to candidates selected for posts with professional qualifications.

Qualification	Completion level	Qualification allowance per month
Actuarial	Nine papers of the Institute of Actuaries of India	Rs.15,000/-
Accounts	ACA/AICWA/ACS	Rs. 3,500/-

**16.2 Perquisites:** Reimbursement of expenses is allowed for telephone expenses, brief case, book grant, allowance for furnishing of residence, medical expenses including annual health checkup, Group medical insurance, etc. as per eligibility. Leave Travel Concession (once in two years for self, spouse and eligible dependents) and loans and advances at concessional rates of interest for Housing, Car, Education, Consumer Articles, etc. are also allowed as per eligibility conditions. Selected candidates will be governed by the defined contribution New Pension Scheme (NPS).

**16.3 Seniority:** Candidates selected from for all specializations will be placed in the Common Seniority and the seniority among these Officers will be fixed according to the ranking obtained by selected candidates.

**16.4** On selection, the candidates will be placed on probation for a period of one year subject to any extension of such probation; the total period of probation shall be a maximum of two years from the date of joining the service.

**16.5** There are reasonable prospects for promotion to higher grades.

**16.6** The posting of the selected candidates can be in any of the Offices of IRDAI and they are liable to be transferred from one Department/Office to another during any time in their career.

## **17. Pre-Examination Training (Non-residential)**

Candidates who belong to SC/ST/OBC/PWD categories and wish to avail the benefit of pre-examination training for Phase - I On-line Preliminary Examination (Objective Type) and Phase – II Descriptive Examination may register their names and other details with IRDAI by making an

application as given in Annexure to this Notification to the Executive Director (Gen), IRDAI, 3<sup>rd</sup> floor, Parishram Bhavan, Basheer Bagh, Hyderabad-500004. The pre-examination training will be held at Hyderabad and/or New Delhi depending upon the number of candidates seeking pre-examination training. The candidates are required to refer to 'Employment' tab of our website [www.irdai.gov.in](http://www.irdai.gov.in) for details of the training sessions. The notification on the training will be displayed on the website under Employment tab and candidates will be intimated through letter / email about the dates and venue of the training. Such candidates will have to attend the training at their own cost on the specified dates.

## 18. How to apply

- a. Candidates can apply on-line only from 15.8.2017 to 5.9.2017 and no other mode of application will be accepted.
- b. Persons already in Government Service, whether in a permanent or temporary capacity or as work charged employees other than casual or daily rated employees or those serving under the Public Enterprises are however, required to submit an undertaking in the On-line application that they have informed in writing to their Head of Office/Department that they have applied for the Examination. Candidates should note that in case a communication is received from their employer by IRDAI withholding permission to the candidates applying for/appearing at the examination, their application will be liable to be rejected/candidature will be liable to be cancelled.

### 18.1 Pre-requisites for Applying On-line

Before applying on-line, candidates should —

- (a) scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given in this notification.
- (b) have a valid personal email ID, which should be kept active till declaration of results. IRDAI may send communications/call letters for the Examination, etc. through the registered e-mail ID. Under no circumstances, a candidate should share/mention email ID with/to any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line and must maintain that email account.

**18.2 Application Fee / Intimation charges (Non-refundable): Payable from 15.8.2017 to 5.9.2017, both dates inclusive, shall be as follows:**

Category	Fee	Remarks
SC/ST/PWD/Ex-servicemen	Rs. 100/-	Intimation charges
Other than SC/ST/PWD/Ex-	Rs.650/-	Examination fee and

servicemen		Intimation charges
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- i. Bank transaction charges for On-line payment of application fees / intimation charges will have to be borne by the candidate.
- ii. Applications without the prescribed fee / intimation charges shall be summarily rejected.
- iii. Fee once paid shall not be refunded under any circumstances nor the fee be held in reserve for any other examination or selection.
- iv. Fee / intimation charges are required to be paid only in the manner prescribed in this advertisement.

### 18.3 Procedure for applying on-line

- (a) Candidates are first required to go to IRDAI website [www.irdai.gov.in](http://www.irdai.gov.in) and click on 'Employment' tab and then click on the option "Recruitment for the post of Assistant Manager" to open the On-Line Application Form.
- (b) Candidates will have to click on "Click here for New Registration" link to register their application by entering their basic information in the on-line application form. After that, a provisional registration number and password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An email indicating the Provisional Registration Number and Password will also be sent to the registered email. They can reopen the saved data using Provisional Registration Number and Password and edit the particulars, if needed. Basic information once saved cannot be edited.
- (c) In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the on-line application, candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the on-line application form and modify the same, if required.
- (d) Candidates should fill in the details in the on-line application at the appropriate places very carefully and click on the "FINAL SUBMIT" button at the end of the on-line application format. Before pressing the "FINAL SUBMIT" button, candidates are strongly advised to carefully check every field filled in the application. **No change is permitted after clicking on FINAL SUBMIT Button.**
- (e) The name of the candidate or his/her father/husband, etc. should be spelt correctly in the application as it appears in the certificates/mark sheets/photo identity proof. Any change/alteration found may disqualify the candidature.
- (f) Validate your details and save your application by clicking the 'Validate your details' and "SAVE AND NEXT" button.

