



दि न्यू इन्डिया एश्योरन्स कंपनी लिमिटेड

(भारत सरकार के पूर्ण स्वामित्वाधीन)

**THE NEW INDIA ASSURANCE COMPANY LTD.**

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COPR: HRM: Class I Cell: 2017


15/02/2017

Deputy General Managers /  
Chief Regional Managers /  
Chief Managers at Head Office /  
Vigilance Department, Head Office /  
Internal Audit Department, Head Office

**Re: Post of Faculty Member at National Insurance Academy, Pune**

National Insurance Academy, Pune vide letter dated 06/02/2017 have requested us to be circulated amongst all concerned. This circular is also available on website as well as on Portal.

We enclose complete set of papers so received in this regard with a request to be circulated amongst all concerned.

  
(R.C. Kumaria)  
Chief Manager

Enclosed: As stated above.

Advt.: Rect./FM/2016-17/02

Dt. 06/02/2017

**ADVERTISEMENT FOR THE POST OF FACULTY MEMBER ON CONTRACT BASIS**

Applications are invited from the eligible Retired Officers and Officers who retire on or before 31.03.2017 from GIC Re, GIPSA Companies and AICIL for considering selection to the following position on contract basis :-

SR. NO.	POSITION & PLACE	RETIRED CADRE	NO. OF VACANCIES	Eligibility Conditions
1	Faculty Member NIA, PUNE.	Chief Manager, DGM from GIPSA Companies, AICIL and AGM & DGM from GIC Re	4	<p><b>Essentials:-</b></p> <p>(i) <b>Age:</b> Less than 62 years of age as on the date of notification or date so notified.</p> <p>(ii) <b>Academic Qualifications:</b></p> <ul style="list-style-type: none"> <li>Graduate / post graduate in any general stream, Management, Engineering, Law, Veterinary Science, Agriculture, and Horticulture.</li> </ul> <p><b>Professional/Work Experience:</b> Minimum 25 years working experience in GIPSA Companies, AICIL, or GIC Re and must have worked in operational area &amp; /or technical area and retired from Scale V or VI cadres.</p> <p><b>Interest/Attributes:</b> Interest and demonstrated evidence in training/teaching/research/ and project works.</p> <p><b>Desirable:</b> Professional qualification/Certification in Insurance and related subjects like Associate/Fellow of Insurance Institute of India (I.I.I.), C.I.I., LOMA, LIMRA, ACA / FCA, ACS / FCS, Law, Management. Certification from ISTD/ASTD.</p> <p>Salary: A consolidated salary of Rs.1, 00,000/- plus Rs.25, 000/- towards house rent. No accommodation will be provided by NIA</p>

**Terms of Contract:**

One year from the date of joining. Renewable at the discretion of NIA subject to age not exceeding 63 years.

**Application Process:**

- The application has to be submitted in the format given in *Annexure* along with self-attested copies of relevant documents, wherever necessary.
- Application, with all necessary documents, addressed to “The Director, NIA”, should be sent by e-mail to **recruitment-facultycon@niapune.org.in** and / or by post to “**Mrs. Anita Date, Executive Secretary to Director, National Insurance Academy, 25, Balewadi, Baner Road, NIA P.O. Pune – 411045**”, before 6.00 pm, 06/03/2017. The applicant should mention “**Application for Faculty**” in the subject head of email and on top of the envelope. Please note that application sent to any email id other than **recruitment-facultycon@niapune.org.in** will not be considered.

**Selection Process:**

- Only the shortlisted candidates will be called for interview. No further correspondence will be entertained in this regard.
- The selection will be strictly on the basis of merit and suitability for the post.
- The Selection committee constituted for the purpose shall assess all applications, which meet the eligibility criteria and select after interviewing the shortlisted candidates.



**Application for the Post of Faculty Member, National Insurance Academy, Pune on contract basis**

1) Name:.....

[Insert full name in Block letters]

2) Date of Birth (attach Age proof): .....

3) Gender: .....

4) Nationality: .....

5) Mailing Address: .....

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6) Permanent Address: .....

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Telephone No.: ..... Office: ..... Residence: .....

Mobile No.: .....

7) E-mail ID: .....

8) Aadhar Card Number [Attach Self attested copy]: .....

9) PAN Number [Attach Self attested copy]: .....

10) Category (SC/ST/OBC/DAP/Other) .....

11) Qualification [Attach Self attested copies of the Mark sheets/certificates]

[Give full details viz. Examinations passed, University, College, Board, year of passing and percentage of marks]:

**Academic:**

Examinations Passed	University/ College/ Board	Subjects Taken	Year of Passing	Percentage of Marks Secured

- 12) Membership of Professional Associations/Institutes: .....
- 13) Trainings attended in other external institutions: .....
- 14) Name of organization/Institute currently working in: .....
- 15) Current Position in the organization/Institute: .....
- 16) a) Experience [Total Experience since joining the company ]:

[Give Employment Record starting with present position, list in reverse order positions held in the format given herein below for the last 25 years]

From [Year] To [Year]	Employer [Name and address]	Position held	Nature of the work	Last salary drawn and scale of salary/salary band

- b) Any special assignment /Project handled. If so, please give details:

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- 17) Work Undertaken that Best Illustrates Capability to handle the responsibility to be undertaken in the post applied:

Name of Assignment/job or project:	Year: Location	Employer	Main project features:	Positions held:	Activities performed

- 18) a) Whether any penalty has been ever imposed on you in a Departmental Enquiry Proceedings? If yes, please mention the penalty and year of imposition.

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- b) Is there any pending departmental enquiry against you? If so, please give details.

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- 19) Have you ever been convicted by the court of Law: If yes please give full details in separate sheet

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- 20) Are there any legal cases pending against you in your individual capacity or as employee/officer of the company. If yes please give full details in separate sheet

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- 21) Any other Information you want to share:

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22) **Certification:**

I ..... [insert full name], certify that, this CV correctly describes me, my qualifications and my experience. I understand that this CV is one of the basis of evaluation of me for the selection for the post of Faculty Member on contract basis at National Insurance Academy.

I further certify that no disciplinary/vigilance proceedings are either pending or contemplated against me. There have never been any major/minor penalty awarded against me.

**Signature of Candidate:** .....

**Name in Full:** .....

**Date:** .....

**Place:** .....

*(If space is insufficient under any of the items above, a separate sheet may be used)*