

INSURANCE REGULATORY AND DEVELOPMENT AUTHORITY OF INDIA
3rd floor, Parishram Bhavan, Basheerbagh, Hyderabad 500 004
(Tel .Nos. 040 – 23381100, 040 66823334)

Recruitment for the post of Assistants/Rajbhasha Assistant in IRDAI

Ref: HR/Recruitment/June/2015

Date: 17-06-2015

Notification

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 posts of

(a) **“23 Assistants”** and

(b) **“One Raj Bhasha Assistant”**

through open competition on All India basis for its various offices. Selection will be through a country-wide competitive “On-line Examination” followed by Interview. Category wise number of vacancies is as under:

Name of the Post	UR	SC	ST	OBC	Total
Assistant	12	4 *	1	7 **	24 #
Raj Bhasha Assistant	1 (included in total vacancies)				

Notes:

1. * Includes shortfall of one post under SC category
2. ** Includes shortfall of two posts under OBC Category
3. # One vacancy is earmarked for OH-PWD Category
4. Depending on the requirements, IRDAI reserves the right to vary the no. of vacancies.
3. A candidate can apply for both posts mentioned above subject to eligibility. However, separate application needs to be made for each post.
4. If a reserved category candidate applies for the post of Rajbhasha Assistant, he/she will be eligible for age, educational qualification and fee relaxations as per eligibility criteria for Assistants.
5. Applications will be accepted only “On-line” through IRDAI website.

6. The tentative schedule of recruitment is given below:

Description	Schedule
Website Link Open	17 June 2015
Last date for on-line application and payment of examination fee	10 July 2015
Conduct of on-line examination for Assistants	August 2015
Conduct of online examination for Rajbhasha Assistants	August 2015
Publishing of shortlisted candidates for interview	Last week of Aug 2015

7. Candidates may click on the links mentioned below for filling in the “On-line” application form for **“Recruitment for the post of Assistant/Rajbhasha Assistant”**

8. **Application form:** Before applying, candidates should ensure that they fulfil the eligibility criteria for the post. Candidates should apply on-line ONLY through the following link:

[Recruitment for the post of Assistant/Rajbhasha Assistant](#)

Helpline: In case of any problem in filling up the form, payment of fee or receipt of call letter, queries may be made at ibps@ibps.in. Don't forget to mention 'IRDAI Assistant Examination' in the subject box of the email.

9. The **Abbreviations stand for:** **SC** – Scheduled Caste, **ST** – Scheduled Tribe, **OBC** – Other Backward Classes, **UR** – Unreserved, **PWD** – Persons with Disabilities, **OH** – Orthopaedically Handicapped, **VI** – Visually Impaired, **HI** – Hearing Impaired, **EXS** – Ex- Servicemen, **DISXS** – Disabled Ex-Servicemen.

10. Reservation for Persons with Disability (PWD) is horizontal reservation and one(1) vacancy is included for PWD category in the vacancies of various categories.

11. Within the overall notified total vacancies, Persons With Disability (PWD) candidates belonging to Orthopaedically Handicapped (OH) category of disability only are

eligible for the post notified and will be considered for selection, subject to their suitability.

12. Definition of Persons with Disabilities

12.1. 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 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.irda.gov.in) in support of their claim at the time of Interview/at any stage of the process, if asked. The certificate should be dated on or before 10-07-2015, the last date of registration of application. Failure to submit such certificate or improper certificate (not in the format) or not qualifying the standards will disqualify the candidate from further selection process. Candidates with the orthopaedically handicapped disability are eligible to apply under this Notification.

12.2. Orthopedically Handicapped are those who have a physical defect or deformity which causes an interference with the normal functioning of the bones, muscles and joints. The degree of disability should be minimum 40%.

13. Use of scribe

Those candidates who are affected by cerebral palsy or loco motor impairment and whose writing speed is affected can use his/her own scribe at his/her own cost during the on-line examination. In all such cases where a scribe is used, the following rules will apply:

13.1. Same scribe cannot be used by more than one candidate. The scribe arranged by the candidate should not be a candidate for the exam. If violation of this is detected at any stage of the recruitment process, candidature of both, the candidate and the scribe, will be cancelled.

