

HELP MANUAL FOR ONLINE BROKERS' EXAM REGISTRATION

We hereby introduce online registration facility for Brokers' Examination. The candidates have to register for the online examination by filling up the necessary details and paying the requisite fees (Rs.2500/- excluding GST) online, after which he will get registered for the examination. On successful payment of fees, candidates will be intimated through mail.

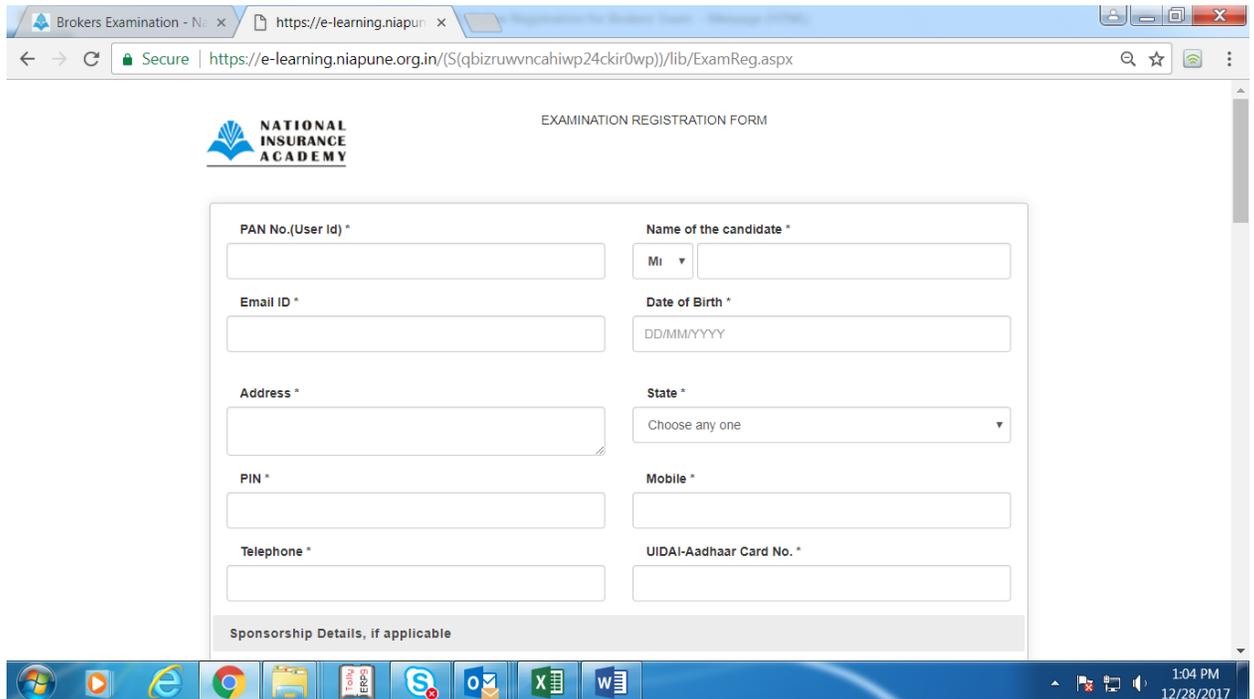
The process to register for online brokers exam is given below :

1. Click on the given link for filling the online application form for Brokers Examination

<https://e-learning.niapune.org.in/lib/ExamReg.aspx>

2. Application form will be opened as below:

1. Personal Information- Enter your details as per the form



The screenshot shows a web browser window displaying the 'EXAMINATION REGISTRATION FORM' for the National Insurance Academy. The form is titled 'EXAMINATION REGISTRATION FORM' and features the NIA logo. It contains several input fields for personal information:

- PAN No.(User Id) *
- Name of the candidate * (with a dropdown menu for 'Mr')
- Email ID *
- Date of Birth * (format: DD/MM/YYYY)
- Address *
- State * (dropdown menu with 'Choose any one')
- PIN *
- Mobile *
- Telephone *
- UIDAI-Aadhaar Card No. *

Below these fields is a section for 'Sponsorship Details, if applicable'. The browser's address bar shows the URL: [https://e-learning.niapune.org.in/\(S{qbizruwvncahiwp24ckir0wp}\)/lib/ExamReg.aspx](https://e-learning.niapune.org.in/(S{qbizruwvncahiwp24ckir0wp})/lib/ExamReg.aspx). The Windows taskbar at the bottom shows the time as 1:04 PM on 12/28/2017.

