



Institute of Actuaries of India

Statutory body established under an Act of Parliament

Unit No. F-206, 2nd Floor, F Wing, Tower II, Seawoods Grand Central,
Plot no R-1, Sector 40, Nerul Road, Navi Mumbai - 400706
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IAI is a statutory body established under The Actuaries Act 2006 (35 of 2006) for regulation of profession of Actuaries in India. It invites applications for the post of **Assistant Manager**.

Position at: Seawoods, Navi Mumbai

Essential Qualification: Graduate/ Post Graduate with first class

Age limit: Below 35 years as on 1st January 2019

Experience: At least 5-7 years of experience

Skills: Excellent Communication skills with working experience in Advance Excel and Word

Job Description: All the administration related work in Examination department which includes the following

- ✓ Independently handling examinations conducted by Institute
- ✓ Handling Exemption, Associate and Fellowship and all work related to Education
- ✓ Follow up with the Examiners for finalizing the Question Papers, Solutions and Marking of the Exam Papers
- ✓ Resolve the queries of our members received by email/ phone calls
- ✓ Analysis in Excel for all data related to Examination/ACET and presenting the same to the Management
- ✓ Attending to complaints relating to examination and resolving the same.
- ✓ Finalizing Examination Centre and coordinating with them with all aspect related to examination
- ✓ Any other work designated by the authorities

Selection Procedure: The selection procedure will be Excel examination followed with personal interview. Last date of receipt of application: 31st March 2019

How to Apply: The candidates need to send application along with detailed Bio-data via email to headee@actuariesindia.org under copy to ea@actuariesindia.org.

General Instructions:

1. Institute reserves the right to restrict the number of candidates to be called for interview and also to prepone the last date of receipt of application
2. The decision of the Institute will be final and binding in all the matters.
3. In case, it is found at any stage of recruitment that the candidate does not fulfill the eligibility criteria and or he/she has furnished any incorrect/false/incomplete information or has suppressed any material fact(s), the candidature will stand cancelled. If any of these shortcomings are noticed even after appointment his/her services are liable to be terminated forthwith. Before applying for this post, the candidate should ensure that he/she fulfils the eligibility and any other norms mentioned in this advertisement. The decision of the Institute in respect of the matters concerning eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of conduct of interview selection and other matters relating to recruitment will be final and binding on the candidate.
4. The Institute shall not entertain any correspondence or personal enquires. Canvassing in any form will disqualify the candidate.