- For the post of Assistants, scribe can be from any stream,

- For the post of Rajbhasha Assistant, scribe should be from a different stream than stipulated for the post

- 13.2. The scribe will be allowed to be used as per the guidelines issued vide Office Memorandum F.No.16-110/2003-DD III dated February 26, 2013 of Government of India, Ministry of Social Justice and Empowerment, Department of Disability Affairs, New Delhi.
- 13.3. Both, the candidate using a Scribe and the Scribe himself/herself, are required to give a suitable undertaking along with the Call Letter at the time of examination. The undertaking must confirm that the scribe fulfills all the stipulated criteria as mentioned above. Further, in case it later transpires that he/she did not fulfill any of the laid-down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the on-line examination.
- 13.4. Proforma of undertaking is available under the Employment tab of our website www.irda.gov.in.
- 13.5. Candidate eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.
- 13.6. Candidates affected by Loco motor disability/Cerebral palsy where dominant (writing) extremity is affected to the extent of slowing performance of function (minimum 40% impairment) will be eligible for extra time of 20 minutes per hour of examination.
- 13.7. Though the post is identified suitable for OH category of disability and reservation in the post will be given to persons suffering from OH category of disability, the facility of a Scribe is allowed to any person who has disability of 40% or more if so desired by the person as per OM ref: F.No.16-110/2003 - DD.III GOI MOSJ&E Dept of Disability affairs dated 26-02-2013. As per Paragraph XI of the above OM, the facility of a scribe and additional time of 20 minutes are meant only for the candidates with disabilities who have physical limitation to write including that of speed. The applicants belonging to VI category applying under General category will also be permitted the facility of scribe/extra time, if he/she so desires.
- 13.8. The guidelines are subject to change in terms of GOI guidelines/clarifications, if

any, from time to time.

14. Eligibility criteria:

14.1. **Qualification:** Candidates should possess at least a Bachelor's Degree preferably in Commerce, Business, Computer Science, HR, Law, Statistics or Inter CA with a minimum of 60% marks and should possess knowledge of computer operations. In case of candidates belonging to SC/ST Categories, relaxation in educational standard to the extent of 5% marks is allowed, i.e. they may possess Bachelor's degree with a minimum of 55% marks.

Note: For RajBhasha Assistant post, a candidate should possess Graduate Degree in Hindi with English as a subject at the degree level with 60% marks on aggregate OR Graduate Degree in Sanskrit with English and Hindi as subjects at the degree level with 60% marks on aggregate. In case of candidates belonging to SC/ST Categories, relaxation in educational standard to the extent of 5% marks is allowed i.e. they may possess Bachelor's degree with a minimum of 55% marks. For IRDAI staff candidates, except the age relaxation as mentioned below, there will be no other relaxation in fee/qualification standards.

Eligibility under qualifications will be reckoned as on 10-07-2015.

14.2. **Age:** Minimum age is 21 years and Maximum age is 30 years. Age shall be reckoned as on 01-06-2015 i.e candidates should not have been born earlier than 2-06-1985 and later than 1-06-1994 (both days inclusive) .

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

Sr. No	Category	Relaxation in Age/maximum age
(i)	Scheduled Caste / Scheduled Tribe (SC / ST)	By 5 years, i.e. up to a maximum of 35 years
(ii)	Other Backward Classes (OBC)	By 3 years, i.e. up to a maximum of 33 years

(iii)	Persons with Disabilities (PWD)	By 10 years (UR), 13 years (OBC) and 15 years (SC/ST)
(iv)	Ex-servicemen/Disabled Ex-servicemen	An ex- serviceman shall be allowed to deduct the period of actual military service from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post (30 years) for which he is seeking appointment by more than three years (eight years for disabled ex-servicemen belonging to SC/ST), he shall be deemed to satisfy the condition regarding age limit. The overall age is capped at 55 years.
(v)	IRDAI Staff candidates	To the extent of number of years of such experience in IRDAI, subject to a maximum of three years.

Cumulative age relaxation will not be available either under above items or in combination with any other item.

