



# Institute of Actuaries of India

Unit No. F-206, 2<sup>nd</sup> Floor, F Wing, Tower II, Seawoods Grand Central, Plot no R-1,  
Sector 40, Near Seawoods Railway Station, 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 **Sr. Executive Examination**.

**Position at:** Seawoods, Navi Mumbai

**Essential Qualification:** Graduate/ Post Graduate with first class

**Age limit:** Below 35 years as on 1<sup>st</sup> January 2018

**Experience:** At least 2-3 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 various courses conducted by Institute such as CT9, CA2 and CA3
- ✓ 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 written examination followed with personal interview. Last date of receipt of application: 20<sup>th</sup> December 2018

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