

ADVERTISEMENT FOR THE POST OF PRINCIPAL, PGDM ON CONTRACT BASIS

National Insurance Academy (NIA) Pune, an apex educational, training and research institute in the field of Insurance, Pension and Management, established under the aegis of Ministry of Finance, Government of India and Public Sector Insurance Companies, offers AICTE approved two-year, residential, Post Graduate Diploma in Management (PGDM) which is recognized as equivalent to Master of Business Administration (MBA) degree by the Association of Indian Universities (AIU), New Delhi. NIA also conducts Management Development Programmes (MDP) for the executives of national and foreign organizations from Insurance and related fields.

Position:

NIA invites applications from academic leaders with proven track record for the post of **Principal** for its PGDM programme.

Terms of Appointment:

The appointment will be on contract basis for a period of three years. For detailed terms of appointment, please refer to **Annexure I**.

Age: The candidate should not be more than 62 years (as on 1st March 2025)

Roles and Responsibilities:

The incumbent will be in charge of the PGDM programme, besides having teaching responsibility. The selected candidate will:

- Report to the Director, NIA.
- Supervise and lead entire activities of PGDM programme.
- Provide overall leadership and support to faculty and research.
- Coordinate with relevant professional associations, state and national regulatory bodies, national and/or international accrediting agencies for the PGDM programme and ensure compliance.
- Any other responsibilities entrusted by the Director.

Qualification and Experience:

Qualification	Experience
First Class or equivalent in Masters Degree in Business Administration or equivalent and Ph.D. or equivalent, in appropriate discipline. Post-Ph.D. publications and guiding Ph.D. students is desirable.	<p>Minimum of 15 years' experience in teaching / Research / Industry out of which at least 3 years shall be at the level of Professor.</p> <p>Preferred Experience:</p> <ul style="list-style-type: none"> • 1-3 years' experience as Principal of a management institute. • As Professor, should have experience of pro-active participation in various committees, e.g. Placement Committee, Academic Council, Board of Studies, IQAC, etc. <p>If the experience in industry is considered, the same shall be at managerial level equivalent to Professor level with active participation record in devising / designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR / patents, etc. as deemed fit by the expert members of the Search-cum-Selection committee. Flair for Management and Leadership is essential.</p>

Application Process:

- The application has to be submitted in the format given in Annexure-II along with self-attested copies of relevant documents, wherever necessary.
- 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” should be sent on email id: **app.principal@niapune.org.in** and by post to:
Ms. Anita 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 Principal” in the subject head of email and on top of the envelope. Please note that application sent to any email id other than **app.principal@niapune.org.in** will not be considered.
- Incomplete applications will be rejected.
- The last date for receipt of applications is **23rd April 2025 (by 6.00 p.m.)**

Selection Process:

- The selection will be strictly on the basis of merit and suitability to the post.
- The Search-cum-Selection committee constituted for the purpose shall assess all applications which meet the eligibility criteria and select after interviewing the shortlisted candidates. The committee is also free to consider the candidature of suitable persons in addition to those who have applied in response to this advertisement.

General Information:

1. The prescribed essential qualifications are minimum and the mere possession of the same does not entitle applicants to be called for personal interview.
2. Candidates working in Government/Semi-Government Department /Public Sector Undertaking /Autonomous/ Statutory organizations should apply through proper channel.
3. Copies of certificates in support of educational qualifications, date of birth, experience, last drawn salary etc. should be self-certified and scanned and attached to the application. The candidates will have to produce the original certificates as and when required.
4. Only shortlisted candidates shall be called for personal interview.
5. **For any post graduate diploma/degree other than MBA and/or Ph.D., the onus of establishing equivalence to MBA and/or Ph.D., with documentary evidence/citation of relevant government/regulatory order, shall be on the applicant and shall be required to be submitted along with the application.**
6. A certificate in the format given in Annexure II from the Company / Organization / Institution you are working / last employed is required to be produced at the time of interview, if you are shortlisted.
7. Candidates called for and appearing in interview will be paid **Economy Class Air-fare / Second Class AC railway fare** from place of duty or the nearest Railway Station from the residence to the place of interview and back by the shortest route, on production of the proof of onward journey and return journey (Photocopy of the ticket/ receipt and the Boarding Pass for onward journey). Fare will be reimbursed subsequently.
8. No correspondence will be entertained by candidates regarding postal delays, result of interview, or reasons for not being called for interview etc.
9. Canvassing in any form will result in disqualification of candidature.
10. Applications received after the closing date or received incomplete in any respect are liable to be rejected. No representation against such rejection shall be entertained.
11. Only the selected candidate will be informed.
12. *Submission of an application, participation in the interview process, or any related discussions or communications with the Academy shall not be construed as an offer, promise, or guarantee of employment. The Academy reserves the sole discretion to make employment decisions based on its evaluation and organizational needs. No right to seek or claim employment shall arise unless and until a formal written offer of employment is extended and duly accepted.*
13. The Academy reserves the right to cancel the recruitment process without assigning any reason.