A candidate working in Armed forces would become eligible for applying for civil posts only when he completes the prescribed period of Army service within a year from the last date for receiving application in connection with recruitment examination, etc prescribed by the competent authority. The pro-forma of the certificate to be submitted along with the application form is given in OM No. 36034/2/91-Estt (Res) dated 3rd April 1991. Since the appointment of such a candidate is subject to his submitted documentary evidence that he has been duly released/retired/discharged from the Armed forces and qualified as an Ex-servicemen, such a candidate shall be required to submit along with his application, an undertaking duly signed by him in the format as mentioned in OM no. 36034/2/91-Estt(Res) dated 3rd April 1991.

Those ex-servicemen who have already secured regular employment under the Central Government in civil post would be permitted the benefit of age relaxation as

admissible for ex-servicemen for securing another employment in any higher post or service under the Central Government irrespective of any Group/post.

14.4. **Selection** process:

14.4.1. Selection for the posts will be through a country-wide competitive "On-line Examination" to be held tentatively in the month of August 2015 and Interview tentatively to be conducted in September 2015. The On-line Examination for Assistants will be for 200 marks with five Tests as under:

Sr. No.	Name of Tests (Objective)	No of Questions	Maximum Marks	Total Time
1	Test of Reasoning	40	40	Two hours
2	Test of English Language	40	40	
3	Test of Numerical Ability	40	40	
4	Test of General Awareness	40	40	
5	Test of Computer Knowledge	40	40	
	Total	200	200	

14.4.2. For RajBhasha Assistant, the examination pattern will be as follows:

S.No.	Name of the test	Number of questions	Maximum marks	Total time
1	Test of Reasoning	40	40	Two hours
2	Test of English language	40	40	
3	Test of General awareness	40	40	
4	Test of Professional knowledge	40	40	
5	Test of Computer Knowledge	40	40	
	Total	200	200	

14.4.3. A candidate has to qualify in each part of the Objective test separately and in aggregate as per the cut-off marks for each test and in aggregate

to be decided by IRDAI.

14.4.4. The Scores of Online Examination will be obtained by adopting the following procedure:

- i. 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.
- ii. 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 of all the forms, if the examination is conducted in more than one session.

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

14.4.5. There will be negative marks for wrong answers in the Objective tests. 1/4th mark will be deducted for each wrong answer.

14.4.6. Only such number of candidates will be called for interview who stand sufficiently high in merit in the aggregate marks of the Objective Tests, such merit being decided by IRDAI in relation to the number of vacancies to be filled in.

14.4.7. The weightage (ratio) of Online Examination and interview will be 85:15 respectively.

14.4.8. Final selection will be on the basis of candidate's performance in the online examination and interview (combined score) taken together in order of merit.

15. Identity Verification

15.1. In the examination hall as well as at the time of interview, the call letter along with the original and a photocopy of the candidate's photo identity (bearing the same name as it appears on the call letter) such as PAN Card/ Passport/ Driving Licence/ Voter's Card/ Adhaar Card / Bank Passbook with photograph/ Photo

identity proof issued by a Gazetted Officer/ People's Representative on official letter head/ valid recent Identity Card issued by a recognised College/ University with a photograph/ Employee ID/Bar Council Identity Card with a photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt, the candidate may not be allowed to appear for the Examination/ interview. Ration Card and E-Aadhar card will not be accepted as valid id proof for this process.

- 15.2. Candidates have to produce, in original, the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview.
- 15.3. 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.

16. Interview:

- 16.1. Candidates who have applied for the post of Assistants/Rajbhasha Assistant and have been shortlisted in the on-line examination will subsequently be called for an Interview to be conducted by IRDAI.
- 16.2. Interview will be conducted at Hyderabad, Mumbai, New Delhi , Kolkatta and Chennai The centre, address of the venue, time and date of Interview will be informed to the shortlisted candidates in the call letter.
- 16.3. Candidates are required to download their interview call letters from IRDAI's website from a date notified on IRDAI Website. Please note that any request regarding change in date, centre, etc. of interview will not be entertained. However, IRDAI reserves the right to change the date/ venue/ time/ centre, etc. of interview or hold supplementary process for particular date / session / venue / centre / set of candidates at its discretion.
- 16.4. As mentioned earlier, the weightage (ratio) of on-line Examination and interview will be 85:15 respectively. The combined final score of candidates shall be arrived at on the basis of scores obtained by the candidates in the on-line examination

and interview. Scores of the candidates failing to secure minimum qualifying marks or otherwise barred from the interview or further process shall not be disclosed. A candidate should be sufficiently high in the merit list to be shortlisted for subsequent recruitment process.