- (g) Candidates can proceed to upload Photo and Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature at para 18.5 below.
- (h) Candidates can proceed to fill other details of the Application Form.
- (i) Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
- (j) Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled in by you are correct.
- (k) Click on 'Payment' Tab and proceed for payment of fee/intimation charges.
- (l) Click on 'Submit' button.
- (m) Registration at this stage is provisional.

#### **18.4 Payment of fees/intimation charges**

Candidates have to make the payment of requisite fee/intimation charges through the ON-LINE mode only:

- (a) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- (b) The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
- (c) After submitting your payment information in the on-line application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE.
- (d) On successful completion of the transaction, an e-Receipt will be generated.
- (e) Non-generation of 'e-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
- (f) Candidates are required to take a printout of the e-Receipt and on-line Application Form. Please note that if the same cannot be generated, on-line transaction may not have been successful.
- (g) For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- (h) To ensure the security of your data, please close the browser window once your transaction is completed.
- (i) There is facility to print application form containing details of fee/intimation charges after payment.



- (j) Bank/Card transaction charges levied by the payment Gateways should be borne by the candidates.

## **18.5 Guidelines for Photograph and Signature Scan and Upload**

### **(i) PHOTOGRAPH IMAGE**

- (a) Photograph must be a recent passport size colour picture.
- (b) The picture should be in colour, against a light-coloured, preferably white, background.
- (c) Look straight at the camera with a relaxed face.
- (d) If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- (e) If you have to use flash, ensure there's no "red-eye".
- (f) If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- (g) Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- (h) Dimensions 200 x 230 pixels (preferred).
- (i) Size of file should be between 20KB - 50KB.
- (j) Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.
- (k) In case the face in the photograph or signature is unclear, the application may be rejected. Candidate may edit the application and re-upload the photograph/ signature in such a case.

### **(ii) SIGNATURE IMAGE**

- (a) The applicant has to sign on white paper with ball point (black ink) pen.
- (b) The signature must be signed only by the applicant and not by any other person.
- (c) The Applicant's signature obtained on the call letter and attendance sheet at the time of the examination should match the uploaded signature. In case of mismatch, the candidate may be disqualified.
- (d) Dimensions 140 x 60 pixels (preferred).
- (e) Size of file should be between 10KB - 20KB.
- (f) Ensure that the size of the scanned image is not more than 20KB.

### **(iii) SCANNING THE PHOTOGRAPH and SIGNATURE**

- (a) Set the scanner resolution to a minimum of 200 DPI (dots per inch).

- (b) Set Color to True Color.
- (c) File Size as specified above.
- (d) Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- (e) The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon. Candidates using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50KKBand 20KB respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB (photograph) and 20KB (signature) by using crop and then resize option [Please see point (i) and (ii) above for the pixel size] in the 'Image' menu. Similar options are available in other photo editor also.
- (f) While filling in the On-line Application Form, the candidate will be provided with a link to upload his/her photograph and signature.If the file size and format are not as prescribed, an error message will be displayed.

**(iv) Procedure for Uploading the Photograph and Signature**

- (a) There will be two separate links for uploading Photograph and Signature.
- (b) Click on the respective link "Upload Photograph / Signature".
- (c) Browse and select the location where the Scanned Photo / Signature file has been saved.
- (d) Select the file by clicking on it.
- (e) Click the 'Upload' button.
- (f) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the examination.

**18.6 Other guidelines**

- (i) Candidate should indicate the percentage of marks obtained in Graduation/HSC/Equivalent (XII pass) examination calculated to the nearest two decimals in the on-line application. Where CGPA/OGPA are awarded, the same should be converted into percentage and indicated in on-line application. If called for Interview, the candidate will have to produce a certificate issued by the appropriate authority, inter alia, stating that the norms of the

University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.

