



Ref.: Advt.Rect./Asso./2022/005/W

Date: 02/11/2022

**ADVERTISEMENT FOR THE POST OF  
ASSOCIATE**

National Insurance Academy (NIA) is an apex Educational, Training and Research Institute in the field of Insurance, Pension and Management established on 16<sup>th</sup> December 1980 by public sector insurance companies. NIA conducts Management Development Programmes for Insurance Industry and also a two-year PGDM recognised by AICTE.

The Academy invites applications from interested persons to fill up the position of **Associate**. The incumbent shall report to the Director / Chief Administrator.

<b>SR. NO.</b>	<b>ELIGIBILITY CONDITIONS</b>	
1	<b>Job Title:</b>	Associate
2	<b>No. of posts</b>	02
2	<b>Minimum Qualifications &amp; Experience</b>	<ul style="list-style-type: none"><li>• Graduation with minimum 50% marks.</li><li>• Knowledge of IT is essential in the area of MS Word, Power Point, Excel, etc.</li><li>• Capability and experience in English stenography desirable; typing, telephone, word processor operating and other secretarial responsibilities is essential.</li><li>• Proficiency in English will be an added advantage.</li><li>• Experience of minimum 2 years in similar area is essential</li></ul>
3	<b>Age:</b>	Not more than 27 years as of 1 <sup>st</sup> October 2022
4	<b>Remuneration</b>	Level 4 of pay matrix ( <b>25500-81100</b> ) as per 7 <sup>th</sup> CPC
5	<b>Other benefits</b>	<ul style="list-style-type: none"><li>• Contributory PF @ 12% of Basic + DA</li><li>• Gratuity</li><li>• LTC after confirmation</li><li>• Health Insurance</li><li>• Domiciliary Medical reimbursement</li><li>• Housing Loan interest subsidy as applicable.</li><li>• Leave – As per Rules</li><li>• Any other facilities as per NIA Rules.</li></ul>
6	<b>Probation</b>	Probation period will be 1 year which can be extended for one more year if performance is not found satisfactory.

### **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: [associate@niapune.org.in](mailto:associate@niapune.org.in) and by post to:

Mrs. Anita Date  
Executive Secretary to Director &  
Senior Manager Establishment  
National Insurance Academy  
25, Balewadi, Baner Road, NIA P.O.  
Pune – 411045

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

- Application sent on any other email id other than [associate@niapune.org.in](mailto:associate@niapune.org.in) will not be considered.
- Incomplete applications will be rejected.
- The last date for receipt of applications is **30<sup>th</sup> November 2022**.

### **Selection Process:**

- The applications received will be scrutinised and only shortlisted candidates will be called for interview. No further correspondence will be entertained in this regard.
- The selection will be strictly on the basis of merit and suitability for the post. Canvassing in any form will be a disqualification.
- 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 of the candidate will be at the sole discretion of the Academy.
- The selected candidate will be required to join immediately.