17. Examination Centres:

17.1. The online examination will be conducted in the venues given in the respective call letters. The online examination will be conducted at the following centres:

Centre Code	State	Name of the examination centre
11	Andhra Pradesh	Vijayawada
12	Assam	Guwahati
13	Arunachal Pradesh	
14	Mizoram	
15	Manipur	
16	Meghalaya	
17	Nagaland	
18	Tripura	
19	Bihar	Patna
20	Chattisgarh	Raipur
21	Gujarat	Gandhinagar/Ahmedabad
22	Goa	Panaji / Verna
23	Haryana	Chandigarh/Mohali/Panchkula
24	Himachal Pradesh	Shimla
25	Jammu & Kashmir	Srinagar
26	Jharkhand	Ranchi
27	Karnataka	Bengaluru
28	Kerala	Thiruvananthapuram
29	Madhya Pradesh	Bhopal
30	Maharashtra	Mumbai/Navi Mumbai/Thane/Greater Mumbai

31	Odisha	Bhubaneshwar
32	Punjab	Chandigarh/Mohali/Panchkula/Ropar
33	Rajasthan	Jaipur
34	Sikkim	Gangtok
35	Tamilnadu	Chennai
36	Telangana	Hyderabad
37	Uttar Pradesh	Lucknow
38	Uttarakhand	Dehradun
39	West Bengal	Kolkatta
40	Andaman & Nicobar Islands	Port Blair
41	Chandigarh	Chandigarh
42	Dadra Nagar Haveli	Silvassa
43	Daman & Diu	Vapi
44	Delhi	Delhi- NCR
45	Lakshadweep Islands	Kawaratti
46	Puducherry	Pondicherry

The candidates have an option to choose the venue for on-line examination; however, choice of centre once exercised by the candidate will be final.

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

17.3. 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 “On-line 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 on-line examination for a centre, IRDAI reserves the right to allot any other centre to the candidate.

17.4. Candidate will appear for the examination at an Examination Centre at his/ her

own risks and expenses and IRDAI will not be responsible for any injury or losses, etc. of any nature.

17.5. Choice of centre once exercised by the candidate will be final. No request for change of centre for Examination shall be entertained.

18. Service Conditions / Career Prospects:

18.1. Pay scale: Selected candidates will draw a starting basic pay of Rs.14,500/- per month in the scale of Rs. 14,500 – 600 (7) – 18700 – 700(2) – 20,100 – 800(7)– 25,700 (17 years) and other allowances, like. Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Grade Allowance, etc., as admissible from time to time. At present, initial monthly gross emoluments for Assistants (including Raj Bhasha Assistant) is approximately Rs.57,784/- and the pay scales are due for revision. There are reasonable prospects for promotion to higher grades.

18.2. Important perquisites: Reimbursement of expenses is allowed for maintenance of vehicle, newspaper, brief case, book grant, allowance for furnishing of residence, etc. as per eligibility and Leave Travel Concession (once in two years for self, spouse and eligible dependents), loans and advances at concessional rates of interest for Housing, Car, Education, Consumer Articles, Personal Computer and Festival advance, etc. are allowed as per eligibility conditions.

18.3. On selection, the candidates will be placed on probation for a period of at least one year and/or a maximum of two years from the date of joining the service.

18.4. The posting can be in any of the Offices of IRDAI and they are liable to be transferred from one office to another during any time in the career.

19. **Pre-Examination Training (Non-residential)**: SC/ST candidates who wish to avail the benefit of pre-examination training may register their names and other details with IRDAI by making an application as given in Annexure to this Notification to The Senior Joint Director (Gen), IRDAI, 3rd floor, Parisram Bhavan, Basheer Bagh, Hyderabad-500 004. The candidates are required to refer to Employment tab of our website www.irda.gov.in for details of the training sessions (proposed to be held at Hyderabad and New Delhi). The dates and the venue of the training will be displayed

on the website under Employment tab. The candidates are advised to check the website regularly. Such candidates will have to attend the training at their own cost on the dates and at the venues advised to them.