- (ii) Calculation of percentage: The percentage of marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all semester(s)/year(s) by aggregate maximum marks irrespective of honours / optional / additional optional subject, if any. This will be applicable for those Universities also where Class / Grade is decided on the basis of Honours marks only. The fraction of percentage so arrived will be ignored, i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%. The candidates are advised to satisfy themselves before they apply and that they fulfil requirement as to age and qualifications and if found ineligible, their candidature will be cancelled at any stage of recruitment. **Appearing in the PHASE - I ON-LINE PRELIMINARY EXAMINATION, PHASE - II DESCRIPTIVE EXAMINATION AND PHASE - III INTERVIEW will not automatically confer any right of being selected for the said post.**
- (iii) If there is any change in the date of examination, it shall be notified in IRDAI's website. Candidates are advised to regularly keep in touch with the authorized website of IRDAI "www.irdai.gov.in" for details and updates.
- (iv) Candidates need not submit application printouts or any certificates or copies thereof at the time of on-line application. Their candidature will be considered on the strength of the information declared in the application. If at any stage, it is found that any information furnished in the on-line application is false / incorrect or if according to IRDAI, the candidate does not satisfy the eligibility criteria, his / her candidature / appointment is liable to be cancelled / terminated.
- (v) Please note that all the particulars mentioned in the on-line application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination, etc. will be considered as final and no modifications will be allowed after submission of the on-line application form. Hence, candidates are advised to fill in the on-line application form with utmost care as no correspondence regarding change of details will be entertained. IRDAI will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.
- (vi) An on-line application which is incomplete in any respect such as without photograph and signature uploaded in the on-line application form will not be considered as valid.
- (vii) Candidates are advised in their own interest to apply on-line much before the last date for submission of application and not to wait till the last date to avoid the possibility of

disconnection/inability/failure to log on the IRDAI's website on account of heavy load on internet/website jam.

- (viii) IRDAI does not assume any responsibility if the candidates are not able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of IRDAI.
- (ix) Candidates are advised to not to apply more than once for same specialisation. In case more than one application has been made for same specialisation, only latest registration will be retained and fee / intimation charges against all other applications will be forfeited.
- (x) Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.
- (xi) Any information submitted by an applicant in his / her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him / her are found to be false at a later stage.
- (xii) 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 other reason beyond the control of IRDAI.

## **19. Special instructions for SC/ST/OBC/PWD/Ex-Servicemen candidates**

**19.1** Caste certificate submitted by candidate seeking reservation as SC/ST/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/ST/OBC and the village/town the candidate is originally a resident of.

**19.2** Caste Certificate in respect of SC/ST/OBC candidates is to be obtained from the following Authorities:

**19.2.1** District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Deputy Collector/First Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (Not below the rank of First Class Stipendiary Magistrate).

**19.2.2** Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate/Revenue Officer not below the rank of Tehsildar.

**19.2.3** Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

**19.2.4** In so far as the Scheduled Tribes community of Tamil Nadu is concerned, the Certificate given by the Revenue Divisional Officer instead of Tehsildar will only be accepted.

**Note:** Caste certificate in original, from the appropriate 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.

- 19.3** A declaration is required to be submitted in the prescribed format by candidate seeking reservation as OBC, that he/she does not belong to the creamy layer as on the date of interview. The OBC certificate containing the non-creamy layer clause should have been issued on or after 1-04-2017. Such candidates are required to submit a certificate regarding his/her OBC Status and Non-Creamy Layer Status issued by an authority mentioned and formats prescribed in DOP&T OM No. 36036/2/2013 – Estt.(Res.) dated 30-05-2014 and 36033/1/2013-Estt.(Res.) dated 27-05-2013.
- 19.4** Please refer to the Employment Section of our website [www.irdai.gov.in](http://www.irdai.gov.in) for the prescribed formats of (SC, ST, OBC, PWD 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.
- 19.5** Reservation rules applicable as at the date of finalisation of results would be applied to the selection process.

## **20. List of Documents to be produced at the time of Interview (as applicable)**

The following documents, in original and self-attested photocopies, in support of the candidate's eligibility and identity are to be invariably submitted at the time of Interview, failing which the candidate may not be permitted to appear for Interview. Non-submission of requisite documents by the candidate at the time of Interview will debar his/her candidature from further participation in the recruitment process.

- 20.1** Printout of the valid Interview Call Letter.
- 20.2** Valid system generated printout of the on-line application form registered for the on-line examination.
- 20.3** Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authorities or SSLC / Std. X Certificate with DOB mentioned therein).
- 20.4** Original and photocopy of Photo Identify Proof as indicated in IDENTITY VERIFICATION of the advertisement.
- 20.5** Caste Certificate issued by the Competent Authority in the prescribed format as stipulated by Government of India in the case of SC / ST / OBC category candidates.
- 20.6** In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits

of reservation for Other Backward Classes in civil posts and services under Government of India. OBC caste certificate containing the non-creamy layer clause should be valid as on the last date of on-line registration. Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.

