# Insurance Regulatory and Development Authority

3rd Floor, Parsirama Bhavan, Basheerbagh, Hyderabad – 500 004
Tel: (040) 23381100 Fax: (040) 6682 3334

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

| S.N | Post and Scale of Pay | No. of Posts | Age Limit | Minimum Qualification | Minimum (Experience) |
|---|---|---|---|---|---|
| 1. | System Assistants Payscale:10000-470(6)-12820-500(3)-14320-560(7)-18240 | 2 | 30 | B.Tech in IT / CS / ECE with subjects such as Network / Systems / Data Mgmt / Security | 2 years in related field |
| 2. | Assistant Director Payscale: 13700-700(9)-20000-EB-700(2)-21400-750(4)-24400 (16Y) | 2 | 35 | B.Tech in IT / CS / ECE with subjects such as Network / Systems / Data Mgmt / Security | 3 years in related field |
| 3. | Deputy Director Payscale :Rs.24875-800(5)-28875-900(5)-34275 (11Y) | 1 | 35 | M.Tech/MS in IT / CS / ECE with subjects such as Network / Systems / Data Mgmt / Security | 5 years in related field |

*Age would be reckoned as on 1st July, 2009. Age Limit is not applicable for the employees working in Tariff Advisory Committee.*

Other conditions/General instructions:

1. The approximate gross salary in the minimum of Pay scale of Deputy Director will be Rs.66249/- in case of Assistant Director, it would be Rs.38641/- and for Assistants Rs.26646 (inclusive of Basic pay, DA, HRA, and CCA & FA).
2. The pay scales carry inter alia usual allowances like DA/HRA/CCA, and other perquisites. The selected candidates will be eligible for PF, gratuity, GSLIS, Leased accommodation, conveyance allowance, Medical facilities, Housing Loan and other facilities as per IRDA's existing rules/regulations
3. Typed copy of the bio-data in the format (APPLICATION FORM CAN BE DOWNLOADED from website), duly signed, with photograph, attested copies of certificates, testimonials and a demand draft from the Nationalized bank for Rs.500/- (non-refundable) in the name of the Authority (in favour of "Insurance Regulatory and Development Authority") payable at Hyderabad should reach the Authority by 3rd August, 2009 to the above address. Candidates belonging to SC/ST/OBC categories are exempt from the fee.
4. All educational qualifications must have been obtained from recognised universities/institutions in India or abroad. If grades are awarded instead of marks, candidates should clearly indicate the numerical equivalent.
5. Persons serving in State/Central Governments and Public Sector Undertakings should apply through proper channel. However, they can forward an advance copy to the Authority.
6. The selected candidates will be posted in the office of the Authority located in Hyderabad and at such other places where the Authority may establish its offices.
7. Screening committee constituted by the Authority will be examining the applications and candidates qualifying the criteria will be considered to be called for the test/interview/selection during the

second/third week of August. Mere eligibility does not confer any right on the applicant to be called for the selection.

a. Written Examination of around 3 hours duration for 200 marks will be held. Candidates would have to secure minimum marks separately for each test as prescribed by the Authority. The Paper will consist of tests for i) English Language, ii) Professional Knowledge, iii) Reasoning ability and iv) Descriptive paper.
b. The Written Examination will be held at Hyderabad. Candidates will be required to appear for the Written Examination at their own cost.
c. Candidates will be short-listed for interview based on the aggregate marks obtained in the written examination. The Authority reserves the right to modify the selection procedure, if deemed fit.

8. Training and Probation:

a) Training Period:

The selected candidates will be appointed as Trainee Officers / Assistant initially for a period of six months and will draw a consolidated stipend of Rs. 10,000/- per month for the period of training. During the period of training, all efforts would be made to provide residential accommodation on sharing basis, subject to availability.

b) Probation:

The candidates will be considered for regular appointment in their respective Grades, on successful completion of the training period. Candidates will be on probation for a period of one year which may, at Authority's discretion, be extended up to a maximum period of two years.

9. Incomplete applications are liable to be rejected.
10. The Authority has the right to reject all or any application without assigning any reason therefor.
11. In respect of Deputy Director and Assistant Directors, the Authority may consider appointment on contract basis.
12. The Authority, in exceptional cases, can consider appointment in the next higher grade or offer a post in the lower grade.
13. Chairman of the Authority, can consider relaxation in any or all of the clauses in particular with regard to experience in case of deserving candidates.
14. If at any later stage, it is found that the information furnished in the application is false / incorrect or if according to the Authority, the candidate does not satisfy the eligibility criteria, his/her candidature/appointment is liable to be cancelled/terminated at any stage.
15. Applications complete in all respects must be sent in a closed envelope necessarily superscribed "APPLICATION FOR THE POST OF_____" to the following address. Persons applying for more than one post must send separate applications for each post.

The Executive Director ( Administration and IT)
Insurance Regulatory and Development Authority
3rd floor, Parisrama Bhavanam , Basher Bagh
Hyderabad – 500 004,

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

CHECK-LIST FOR SUBMISSION OF THE APPLICATION FORM:

The Format of the Application Form must be in a printed form (A4 Sheet). Application not in the prescribed Form shall be rejected. (APPLICATION FORM CAN BE DOWNLOADED from website

2) Name and Address should be written in capital letters in English only, since processing is computerized.
3) Candidates should write their name and address on the reverse of the Demand Draft and enclose them to the application with a pin (should not be stapled)
4) Candidates should ensure that all the entries have been correctly filled in the application and the photograph is signed.
5) Enclosures: Proof of age, category if belonging to SC/ST/OBC, qualification, marks list etc. duly attested by a gazetted officer
6) On the cover containing the application, the post applied for, should be indicated.
7) Application should reach latest by 3rd August, 2009