



# Institute of Actuaries of India

Statutory body established under an Act of Parliament

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5<sup>th</sup> February 2022

## Appointment of Assistant Manager - Examination

IAI, a statutory body established under [The Actuaries Act 2006](#) (35 of 2006) for regulation of profession of Actuaries in India, is inviting applications for the post of “Assistant Manager”.

<b>Name of the Post</b>	Assistant Manager - Examination
<b>No. of Post</b>	One
<b>Age (as on 31<sup>st</sup> January 2022)</b>	Minimum Age - 29 years
<b>Qualifications</b>	Graduation with First Class Candidate from mathematical/statistical background would be preferred.
<b>Experience</b>	Candidate should have at least 2 to 3 years' experience in back end Operations/Administrations preferably in Education Sector.
<b>Emoluments and Benefits</b>	Negotiable. Please indicate emoluments last drawn and expected.
<b>What is expected?</b>	Attending all the matters related to Examination including; <ol style="list-style-type: none"> <li>1. Coordinating with team and supporting various activities related to examinations.</li> <li>2. Prepare Model in Excel and present the analysis report Examination/ACET as per the requirement</li> <li>3. Attending to emails and resolving the queries.</li> <li>4. Any other activities assigned by Reporting Manager</li> </ol>
<b>Preferred Knowledge and Skill Requirement</b>	<ol style="list-style-type: none"> <li>1. Proficiency in Microsoft Office with strong knowledge of Advanced Excel</li> <li>2. Proficient in Data Analysis</li> <li>3. Good communication skill (Written &amp; Verbal)</li> <li>4. Ability to Multitask</li> <li>5. High Energy Level</li> </ol>
<b>Term</b>	Appointment is on a full-time basis
<b>Selection Procedure</b>	The candidate will be shortlisted based on knowledge, skill and other criteria. The selection procedure of shortlisted candidate shall be; <ul style="list-style-type: none"> <li>• Written test</li> <li>• Personal interview</li> </ul> Candidates who clear the written test, will be called for personal interview. Selection will be based on the performance in the written test and personal interview.
<b>How to apply</b>	Kindly apply by sending your CV at <a href="mailto:joyce@actuariesindia.org">joyce@actuariesindia.org</a> Last date of submission of application is 15th February, 2022.