

CHIEF ADMINISTRATOR

NIA invites applications (through proper channel) from Scale V and above officers of Public Sector Insurance Companies / Corporation (LIC, GIC & GIPSA Companies, AICIL) in the prescribed form for the post of Chief Administrator on Deputation basis.

Eligibility Conditions:

Minimum qualifications: Graduate degree or equivalent or higher preferably with Legal or Accounting specialization

Experience: Minimum 15 years of experience in handling Administrative / Establishment matters.

Age Limit: Age between 50 and 55 years as on 01.06.2023.

Others:

- There shall be no pending disciplinary action against the candidate
- As the Academy is spread over a sprawling 32 acre campus, the person needs to be physically fit.

Key Job Responsibilities:

The Chief Administrator shall look after the following:

- Functions of NIA Trust and
- Administration and Establishment matters of the Academy including Statutory/ Regulatory Compliances, estate management, etc.

Term of Appointment:

- **Term of appointment (deputation) shall be of 5 years which can be reduced at the discretion of the Governing Board for unsatisfactory performance or conduct.**
- The Chief Administrator shall exercise such powers and shall perform such duties as may be assigned to him by the Governing Board or the Director from time to time. He / She shall be reporting to the Director, NIA.

Salary: Salary and other terms as applicable to other deputationists at NIA.

Accommodation: will be provided on the NIA Campus

Selection 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: chiefadmn@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 the post of Chief Administrator*" in the subject head of email and on top of the envelope.
- The applications should reach NIA on or before **5th July 2023** upto **6.00 p.m.** through proper channel.
- Application sent on any other email id other than chiefadmn@niapune.org.in will not be considered.
- Applicants will be shortlisted based on qualification and experience.
- Selection of the candidate shall be made after a process of interview/interaction.
- NIA reserves the right to reject any or all the applications and / or cancel the selection process at any stage without assigning any reason.

Note: Applications received after the due date and time will be summarily rejected.