20. HOW TO APPLY

Candidates can apply on-line only from 17-06-15 to 10-07-15 and no other mode of application will be accepted.

20.1. Pre-requisites for Applying On-line

Before applying on-line, candidates should—

20.1.1. scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given in this notification.

20.1.2. have a valid personal email ID, which should be kept active till the 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 email ID with/mention e-mail ID 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.

20.2. Application Fee/ Intimation charges (Non-refundable):

Payable from 17-06-2015 to 10-07-2015 (On-line payment) both dates inclusive shall be as follows:

Category	Fee	Remarks
SC/ST/PWD/Ex-servicemen	Rs. 50/-	Intimation charges
Other than SC/ST/PWD/Ex-servicemen	Rs. 450/-	Examination fee and Intimation charges

Bank transaction charges for On-line Payment of application fees/ intimation charges will have to be borne by the candidate.

20.3. Procedure for applying on-line

20.3.1. Candidates are required to use the following option “ Recruitment for the post of Assistant/ Raj Bhasha Assistant” “to open the On-Line Application Form.

[Recruitment for the post of Assistant/ Raj Bhasha Assistant](#)

Further guidelines for using the recruitment application are as follows:

20.3.2. 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.

20.3.3. 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.

20.3.4. 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.

20.3.5. 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.

20.3.6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.

20.3.7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed in this Notification.

20.3.8. Candidates can proceed to fill other details of the Application Form.

20.3.9. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.

20.3.10. Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.

20.3.11. Click on 'Payment' Tab and proceed for payment of fee/intimation charges.

20.3.12. Click on 'Submit' button.

20.3.13. Registration at this stage is provisional.

20.4. Payment of fees

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

20.4.1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

20.4.2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.

20.4.3. 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.

20.4.4. On successful completion of the transaction, an e-Receipt will be generated.

20.4.5. 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.

20.4.6. 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.

20.4.7. 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.

20.4.8. To ensure the security of your data, please close the browser window once your transaction is completed.

20.4.9. There is facility to print application form containing fee details after payment of fees.

20.5. **Guidelines for photograph and Signature scan and upload**

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 case.

20.5.1. PHOTOGRAPH IMAGE:

20.5.1.1. Photograph must be a recent passport size colour picture.

20.5.1.1.1 The picture should be in colour, against a light-coloured, preferably white, background.

20.5.1.1.2 Look straight at the camera with a relaxed face.

20.5.1.1.3 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.

20.5.1.1.4 If you have to use flash, ensure there's no "red-eye".

20.5.1.1.5 If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.

20.5.1.1.6 Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.

20.5.1.1.7 Dimensions 200 x 230 pixels (preferred).

20.5.1.1.8 Size of file should be between 20kb-50kb.

20.5.1.2 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.

20.5.2. SIGNATURE IMAGE:

20.5.2.1 The applicant has to sign on white paper with Black Ink pen.

20.5.2.2 The signature must be signed only by the applicant and not by any other person.

20.5.2.3 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.

20.5.2.4 Dimensions 140 x 60 pixels (preferred).

20.5.2.5 Size of file should be between 10kb —20kb.

20.5.2.6 Ensure that the size of the scanned image is not more than 20KB.

20.5.3. SCANNING THE PHOTOGRAPH and SIGNATURE:

20.5.3.1 Set the scanner resolution to a minimum of 200 dpi (dots per inch).

20.5.3.2 Set Color to True Color.

20.5.3.3 File Size as specified above.

20.5.3.4 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).

20.5.3.5 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 50KB & 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) & 20KB (signature) by using crop and then resize option [Please see point (i) & (ii) above for the pixel size] in the 'Image' menu. Similar options are available in other photo editor also.

20.5.3.6 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.