2. Sponsorship Details : In case of company sponsored nomination give Company details

The screenshot shows a web browser window with the URL [https://e-learning.niapune.org.in/\(S\(qbizruwncahiwp24ckir0wp\)\)/lib/ExamReg.aspx](https://e-learning.niapune.org.in/(S(qbizruwncahiwp24ckir0wp))/lib/ExamReg.aspx). The page title is "Brokers Examination - N...". The main content area is titled "Sponsorship Details, if applicable". It contains several input fields: "Name of the Company" (a dropdown menu with "Choose any one" selected), "Address" (a text box), "State" (a dropdown menu with "Choose any one" selected), "Pin Code" (a text box), "Contact Person" (a text box), "Phone" (a text box), and "Email ID" (a text box). Below these fields is a section for "Educational Qualification : (Select Highest Educational Qualification from the list provided below) *". This section contains a list of radio button options for various degrees and qualifications, including Bachelors degree in Arts, Science, or Social Sciences or Commerce, Bachelor's degree in engineering, Bachelor's degree in law, and Masters in Business Administration.

3. Educational Qualification – tick on the appropriate option

The screenshot shows the same web browser window as above, but the "Educational Qualification" section is expanded. The title is "Educational Qualification : (Select Highest Educational Qualification from the list provided below) *". Below the title is a list of radio button options for various educational qualifications. The options include: Bachelors degree in Arts, Science, or Social Sciences or Commerce or its equivalent from any institution/ university recognized by any State Government or the Central Government; Bachelor's degree in engineering or its equivalent from any institution/university recognized by any State government or the Central Government; Bachelor's degree in law or its equivalent from any institution or university recognized by any State Government or the Central Government; Masters in Business Administration or its equivalent from any institution/ university recognized by any State Government or the Central Government; Associate/ Fellow of the Insurance Institute of India, Mumbai; Associate/Fellow of the Institute of Risk Management, Mumbai; Post graduate qualification of the Institute of Insurance and Risk Management, Hyderabad; Associate/ Fellow of the Institute of Chartered Accountants of India , New Delhi; Associate/ Fellow of the Institute of Cost and Works Accountants of India, Kolkata; Associate/ Fellow of the Institute of Company Secretaries of India, New Delhi; Associate/ Fellow of the Institute of Actuaries of India; Associate/Fellow of Chartered Insurance Institute, London; Chartered Financial Analyst of Institute of Chartered Financial Analyst of India; Certified Associate ship of the Indian Institute of Bankers, Mumbai; and Any other qualification specified from time to time by the Authority under these regulations. Below this list is a section for "Professional Qualification" with the question "Are you carrying any Reinsurance related activity ?".

4. Professional Qualification

Any other qualification specified from time to time by the Authority under these regulations

Professional Qualification	Are you carrying any Reinsurance related activity ?
<input type="text"/>	No
Are you an Insurance Consultant for a continuous period of 7 years ?	Are you a principal underwriter for last 7 years ?
No	No
Have you held the position of a Manager in any one of the nationalized insurance companies in India ?	No of Hours Training undergone :
No	Select
Training ID *	Training completion date *
<input type="text"/>	DD/MM/YYYY
Have you appeared earlier for the exam *	No. of Attempts *
No	0
Details of Training Institute	Examination Centre *
<input type="text"/>	Select
Broking Module Opted for *	Applied for *
<input type="text"/>	<input type="text"/>

Windows taskbar: 1:11 PM, 12/28/2017

5. Training Details :

Training ID *	Training completion date *
<input type="text"/>	DD/MM/YYYY
Have you appeared earlier for the exam *	No. of Attempts *
No	0
Details of Training Institute	Examination Centre *
<input type="text"/>	Select
Broking Module Opted for *	Applied for *
Select	Select
Do you have insurance background *	
No	

Examination Fee : Rs. 2500/- & GST (18%) : Rs. 450/-
Total Fees Charged : Rs. 2950/-

Please Upload Photo *
Your photograph in jpeg format, file size below 30 kb. File name should be given as your FullName_PAN Number

Windows taskbar: 1:13 PM, 12/28/2017

6. Upload your photograph : photograph should be in jpeg format; file size below 25 kb.
7. Upload training completion certificate : Training Completion Certificate (TCC) should be in pdf format, file size below 50 kb.

