



Institute of Actuaries of India

4th December, 2020

Appointment of post of Executive- Education & Training

IAI, a statutory body established under [The Actuaries Act 2006](#) (35 of 2006) for regulation of profession of Actuaries in India, is inviting applications for the post of “Executive- Education & Training”.

Name of the Post	Executive- Education & Training
No. of Post	One
Age (As on 1st December 2020)	Minimum Age - not less than 25 years Maximum Age - not more than 35 years
Qualifications	Graduate with first division from recognised university
Experience	A minimum total experience of 3 years relevant experience
Emoluments and Benefits	Negotiable. Please indicate last salary drawn and expected
What is expected?	<ol style="list-style-type: none">1. Assist for implementation of Educational programs of IAI;2. Assist for conducting skill development training and other class room sessions3. Single Point of Contact (SPC) for responding to various queries by members of the profession4. Any other work assigned by the reporting officer in time to time
Preferred Knowledge and Skill Requirement	<ol style="list-style-type: none">1. Proficiency in all MS Office applications, particularly MS Excel2. Excellent Communication skills, both verbal and written
Term	Appointment is on a full-time basis
Selection Procedure	<p>The candidate will be shortlisted based on knowledge, skill and other criteria. The selection procedure of shortlisted candidate shall be;</p> <ul style="list-style-type: none">• Written test• Personal interview <p>Candidates who clear the written test, will be called for personal interview</p> <p>Selection will be based on the performance in the written test and personal interview.</p>



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How to apply

Kindly apply through online using the link given below;

http://www.actuariesindia.org/Frm_JobRegistration.aspx

Last date of submission of application is 31st December 2020