20.5.4. Procedure for Uploading the Photograph and Signature

20.5.4.1 There will be two separate links for uploading Photograph and Signature.

20.5.4.2 Click on the respective link "Upload Photograph / Signature".

20.5.4.3 Browse and Select the location where the Scanned Photo/ Signature file has been saved.

20.5.4.4 Select the file by clicking on it.

20.5.4.5 Click the 'Upload' button.

20.5.5 Candidate should indicate the percentage 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.

20.5.6 Calculation of Percentage: The percentage 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 in all the subjects 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 49.99% will

be treated as less than 50%. The candidates are advised to satisfy themselves before they apply and that they fulfil requirement as to age and qualification and if found ineligible, their candidature will be cancelled at any stage of recruitment. **Appearing in the ON-LINE EXAMINATION and INTERVIEW will not automatically confer any right of being selected for the said post.**

20.5.7 If there is any change in 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.irda.gov.in" for details and updates. Candidates should apply through On-Line mode only. No other means/mode of application will be accepted.

20.5.8 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.

20.5.9 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.

20.5.10 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.

20.5.11 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.

20.5.12 IRDAI does not assume any responsibility for the candidates not being 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.

20.5.13 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.

20.5.14 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.

21. Special Instructions for SC/ST/OBC/PWD/Ex-Servicemen candidates:

21.1. 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.

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

21.3. 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).

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

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

21.6. 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 validity 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.

- 21.7. 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 date of interview. The OBC certificate containing the non-creamy layer clause should have been issued on or after 17-06-2014. Such Candidates are required to submit a certificate regarding his/her OBC Status and Non-Creamy Layer Status issued by an authority mentioned in DOPT OM No. 36012/22/93-Estt.(SCT) dated 15/11/1993 {amended vide OM No. 36033/3/2004-Estt.(Res.) dated 14/10/2008.}

Such candidates should also submit a declaration in addition to certificate issued by the Competent Authority in the following format:

Declaration by the Candidate on OBC status

I, _____ son/daughter of Shri _____ resident of Village/town/city _____ District _____ State _____ hereby declare that I belong to the _____ community which is recognised as a backward class by the Government of India for the purpose of reservation in services as per rules contained in Department of Personnel and Training Office Memorandum No.36012/22/93-Estt.(SCT) dated 08/09/1993 {Amended vide OM No. 36033/3/2004-Estt.(Res.) dated 14/10/2008}.

Certificate should contain the Non Creamy Layer Clause based on the Income for the financial year ended 31/03/2015.

- 21.8. **For Persons with Disabilities:** Authorised certifying authority will be the Medical Board at the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopaedic / Ophthalmic / ENT Surgeon.
- 21.9. **For Ex-Servicemen:** The pro-forma of the certificate to be submitted along with the application form is given OM No. 36034/2/91-Estt (Res) dated 3rd April 1991.

Since the appointment of such a candidate is subject to his/her submitted documentary evidence that he/she has been duly released/retired/discharged from the Armed forces and qualified as an Ex-servicemen, such a candidate shall be required to submit along with his/her application, an undertaking duly signed by him/her in the format as mentioned in OM no. 36034/2/91-Estt(Res) dated 3rd April 1991.

- 21.10. Please refer to the Employment Section of our website www.irda.gov.in for the prescribed formats of (SC, ST, OBC, PWD, 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 only.
- 21.11. Reservation rules applicable as at the date of finalisation of results would be applied to the selection process.

22. 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 the 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.

- 22.1. Printout of the valid Interview Call Letter.
- 22.2. Valid system generated printout of the on-line application form registered for the on-line examination.
- 22.3. Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authorities or SSLC/ Std. X Certificate with DOB).
- 22.4. Original and photocopy of Photo Identify Proof as indicated in IDENTITY VERIFICATION of the advertisement.
- 22.5. 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.
- 22.6. 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.

- 22.7. Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation. They should indicate their category as General in the on-line application form.
- 22.8. Disability certificate in prescribed format issued by the District Medical Board in case of Persons with Disability category. If the candidate has used the services of a Scribe at the time of on-line examination, the duly filled in details of the scribe in the prescribed format as available in our website.
- 22.9. 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.
- 22.10. Experience certificate in case of Internal staff candidates.
- 22.11. Any other relevant documents 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.

23. General Rules/ Instructions:

- 23.1. 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.
- 23.2. 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.
- 23.3. IRDAI shall not entertain requests from the candidates seeking advice about their eligibility to apply.

