

Advertisement for the Post of Programme Secretary (on contract basis)

National Insurance Academy was established in the year 1980 under the joint aegis of Ministry of Finance (Government of India) and Public sector insurance companies. It is prime destination for Education, Research, Training, Consultancy, Leadership Development and Publication in Insurance and Risk Management in the Asia Pacific region.

The Academy invites applications from suitable candidates for the position of **Programme Secretary** (on contract basis):

Job Title:	Programme Secretary
No. of Post:	02
Tenure:	Temporary (Six months' contract). The contract is extendable subject to satisfactory review of performance. The appointment will be purely on temporary basis and the applicant will have no future claim on NIA for employment.
Age:	Preferably not more than 35 years as on 01.07.2025; can be relaxed in case of exceptional, deserving candidates with relevant experience.
Stipend:	An all-inclusive consolidated monthly pay of Rs.30,000/-
Educational Qualification & Experience:	<ul style="list-style-type: none"> • Graduation with minimum 50% marks. • Knowledge of IT is essential in the area of MS Word, Power Point, Excel, etc. • Capability and experience in English stenography desirable; typing, telephone, word processor operating and other secretarial responsibilities is essential. • Proficiency in English will be an added advantage. • Experience of minimum 3 years in administrative work is essential • Good written and communication skills are expected.
Key Responsibilities (indicative and not exhaustive):	<p>Providing Secretarial support to Faculty Members / HoDs in MDP programs and PGDM program. The incumbent shall be responsible for administrative/ secretarial/ typing assistance pertaining to the activities in various departments in administration including MDP and PGDM Programme office, Establishment, Secretarial, Library, Reception, etc.</p> <p>The list of duties is illustrative and not exclusive. It is subject to change from time to time, depending upon the exigencies of the services. Any other responsibilities, incidental to the post as may be assigned by the competent authority in the Academy.</p>
Other terms and conditions:	<ul style="list-style-type: none"> • The duty hours will be from 9.30 a.m. to 6.00 p.m. (Monday to Saturday) • The eligibility qualifications, experience and age will be reckoned as on the date of advertisement. Relaxations and concessions in eligibility, if any, will be at the sole discretion of NIA. • The appointment will be made on the recommendation of a duly constituted selection committee. The applications received in response to the advertisement will be scrutinized and the shortlisted candidates only will be called for interview. • Merely fulfilling the requirements given in the advertisement will not automatically entitle any candidate to be called for interview. • Interviews of shortlisted candidates may be conducted offline or online. Travel expenses will not be reimbursable in the event of personal interviews conducted at the Academy's campus. • The selection of the candidate will be at the sole discretion of the Academy.

Application Process:

- The application in the prescribed format given in the *Annexure*, along with self-attested copies of relevant documents wherever necessary, addressed to “The Director, NIA” must be sent on email id: progsecv@niapune.org.in and by post to:

Ms. Anita S. Date
ES to Director & Senior Manager Estb.
National Insurance Academy
25, Balewadi, Baner Road, NIA P.O.
Pune – 411045

The applicant should mention “**Application for Programme Secretary**” in the subject head of email and on top of the envelope.

- Application sent on any other email id other than progsecv@niapune.org.in will not be considered.
- Incomplete applications will be rejected.
- The last date for receipt of applications is **30.07.2025**

Selection Process:

- The Screening Committee constituted for the purpose shall assess all applications which meet the eligibility criteria and select after interviewing the shortlisted candidates.
- The selection will be strictly on the basis of merit and suitability for the post. Canvassing in any form will be a disqualification.
- Appointment is subject to satisfactory completion of background verification, including educational qualifications, previous employment, criminal record check and reference checks. Any misrepresentation or suppression of facts will lead to immediate termination without notice.
- The selected candidate must submit a medical fitness certificate from a registered practitioner within 14 days of appointment. Continued engagement is subject to periodic health checks if required by the Academy.
- The applicant hereby expressly consents to the collection, processing, storage and transfer of all personal data and documents submitted in connection with this application (“Application Data”) by the National Insurance Academy (NIA) or its authorized agents, in compliance with the Digital Personal Data Protection Act, 2023 and other applicable Indian data protection laws. Such Application Data may be used for purposes of evaluating eligibility, conducting background checks, administering the selection process, and any other lawful HR or administrative purposes of the Academy.
- The decision of the Academy in all matters relating to the selection process shall be final and no correspondence shall be entertained in this regard.
- The Academy reserves the right to reject any or all the applications and / or cancel the selection process at any stage without assigning any reason.
- Relaxations and concessions in eligibility, if any, will be at the sole discretion of the Academy.
- The selected candidate will be required to join immediately.