

**ADVERTISEMENT FOR THE POST OF  
ADMINISTRATIVE OFFICER (FINANCE & ACCOUNTS)**

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 Administrative Officer (Finance & Accounts). The incumbent shall report to the Chief Administrator / Senior Manager (F&A) and required to do the work related to Finance and Accounts matters.

<b>SR. NO.</b>	<b>ELIGIBILITY CONDITIONS</b>	
1	<b>Job Title:</b>	Administrative Officer (Finance & Accounts)
2	<b>Minimum Qualifications &amp; Experience</b>	Post Graduate (Finance/Accounts) with minimum 5-7 years' work experience in similar reputed educational institute/University/ Commercial Organisation.
3	<b>Age:</b>	Minimum 30 years – Maximum 40 years. Can be relaxed in case of exceptional, deserving candidates with commensurate exposure.
4	<b>Remuneration</b>	Level 7 (44900-142400) of pay matrix 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 – 30 days Earned leave, 20 days Sick leave (half Pay) and 8 Days casual leave per year.</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.

**Indicative Responsibilities (not exhaustive):**

- To monitor receivables in order to ensure regular collection
- Coordinating with revenue generating departments on regular basis and ensuring proper accounting of income.
- Hands-on experience on Tally, excel and other MS office apps, GST, GST TDS, Income Tax, 26 AS
- Preparing quarterly financial statements and budgeting
- Fair knowledge about Charity Commissioner compliances such as budget filing, investment change report, annual return filing, etc.
- Any other role and responsibility may be assigned by competent authority from time to time.

**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: [ao.fna@niapune.org.in](mailto:ao.fna@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 Administrative Officer (Finance & Accounts)**” in the subject head of email and on top of the envelope.

- Application sent on any other email id other than [ao.fna@niapune.org.in](mailto:ao.fna@niapune.org.in) will not be considered.
- Incomplete applications will be rejected.
- The last date for receipt of applications is **29<sup>th</sup> September 2023**.

**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.
- 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.
- The selection of the candidate will be at the sole discretion of the Academy.
- The selected candidate will be required to join immediately.