- 23.4. **Download of Call letter:** Candidates will have to visit the IRDAI website for downloading call letters for on-line test from a date to be announced on our website www.irda.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 needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as stipulated and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.
- 23.5. The candidates will have to appear for the examination at their own cost. However, candidates belonging to SC/ST categories called for interview are entitled to 2nd AC to and fro railway fare/ bus fare by shortest route from the place of their residence/ work to the place of interview, whichever nearer, on production of evidence of travel (Rail / bus ticket/receipt etc).
- 23.6. CANDIDATES REPORTING LATE, i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 2 hours, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.
- 23.7. 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.
- 23.8. Before appointment in IRDAI, a proper discharge certificate from the employer will have to be produced.
- 23.9. Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting on-line application. At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

- a. Using unfair means, or
- b. Impersonating or procuring impersonation by any person, or
- c. 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
- d. Resorting to any irregular or improper means in connection with his/ her candidature, or
- e. Obtaining support for his/ her candidature by unfair means, or
- f. Carrying mobile phones or similar electronic devices of communication 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 for which he/ she is a candidate
 - ii. to be debarred either permanently or for a specified period from any examination conducted by IRDAI in future.
 - iii. for termination of service, if he/ she has already joined IRDAI.

23.10. IRDAI would be analyzing the responses (answers) of individual candidates with those of other candidates 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 right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

23.11. Canvassing in any form will be a disqualification.

23.12. In all correspondence with IRDAI, Registration number received on submission of application and Roll no. indicated in 'Call Letter' must be quoted.

23.13. In all matters regarding eligibility, conduct of examinations, interview, assessment, prescribing minimum qualifying standards in on-line examination 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.

23.14. The possibility for occurrences of some problem in administration of the

examination 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 the problem, which may include shifting the candidates to the other centres or to conduct of another examination if considered necessary. Decision of IRDAI in all matters relating to recruitment will be final and binding on the candidate. Candidates 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.

- 23.15. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.
- 23.16. 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.
- 23.17. 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.
- 23.18. Mobile phones, pagers or any other communication devices are not allowed inside the premises, where the examination is being conducted. Any infringement of these instructions shall entail disqualification including ban from future examinations.
- 23.19. Candidates are not permitted to use or have in possession of calculators in examination premises.
- 23.20. Candidates are advised in their own interest not to bring any of the banned item including mobile phones/ pagers to the venue of the examination, as

arrangement for safekeeping cannot be assured.

- 23.21. The post is also open to the employees of IRDAI (staff candidates) who satisfy the eligibility criteria.
- 23.22. 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.
- 23.23. Candidate's admission to the test / 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.

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

IN CASE OF ANY DISCREPANCIES, THE DETAILED NOTIFICATION PUBLISHED IN THE EMPLOYMENT TAB OF OUR WEBSITE WWW.IRDA.GOV.IN SHALL BE FINAL.CANDIDATES ARE ADVISED TO VISIT THE EMPLOYMENT TAB OF OUR WEBSITE FOR DETAILED ADVERTISEMENT, TO APPLY ON-LINE AND FOR FURTHER UPDATES ON THE RECRUITMENT.

Hyderabad
Date: 17-06-2015

Sr.Joint Director (Gen)
IRDAI, Hyderabad

Application for Pre examination Training

Annexure

The Senior Joint Director (Gen)
IRDAI 3rd floor, Parisram bhavan, Basheer bagh,
Hyderbabad- 500 004

Dear Sir,

Re: Pre-examination Training – Recruitment of Assistants

I have applied to the IRDAI for the post of Assistant. Please register my name for training in English medium. I enclose an attested copy of the Caste/Tribe/ Disability Certificate. I note that I will have to make my own arrangements for stay and meet all my expenses. I also note that undergoing the training will not confer on me any right to be called for the Examination or for recruitment in the Authority's service.

Yours faithfully

(Signature)

Place:

Date:

Name & Address:

Email:

Mobile:

Encl: 1. Attested copy of the Caste/Tribe/Disability Certificate

2. Copy of e-receipt as proof for having applied for the exam

** A candidate can select only between Hyderabad and New Delhi offices. The application must reach the competent authority latest by July 15, 2015. Please superscribe "Application for pre examination training for the post of Assistant 2015" on the envelope.