Brokers Examination - Ne x | https://e-learning.niapune.org.in/(S(qbizruwwncahiwp24ckir0wp))/lib/ExamReg.aspx

Do you have insurance background *

No

Examination Fess : Rs. 2500/- & GST (18%) : Rs. 450/-

Total Fees Charged : Rs. 2950/-

Please Upload Photo *

Your photograph in jpeg format, file size below 30 kb. File name should be given as your FullName_PAN Number (e.g. PriyankaDeshmukh_AJCPK1122R.jpeg)

Upload Photo : Choose file No file chosen Upload

Copy of Training completion certificate in pdf format below 100 kb. File name should be given as your FullName_PAN Number (e.g. PriyankaDeshmukh_AJCPK1122R.pdf)

Upload Certificate : Choose file No file chosen Upload

I am aware of the Qualification and Eligibility Criteria for Brokers Online Examination as prescribed by IRDAI and declare that I have fulfilled the same. I further declare that the information given by me is true and I am aware that if any deviation from facts is noted or noticed, my application will be considered null and void

PROCEED TO PAY

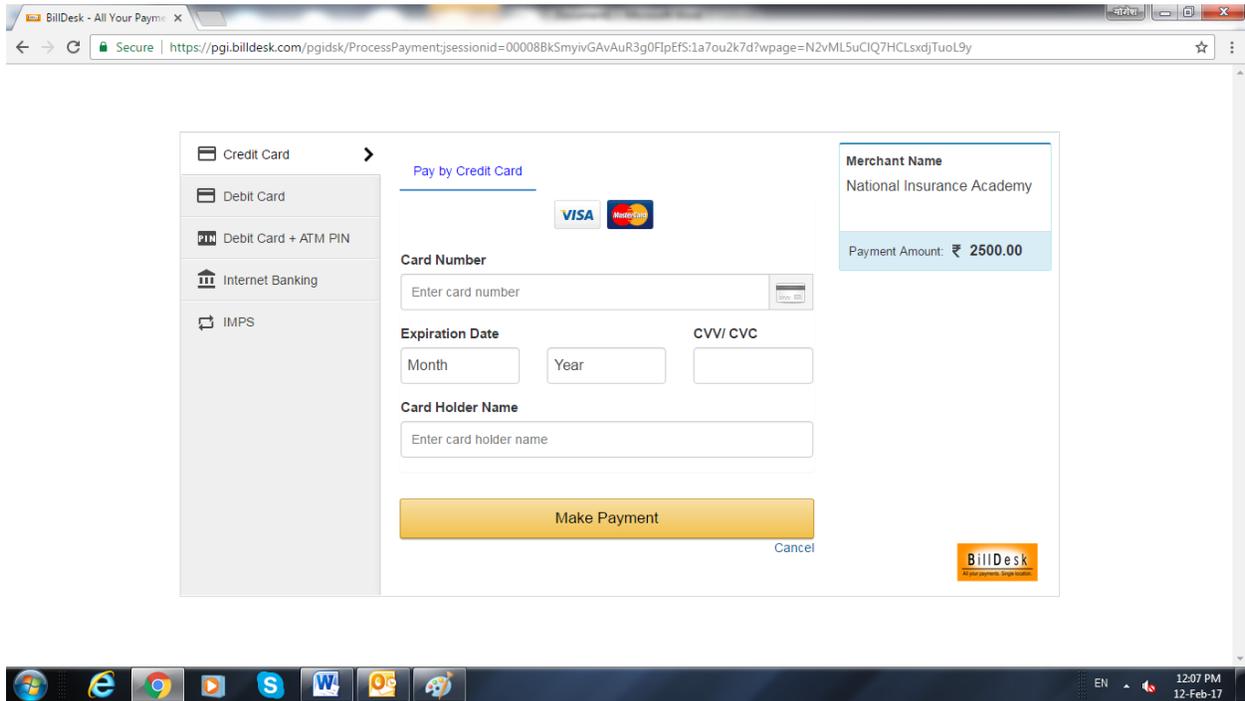
1:14 PM 12/28/2017

8. Payment Details:- To proceed for the Online payment, please keep your Card Details, Bank Details, mobile handy. After agreeing to the T&C , click on Proceed to Pay