TERMS OF APPOINTMENT

1. Term:

- The appointment will be made on contract basis for a period of three years, extendable by another period of two years at the discretion of the Governing Board of NIA subject to age not exceeding 65 years and satisfactory performance.
- The performance of the Principal will be reviewed by the Director or by a committee appointed by the Governing Board from time to time.
- The selected candidate will be on probation for a period of one year from the date of his / her joining the Academy.

2. Scale of Pay: As per CFTI norms, in the pay matrix level (PB 14A) of Rs. 159100-220200/- (Basic + D.A.). The pay will be fixed based on the qualification, experience and last drawn pay of the selected candidate. Higher pay may be considered in case of highly meritorious candidate at the discretion of NIA.

3. Other Benefits:

- Provident Fund, Gratuity and Health insurance under Group Mediclaim Policy will be as per NIA rules.
- Leave Travel Concession as per Central Government Rules.
- Consultancy projects may be assigned as per NIA rules.
- Health Insurance under Group Mediclaim Policy will be as per NIA Rules
- Reimbursement of Domiciliary medical expenses, Rs.12,000/- p.a.

4. Residential Facilities:

The incumbent will be entitled to unfurnished residential accommodation in the campus, subject to the availability, for which license fee would be deducted as per NIA rules. Electricity charges and other expenses will be deducted as per the actual.

5. Residential Telephone & Mobile:

Reimbursement of telephone and / or mobile charges as per NIA rules.

6. Leave: As per the leave Rules of NIA. No leave / encashment of leave can be carried over from previous employer.

7. Travel Entitlement on Official Tours / Travels: As per NIA rules.

8. Termination of Contract:

The contract is liable to be terminated by giving three months' notice on either side. However, NIA Governing Board will have the authority to terminate the services with immediate effect, if circumstances so warrant.

**Application Form**

For office Use: Application No.....

Name of Applicant: _____ (in Block Letters)	Affix a self-attested recent passport size photograph
1. (a). Post applied for: <u>Principal</u> (b). Area(s) of Specialization:	
2. Father's /Mother's / Spouse's Name:	
3. Date of Birth:/...../..... Age as on 01/03/2025 years months	
4. (a) Gender (M/F): (b) Marital Status:	
5. Nationality:	
6. Mailing Address: Tel. No. (with STD Code) Mobile: Fax No. E-mail: —	
7. Permanent Address: Tel. No. (with STD Code) Mobile: Fax No. E-mail:	

8. PAN No. :

9. Passport No. (if available) & Date of expiry:

10. Aadhar No. (if available):

11. Details of Educational Qualifications. (Graduation onwards). Please refer point no. 3 and 5 given under General Information before providing the information.

Examination Passed	College / University	Subjects Taken	Year of Passing	Percentage of Marks / CPI

12. Details of Ph.D. Guide Approval:

Name of the University	Letter No. & Approval Dates	Faculty

13. Details about Ph. D/Equivalent degree. Please attach the abstract of your work. Please attach self-attested copy of Doctoral Degree. Please refer point no. 3 and 5 given under General Information before providing the information.

a.	Institute/ University you enrolled with	
b.	Title of the Ph.D. Thesis	
c.	Research area	
d.	Date of joining / registration in Ph.D. programme	
e.	Date of Award of Ph.D. degree	
f.	Name(s) of Thesis Supervisor(s)	

14. Details of Employment:							
Pre Ph.D.							
S. No.	Position held	Organization/Institute	Date of Joining	Date of Leaving	Total Period		Last Pay & Scale of Pay/ Pay Band & Grade Pay
					Years	Months	
Post Ph.D.							
S. No.	Position held	Organization/Institute	Date of Joining	Date of Leaving	Total Period		Last Pay & Scale of Pay/ Pay Band & Grade Pay
					Years	Months	

