



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/Sept. 2017

27-09-2017

(LAST DATE FOR ON-LINE SUBMISSION OF APPLICATIONS: 20-10-2017 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 through on-line mode from eligible Indian citizens with experience of working with Insurers, etc. 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 for its various offices as per details of posts, number of vacancies, upper age limit, eligibility criteria, experience, etc. given in Table - 1 below:

Table - 1

S.No	Details (eligibility to be fulfilled as on the last date for submission of on-line applications, i.e 20.10.2017)		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 (excluding perks/qualification allowance) approx.		Rs. 1,10,132/-	Rs. 1,43,530/-	Rs. 1,89,152/-	Rs. 2,17,794/-	
2	SKILL STREAM	Actuarial	NO. OF VACANCIES	5		1	
		F & A / Investments		4	4	1	
		Life				1	1
		Non-Life		6		1	
		IT		2		2	
	Legal		1				
TOTAL NO. OF VACANCIES		12	10	5	2		
3	RESERVATION OF VACANCIES		GEN/UR - 10; OBC - 2	GEN/UR - 7; SC - 1; OBC - 2	GEN/UR - 4; OBC - 1	GEN/UR - 2	
4	AGE LIMIT	Maximum age not to exceed	45	50	55	55	
4a	AGE RELAXATION		Refer to Table - 2 given below				

S.No	Details (eligibility to be fulfilled as on the last date for submission of on-line applications, i.e 20.10.2017)		Manager in Grade B	Assistant General Manager in Grade C	Deputy General Manager in Grade D	General Manager in Grade E
5	QUALIFICATIONS	Essential	Graduation -60% [or B.Tech (IT/CS) - 60% for IT skill stream]	Graduation	Graduation	Graduation
		Professional	<b>F&amp;A/Invts:</b> ACA/AICWA/ACS/CM/A/CFA	<b>Actuarial:</b> Pass in at least 12 papers of IAI, <b>F&amp;A/Invts:</b> ACA/AICWA/ACS/ CMA/CFA <b>Legal:</b> LL.B	<b>F&amp;A/Invts:</b> ACA/AICWA/ACS/CMA/ CFA	<b>Actuarial:</b> Fellow of the Institute of Actuaries of India (IAI) with 5 years post qualification experience
		Desirable	Fellow of Insurance Institute of India and Knowledge of Computer Operations		<b>IT:</b> B. Tech (IT/CS) or MCA or Masters in IT (IT/CS)	
6	EXPERIENCE with Insurers, etc. (Compulsory)	Minimum years of working experience	10	15	20	25
		Service in the present scale / position	<b>PSU Insurers</b> - 5 years in Scale II or higher; <b>Other Insurers/ Financial sector regulators</b>	<b>PSU Insurers</b> – 5 years in Scale III or higher; <b>Other Insurers/ Financial sector regulators</b> - 5 years in one grade/scale of pay below the advertised post.	<b>PSU Insurers</b> - 5 years in Scale IV or higher; <b>Other Insurers/ Financial sector regulators</b>	<b>PSU Insurers</b> - 5 years in Scale V or higher, <b>Other Insurers/ Financial sector regulators</b> – 5 years in one
		Specific working experience in a department / area of work	<b>F&amp;A/Investments</b> - 3 years working experience in Finance/A/cs/Investment Depts./ area of work with Insurers <b>Non Life</b> - 3 years working experience with General Insurers <b>IT</b> - 3 years working experience in IT Dept./ area of work with Insurers/ Financial sector regulators	<b>Actuarial</b> – 5 years working experience in Actuarial Dept./ area of work with Insurers <b>F&amp;A/Investments</b> - 5 years working experience in Finance/A/cs/Investment Depts./ area of work with Insurers <b>Legal</b> - 5 years working experience in Legal Dept./ area of work with Insurers/ Financial sector regulators	<b>F&amp;A/Investments</b> - 5 years working experience in Finance/A/cs/Investment Depts./ area of work with Insurers <b>Life</b> - 5 years working experience with Life Insurers <b>Non Life</b> - 5 years working experience in Reinsurance / General Insurance with General	<b>Actuarial</b> - 5 years working experience in Actuarial Dept./ area of work with Insurers <b>Life</b> - 5 years working experience with Life Insurers.
IRDAI's decision in determining service in equivalent grade/scale of pay will be final						

					Insurers/R einsurer <b>IT</b> - 5 years working experience in IT Dept./ area of work with Insurers/ Financial sector regulators	
		<b>Staff candidates</b> , i.e., employees of IRDAI: 5 completed years of service in one grade / scale of pay below the advertised post as on the last date for submission of on-line application.				
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 with horizontal reservation, i.e., the posts shall be filled across categories specified. After selection, they may be posted in the concerned department or in other department/Office in 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 on-line applications, i.e., 20.10.2017.

