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 (approx)	Reservation	Age Limit	Qualification *	Preferable (Experience)
1.	Assistants Payscale:10000-470(6)-12820-500(3)-14320-560(7)-18240	13 4 1	3-SC 2-ST 6-OBC 12-OC	30	Graduate of recognized university preferably in Commerce/Business/Computer Sc / HR / Law / Statistics / Mathematics/Inter CA/Library Science. Pass in two subjects of Actuarial Society of India Exams in case of Assistant (Actuarial) is essential. Knowledge of Libisys and/or other electronic library software packages would be preferred in case of Assistant (Library)	
2.	Research Assistant Payscale:10000-470(6)-12820-500(3)-14320-560(7)-18240	5		30	Master's Degree in Statistics / Mathematical Economics /Econometrics or equivalent from recognized university with a minimum of 60% marks	
3.	Assistant Director Payscale: 13700-700(9)-20000-EB-700(2)-21400-750(4)-24400 (16Y)	14		35	Post Graduate, CFA/CA/ACWA/FIII/MBA (Insurance)/PG diploma in Life Insurance / General Insurance / Risk Management or equivalent from recognized university or Institute or Graduate with 8 yrs experience in an insurance company.	
4.	Assistant Director (R & D) Payscale: 13700-700(9)-20000-EB-700(2)-21400-750(4)-24400 (16Y)	1	3-SC 1-ST 7-OBC 4-OC	35	Master's Degree in Statistics/Mathematical Economics / Econometrics or equivalent from recognized university with a minimum of 60% marks or an equivalent grade or Mathematics with a minimum of 60% and one year post graduation diploma in Statistics or related subjects from an institute of repute or M.Stat. of ISI with a minimum of 60% marks or equivalent grade. M.Phil. in related field would be preferred.	3 years experience in data analysis / teaching / research in reputed institutions
5.	Deputy Director(R & D) Payscale :Rs.24875-800(5)-28875-900(5)-34275 (11Y)	1	OC	45	Master's Degree in Statistics/Mathematical Economics / Econometrics or equivalent from recognized university with a minimum of 60% marks or an equivalent grade or Mathematics with a minimum of 60% and one year post graduation diploma in Statistics or related subjects from an institute of repute or M.Stat. of ISI with a minimum of 60% marks or equivalent grade Doctorate in related topics with Research or teaching experience and publication in standard journals would be preferred.	5 years experience in data analysis / teaching / research in reputed institutions

SC-Schedule Caste, ST-Schedule Tribe, OBC – Other Backward Class, OC – Open Category

****Computer literacy is must for all the posts.***

1) *Age would be reckoned as on 1st April, 2007.*
2) *Age is relaxable by 5 years in the case of SC/ST candidates and by 3 years for OBC candidates.*
3) *In case of Assistants, appropriate relaxation in age would be considered for deserving candidates for those serving for Central Government or public sector insurance company if they were recruited through a recognized examination for selection..*

Other conditions/instructions:

1. Typed copy of the bio-data in the format, duly signed, to be sent with two passport size photographs (one to be pasted on the application), 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 10th July, 2007 to the above address. Candidates belonging to SC/ST/OBC categories are exempt from the fee.
2. The approximate gross salary in the minimum of Pay scale of Deputy Director will be Rs.35990/- in case of Assistant Director, it would be Rs.19846/- and for Assistants Rs.14486 (inclusive of Basic pay, DA, HRA (8.5% of Basic pay), and CCA & FA).
3. The pay scales carry inter alia usual allowances like DA/HRA/CCA, Attractive Actuarial Qualification Allowance 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
4. 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.
5. 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.
6. 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. Mere eligibility does not confer any right on the applicant to be called for the selection. Reimbursement of traveling expenses will be admissible only to unemployed outstation candidates belonging only to SC/ST/OBC candidates subject to second class train fare / ordinary bus fare.
7. Incomplete applications are liable to be rejected.
8. The Authority has the right to reject all or any application without assigning any reason therefor.
9. In respect of Deputy Director and Assistant Directors the Authority may consider appointment on deputation/contract basis.
10. The Authority, in exceptional cases, can consider appointment in the next higher grade or offer a post in the lower grade.
11. 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.
12. If at any 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.
13. The application should be accompanied by the following undertaking:

    "I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false / incorrect or that do not satisfy the eligibility criteria, my candidature / appointment is liable to be cancelled/terminated. I have read and understood the stipulations given in the advertisement and hereby undertake to abide by them."

14. Applications complete in all respects must be sent in a closed envelope necessarily superscribed "APPLICATION FOR THE POST OF_____". Persons applying for more than one post must send separate applications for each post.

Format of application to be sent by the candidates.

Post applied for _____-

1. Name:
2. Date of Birth & Age as on 01.04.2007:
3. Father's /Husband's Name:
4. Address to which communication to be sent with Telephone No. and email ID, if any
5. Whether belonging to General/SC/ST/OBC category:
6. Education qualification with marks obtained:
7. other Qualifications
8. Experience
9. Any other Information relevant to the candidature:

Date : Signature of the Candidate

Note: Proof of age, category if belonging to SC/ST/OBC, qualification, marks list etc. should be furnished alongwith the application duly attested by a gazetted officer. Details can also be had on our website : www.irdaindia.org