15. Teaching Experience	
(a) Total No. of Years:	
(b) No. of different courses developed and taught:	<i>(Please attach a separate sheet giving a list of courses developed and taught at different levels (UG / PG).</i>

16. Journal Publications*: Total number of your publications in Refereed Journals			
National Journals / Journals Published from India		International Journals	
Published	Accepted / In Press	Published	Accepted / In Press

**Please give List of Publications with details of Authors, Title of the paper, Journal Name, Volume, Issue, Year, Page numbers in a separate sheet.*

** Please attach the First Page of the Research Paper published.*

17. Conferences Presentations**: Total number of Conferences Presentations			
Refereed		Un-Refereed	
National Conferences held in India	International Conferences held outside/inside India	National Conferences held in India	International Conferences held outside India

***Please give List of Conferences with details of Authors, Title of the paper, Conference date and place, If paper published in proceeding then page numbers in a separate sheet.*

18. Number of other Published works	Technical Reports	Monographs	Books

19. Number of Thesis / Dissertations Supervised	Awarded	Submitted	In progress
a. Ph.D/Equivalent Degree			
b. M.B.A/PGDM			
c. M.Phil			

20. No. of Research Projects	Completed	On going
a. Sponsored Research		
b. Consultancy Projects		

21. No. of MDPs	Completed	On going	Participants' Profile (Senior/Middle/ Junior Level)
a. Coordinated			
b. Took sessions in			

22. Details of Patents if any	Awarded	Submitted	Under preparation

23. Details of Prizes/Medals/Awards /Honours	
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24. Relevant details of Special Training undergone (Assignment (s), if any:	
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25. Membership / Fellowship of Professional Societies, if any	
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26. Academic- Administrative Experience such as Principal, Dean, etc (starting with the most recent). Additional supporting information on Work Experience may be attached in a separate sheet.					
S. No.	Name & Address of Employer / Institution	Period		Designation of Post held and Scale of Pay	Nature of Work and level of responsibility
		From	To		

27. Any special Remarks regarding qualifications or experience, etc. which have not been included under the heads given above.	
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28. Were you ever declared medically unfit or asked to submit resignation or discharged/dismissed?	YES / NO. If yes, give details in a separate sheet
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29. A Statement of Purpose (in not more than 750 words) as to why you consider yourself suitable for this position and how will you contribute for the betterment of NIA as Principal. Kindly attach separate sheet.	
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30. References: Give the Name, designation and address, Email, & Phone No) of two Referees who are acquainted with your Teaching / Research /Academic-administrative work.	
a.	
b.	

Declaration

I hereby declare that I have carefully read and understood the instructions and particulars advertised and that all the information provided by me in this application are true to the best of my knowledge and belief.

I certify that no disciplinary / vigilance proceedings are either pending or contemplated against me. I have not been awarded any major / minor penalty during the last 10 years of my service.

If, at any time, I am found to have concealed / suppressed any material / information or given any false / incorrect details, my appointment shall be liable to be summarily terminated without notice or compensation.

Place:

.....

Date:

Name and Signature of the Candidate

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12. The Academy reserves the right to cancel the recruitment process without assigning any reason.
13. A certificate from the Company / Organization / Institution you are working / last employed in the following format is required to be produced at the time of interview, if you are shortlisted:

Certificate to be given by the Head of the Organization / Office

Certified that no disciplinary / vigilance / criminal proceedings are either pending or contemplated against Dr. / Mr. / Ms. He / she has not been awarded any major / minor penalty. Integrity of the officer is also certified.

Place:

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Date:

Name and Signature of the Head of the
Organization / Office with Official Seal)

Checklist for Attachments (Please follow the order while attaching)

Put a (✓) tick mark in YES box if the following documents are attached with your application

S. No	Documents attached	YES	NO
1.	Statement of Purpose (not exceeding 750 words)		
2.	Age Proof		
3.	Proof of last salary drawn		
4.	Self-Attested Copy of Bachelor's degree, Masters Degree in Business Administration or equivalent AND Doctoral / Equivalent Degree		
5.	Abstract of your Ph.D. / Equivalent Degree work		
6.	Self-Attested Copies of Work Experience Documents (if any)		
7.	List of courses developed and taught at different levels (UG / PG)		
8.	List of Conference Papers and Publications (as per requirements given in point 15 & 16 of the Application form)		

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(Name & Signature of Applicant with Date)