**20.7** Candidates belonging to OBC category but coming under creamy layer and/or if their caste does not find a place in the Central List are not entitled to OBC reservation. They should indicate their category as General in the on-line application form.

**20.8** Latest disability certificate in the prescribed format issued by an authorised Government of India / State Government Department / Hospital in case of PWD candidates.

**20.9** Candidates serving in Government / Quasi Govt. offices / Public Sector Undertakings (including Nationalized Banks, Insurance Companies and Financial Institutions) are required to produce a No Objection Certificate from their employer at the time of Interview, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid.

**20.10** Any other relevant document in support of eligibility.

**Note:** Candidates will not be allowed to appear for the Interview if he/she fails to produce the relevant eligibility documents as mentioned above.

## **21. List of additional documents to be produced by the short-listed candidates (as applicable)**

**21.1. Pre-Recruitment Medical Examination:** Shortlisted candidates will have to undergo a Pre-Recruitment Medical Examination and only, if found medically fit, will be offered appointment.

**21.2. Relief letter/Discharge letter:** In case of shortlisted candidate being already employed, such candidate has to get relieved properly and unconditionally from the present employer and submit a relief letter / discharge letter thereof.

**(Note:** IRDAI will not take over any of 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).

## **22. General Rules / Instructions**

**22.1** Candidates need not submit / send at any address, application printouts or any certificates or copies thereof at the time of on-line application. Their candidature will be considered on the strength of the information declared in the application. If at any stage, it is found that any

information furnished in the on-line application is false / incorrect or if according to IRDAI, the candidate does not satisfy the eligibility criteria, his / her candidature / appointment is liable to be cancelled / terminated.

**22.2** All educational qualifications should have been obtained from recognised universities / institutions in India or abroad. If grades are awarded instead of marks, candidates should clearly indicate its numerical equivalent.

**22.3** IRDAI shall not entertain requests from the candidates seeking advice about their eligibility to apply.

**22.4 Download of Call letter:** Candidates will have to visit the IRDAI website for downloading call letters for on-line test/s from a date to be announced on our website [www.irdai.gov.in](http://www.irdai.gov.in). Intimation for downloading call letter will also be sent through email. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate should affix recent recognizable photograph on the downloaded call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter and (ii) Photo Identity Proof as stipulated and also specified in the letter and photocopy of the same Photo Identity Proof as brought in original.

**22.5 CANDIDATES REPORTING LATE**, i.e. after the reporting time specified in the call letter for Examination will not be permitted to take the examination. The reporting time mentioned in the call letter is prior to the start time of the test. Though the duration of the examination may be lesser, candidates may be required to be at the venue for longer duration including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions, etc.

**22.6** Documents relating to Age/Qualification/Category, etc. will have to be submitted at the time of Interview by the candidates called for Interview. Candidates seeking age relaxation are required to submit copies of necessary certificate(s) at the time of Interview.

**22.7** Candidates will have to appear for Phase - I Preliminary Examination at their own expenses. However, candidates called for Phase – II Descriptive Examination and Interview, will be reimbursed to and fro actual single II AC railway fare (other than travel by Rajdhani/Shatabdhi trains). The actual single II AC railway fare will be reckoned by the shortest route from the place of their residence/place of work to the centre of Phase – II Examination and place of Interview.

**22.8** Before appointment in IRDAI, a proper discharge certificate from the employer will have to

be produced.

**22.9** Candidates are advised to use the same photograph for all purposes right from registering the on-line application till completion of the recruitment process.

**22.10** Candidates are advised in their own interest that they should not furnish any particulars, which are false, tampered with or fabricated and should not suppress any material information while submitting on-line application.

**22.11** At the time of Examination and Interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

- a. Using unfair means during examination, or
- b. Impersonating or procuring impersonation by any person, or
- c. Submitting fabricated documents or documents which have been tampered with, or
- d. Misbehaving in the Examination/Interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose, or
- e. Resorting to any irregular or improper means in connection with his / her candidature, or
- f. Obtaining support for his / her candidature by offering illegal gratification to, or applying pressure on, or blackmailing, threatening to blackmail any person connected with the conduct of examination
- g. Being in possession of or using mobile phone, pager or similar electronic equipment or devices or any other equipment capable of being used as a communication device in the examination / Interview hall.

Such a candidate may, in addition to rendering himself / herself liable to criminal prosecution, be liable:

- i. to be disqualified from the examination/Interview for which he / she is a candidate,
- ii. to be debarred permanently from any examination/selection conducted by IRDAI in future,
- iii. for termination of service, if he/ she has already joined IRDAI,
- iv. for filing FIR with the appropriate police authorities.