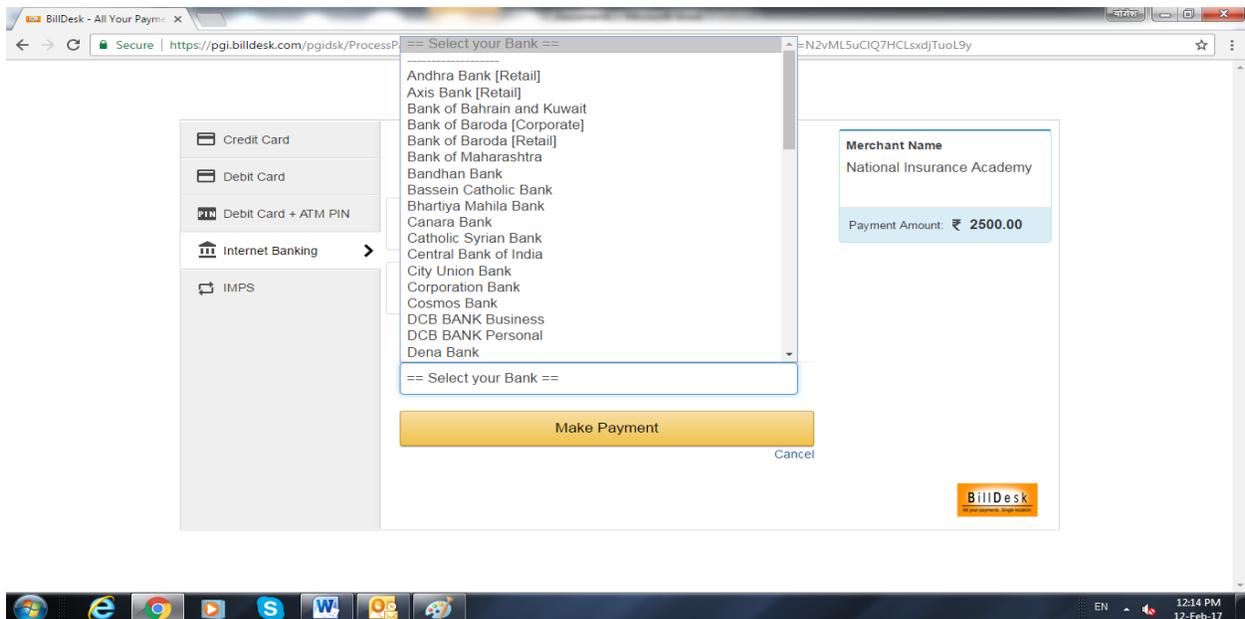
Payment Gateway Screen is available

1. Select your option to make payment-
 - a. Credit Card- Enter You Visa/Master Credit Card Details. Authorize your Transaction with required PIN,OTP
 - b. Debit Card- Enter your Visa/Master/Maestro/Rupay Debit card Details- Authorize your transaction with CVV,PIN and OTP.
 - c. Debit card + ATM Pin- Select your Bank for which you hold a valid Debit card.

Authorize your Transaction with CVV and ATM PIN.



Internet Banking- Select your Bank for which you have activated Internet Banking and have valid user name and Password.



Authorize your transaction with User Name, Password and Transaction Password.

IMPS- you need to have MMID received from your bank and Mobile number has to be registered with the bank.

BillDesk Payment Gateway

Merchant Name: **NIAPUNE** Payment Amount: **Rs 2528.75**

Payment Information (Kindly enter the following details to authorise the transaction)

Mobile Number *

MMID *

OTP *

Please note:

- IMPS is inter-bank mobile payment service that enables you to make payment through your bank account via mobile.
- For a successful IMPS transaction, you will need to enter your mobile number registered with the bank, MMID issued by the Bank, and OTP issued by the bank
- MMID (mobile money identifier) is 7-digit number issued by bank to customer upon mobile banking registration
- OTP is one-time password issued by bank to customer for payment transaction. OTP is valid for one hour and for one transaction - success or failure. (The transaction amount will depend on the limits set by the Customer's Bank.)
- For details regarding mobile number registration, MMID, OTP generation, and banks enabled on IMPS, please [click here](#)

Your transaction is processed through a secure 128 bit https internet connection based on secure socket layer technology. For security purposes, Your IP address 61.0.210.55 and access time Feb 12 12:16:37 IST 2017 have been logged.

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Norton SECURED | MasterCard SecureCode | PCI Compliant Control Base Click to Validate

Receipt will be mailed to the Email ID Specified by the candidate.

QUERRIES :

For payment related issues write to pqsupport@billdesk.com; yogesh.kulkarni@billdesk.com

In case of any other difficulty, please follow the instructions given above for Registration of Online Brokers' Examination or write to htk@niapune.org.in