2.4 Candidates belonging to OBC category but coming in the 'Creamy Layer' (vide DOPT No. 36033/1/2013-Estt. (Res.) dated 13<sup>th</sup> September 2017) and/or if their caste does not find a place in the Central List are not entitled to OBC reservation. Such candidates should indicate their category as 'General/UR (GEN/UR)'.

2.5 For Staff candidates, i.e. IRDAI employees, except age relaxation as mentioned below, there will be no other relaxation in qualification standards/experience criteria.

**3. Relaxation in the Upper Age Limit:** 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 20th October, 2017 and have been released on completion of assignment (including those whose assignment is due to be completed within one year from 20th October, 2017) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical	5 years

	disability attributable to Military Service or on invalidment.	
(iv)	Ordinarily domiciled in the State of Jammu and Kashmir during the period from 1.1.1980 to 31.12.1989	5 years
(v)	Staff candidates, i.e. Employees of IRDAI	To the extent of number of years of such service in IRDAI, subject to a maximum of three years.

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

**4. Selection process:** 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 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.

4.1. 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 the fitness of these candidates for selection to the post/service 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. The following qualification allowances, in addition to the above, are applicable to candidates selected for posts with the following professional qualifications.

Qualification	Completion level	Qualification allowance per month
Actuarial	12 papers/Fellow of IAI	Rs.40,000/-/Rs.80,000/-
Accounts	ACA/AICWA/ACS	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, 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 covered under 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 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 maximum of two years from the date of joining the service.

5.5 There are reasonable prospects for promotion to higher grades.

5.6 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.

## **6. How to apply:**

6.1 Candidates should submit their applications through on-line mode by accessing the following link: [https://www.irdai.gov.in/registration\\_page.aspx](https://www.irdai.gov.in/registration_page.aspx). The line will be available from 27.09.2017 to 20.10.2017 till 5.30 p.m. Candidates are required to take a printout of the filled in on-line application and send a signed copy thereof along with self-attested copies of certificates/documents in support of age, qualifications and category in a sealed envelope superscribed with “**COPY OF ON-LINE APPLICATION FOR THE POST OF ----- IN GRADE ----- AND SKILL STREAM -----**” and addressed to (to reach by 27.10.2017):

**The Executive Director (Gen),  
Insurance Regulatory and Development Authority of India  
3<sup>rd</sup> Floor, Parishrama Bhavan, Bashirbagh, Hyderabad – 500004.**

6.2 Candidates should submit only one application for any one post/grade under any one skill stream.

6.3 Candidates are required to undertake that they have informed in writing to their Employer/Head of Office/Department that they had applied for the post in IRDAI. 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 WE and/or interview, their application will be liable to be rejected/candidature will be liable to be cancelled.

## **7. Other guidelines**

- (i) Candidates should indicate the percentage of marks obtained in Graduation/HSC/SSC/Equivalent examination calculated to the nearest two decimals. Where CGPA/OGPA is awarded, the same should be converted into percentage. 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) 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) The on-line applications will be considered on the strength of the information declared by the candidate. If at any stage, it is found that any information furnished 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.
- (iv) Please note that all the particulars mentioned in the application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, etc. will be considered as final. Hence, candidates are advised to fill in the on-line application 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 on-line application or omission to provide the required details therein.

- (v) Any information submitted by an applicant in his / her on-line 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.
- (vi) Applications which are incomplete in any respect such as not filling in details of age, qualifications, experience, etc., non submission of printed copy of the on-line application along with self-attested copies of all certificates/documents, etc. will not be considered.
- (vii) IRDAI does not assume any responsibility for the candidates not being able to submit their on-line applications within the last date on account of or for any other reason beyond the control of IRDAI.

## **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](http://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 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.

- 9.1 Interview Call Letter, proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authorities or SSLC/ Std. X Certificate with DOB mentioned therein), Original and photocopy of Photo Identify Proof, Caste Certificate issued by the Competent Authority in the prescribed format, candidates belonging to Ex-servicemen category should submit the original certificate issued by competent authority in the prescribed format and any other relevant document in support of eligibility.
- 9.2 Candidates serving with Insurers/financial sector regulators are required to produce a No Objection Certificate and certificate/document in support of fulfilling the experience criteria from their employer at the time of Interview.

## **10 List of additional documents to be produced by the candidates short-listed for appointment (as applicable)**

- 10.1 Medical Examination: Candidates 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 have to get relieved properly and unconditionally from the present employer and submit a relief letter / discharge letter

thereof.

10.3 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.

#### **11. General Rules/ Instructions**

11.1 Candidates called for 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.

11.2 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.

11.3 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.

11.4 Instances of providing incorrect information and/or violation of laid down process 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 in the future.

11.5 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.

11.6 Canvassing in any form with regard to the recruitment/selection will be a disqualification.

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

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

Hyderabad  
27.9.2017

Executive Director (Gen)