**Note:** If such instances go undetected during the current selection process but are detected subsequently, such liability including criminal prosecution, as mentioned above, will take place with retrospective effect.

**22.12** The responses (answers) of individual candidates with those of other candidates would be analysed to detect patterns of similarity of right and wrong answers. If in the analytical



procedure adopted in this regard, it is inferred / concluded that the responses have been shared and scores obtained are not genuine / valid, IRDAI reserves its right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

- 22.13** In all correspondence with IRDAI, Registration Number received on submission of application and Roll No. indicated in 'Call Letter' must be quoted.
- 22.14** In all matters regarding eligibility, conduct of examinations, interview, assessment, prescribing minimum qualifying standards in Phase – I, Phase - II on-line examinations 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.
- 22.15** The possibility for occurrence of some problem in the administration of the examination/s cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of the candidates to other centre or delay in test or to conduct another session/examination, if considered necessary. Conduct of a re-examination is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be made ineligible to participate in further process. Decision of IRDAI in all matters relating to recruitment process is final and binding on the candidate. Candidate not willing to accept such change shall lose his/her candidature for this examination. No correspondence or personal enquiries shall be entertained by IRDAI in this behalf.
- 22.16** If the examination is held in more than one session, the scores across various sessions/examinations will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions/examinations. More than one session/examination are required, if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.
- 22.17** IRDAI does not furnish the mark-sheet to candidates. Marks obtained in Phase - I (On-line examination) will be made available on the website in an interactive mode for a specified period only, after shortlisting of candidates for Phase - II. However, the marks obtained in Phase - II Descriptive Examination and Interview will be made available on IRDAI's website in an interactive mode only after declaration of the final result for a specified period only.
- 22.18** 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.

- 22.19** Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any IRDAI recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.
- 22.20** Candidates are not permitted to use or have in possession of calculators in examination premises.
- 22.21** Use of MOBILE PHONES and other electronic devices BANNED:  
(a) Mobile phones, smart watches, pagers or any other electronic communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail disciplinary action including ban from future examinations. (b) Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers to the venue of the examination, as arrangement for safe-keeping cannot be assured. (c) Candidates are advised not to bring any valuable/costly items to the Examination Halls, as safe-keeping of the same cannot be assured and IRDAI will not be responsible for any loss in this regard.
- 22.22** The post is also open to the employees of IRDAI (staff candidates) who satisfy the eligibility criteria.
- 22.23** 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.
- 22.24** Candidate's admission to the examination / interview is strictly provisional. The mere fact that the call letter has been issued to the candidate does not imply that his/her candidature has been finally cleared by IRDAI.
- 22.25** Canvassing in any form with regard to the recruitment/selection will be a disqualification.

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

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

CANDIDATES ARE ADVISED TO VISIT THE 'EMPLOYMENT' TAB OF IRDAI WEBSITE [www.irdai.gov.in](http://www.irdai.gov.in) FOR DETAILED ADVERTISEMENT, TO APPLY ON-LINE AND FOR FURTHER UPDATES ON THE RECRUITMENT.

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

Hyderabad  
14.8.2017

Executive Director (Gen)

**Application for Pre-examination Training for candidates belonging to  
SC/ST/OBC/PWD categories**

The Executive Director (Gen)  
IRDAI, 3<sup>rd</sup> floor, Parisram Bhavan,  
Basheer bagh, Hyderabad- 500 004.

Date:

Dear Sir,

**Re: Recruitment of Assistant Managers - Pre-examination Training for candidates  
belonging to SC/ST/OBC/PWD categories**

1. I have applied for the post of Assistant Manager in IRDAI and my application registration no. is \_\_\_\_\_.
2. I am agreeable for the medium of training being in English.
3. Please register my name for pre-examination training at Hyderabad/New Delhi.
4. I enclose an attested copy of the CasteCertificate.
5. I note that I will have to make my own arrangements for stay and meet all my expenses during the period of training including travel.
6. I also note that undergoing the training will not confer on me any right to be called for the Examination (both Phase – I and Phase – II), Interview or for recruitment in IRDAI's service.

Yours faithfully,

(Signature)

**Name & Address:**

Email:

Mobile:

- Encl: 1. Attested copy of the CasteCertificate/PWD Certificate  
2. Copy of e-Receipt as proof for having applied for the examination

\*\* The application must reach the above addressee **latest by 11-09-2017**. Please superscribe "Application for pre-examination training for the post of Assistant Manager (2017)" on the envelope.