

Examination Registration –Procedure

To register for examination, it is mandatory to generate training completion certificate on the website www.insuranceinstituteofindia.com under IRDAI Examinations menu.

<https://www.insuranceinstituteofindia.com/web/guest/training-completion-certificate>

Once the URN has completed the required training from III Training Portal (www.insuranceinstituteofindia.com) then the Corporate Agent has to register the URN for the examination.

For examination registration, Batch Id has to be generated on www.iiexams.org portal by the Corporates/Companies. No individual candidate can create batch ID/Transaction ID for examination registration.

To create batch ID, corporate can go to www.iiexams.org , under <<Examination Registration>> Tab, please select applicant date of URN and preferred examination date and create batch ID.

Follow the below steps for exam registration.

To create a Batch ID, follow the below steps.

1. Select the date in Application from date and to date on which date the URN was created.
2. Then directly click on submit then after it will populate the record which was created in the given application date range and for which the training is completed and valid.
3. Now enter the preferred exam date in 'OnOrAfter' column in dd MMM YYYY format e.g. 24 Oct 2016.
4. Now click the record for which you want to register for exam and you have entered the preferred exam date and click on save to generate Batch ID.
5. Once the batch ID is generated then no modification is allowed.
6. After generation of Batch ID you can make the payment of the Batch ID/transaction ID through the given URL: <http://nseitexams.com/OnlinePayment/paymentRequest.jsp>
7. Payment for the Batch ID/transaction ID can be made after 24 hours or next day of the Batch creation date.

Corporate Agent - Self Seat Booking

Click on the “Examination Registration” option under the login of Corporate Agent on www.iiiexams.org portal.

- 1) Select the Application from date and to date on which the URN was created. List of the URN will be display in the below window if available in the given date range.

The screenshot shows the 'Examination Registration' page for a Corporate Agent User. The page header includes the III logo and the text 'भारतीय बीमा संस्थान INSURANCE INSTITUTE OF INDIA'. The user is identified as 'Welcome, Axis Bank Ltd(Corporate Agent User)'. The left sidebar contains navigation options: Profile, Care Site, Examination (highlighted), Training Registration Form, Training Registration Form Correction, Examination Registration, Reports, and Corporate Branch. The main content area is titled 'Examination Registration' and includes links for 'To Upload Examination Registration Data in Bulk' and 'To Download Template for Bulk Upload'. Below these links, there is a warning: 'Applicant with photo and/or signature image file size greater than 50KB will not be shown.' The form contains fields for 'Application From Date' (06 Sep 2017) and 'To Date' (06 Sep 2017). There are also dropdown menus for 'Exam Body' (Insurance Institute of India) and 'Exam Center' (All). A 'Submit' button is located at the bottom of the form.

- 2) Once it displays the list of URN at the same time it will show the batch mode and scheduling mode.

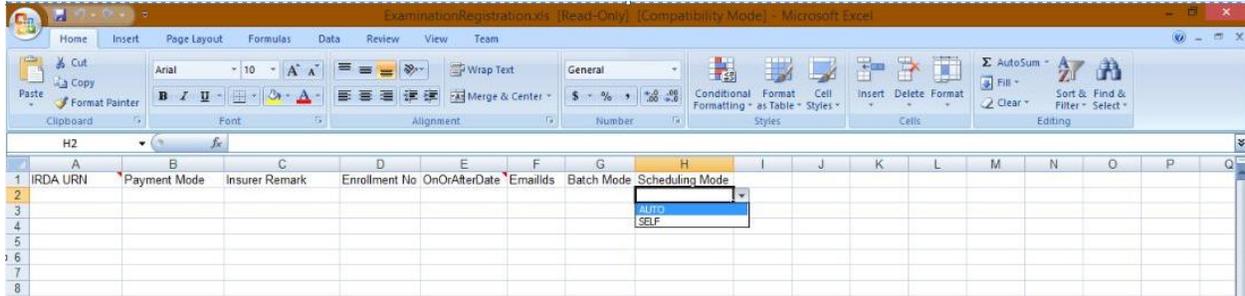
The screenshot shows the 'Examination Registration' page for a Corporate Designated Person. The page header includes the III logo and the text 'भारतीय बीमा संस्थान INSURANCE INSTITUTE OF INDIA'. The user is identified as 'Welcome, TEST INSURANCE COMPANY(Corporate Designated Person)'. The left sidebar contains navigation options: Profile, Administration, Licensing, Care Site, Examination (highlighted), Examination Registration, Exam Upload Status, Online Exam Scheduling, and Reports. The main content area is titled 'Examination Registration' and includes links for 'To Upload Examination Registration Data in Bulk' and 'To Download Template for Bulk Upload'. Below these links, there is a warning: 'Applicant with photo and/or signature image file size greater than 50KB will not be shown.' The form contains a checkbox for 'Process all records on this Page'. There are dropdown menus for 'Payment Mode' (Online Payment) and 'Remarks'. Below these, there are radio buttons for 'Batch Mode' (Bulk Batch selected) and 'Scheduling Mode' (Auto Scheduling selected). There are also radio buttons for 'Single Candidate Batch' and 'Self Scheduling'. A 'Trained Applicants' table is visible at the bottom, with columns for Applicant Name, URN, Enrollment No., ATI Center, Training Hours, and Training End Date.

There are combinations of ‘Batch Mode’ and ‘Scheduling mode’ is given.

1. When the combination of ‘Batch Mode’ and ‘Scheduling mode’ is Bulk Batch and Auto scheduling respectively, then single batch ID will be created and examination slot will be provided by NSEIT.
2. When the combination of ‘Batch Mode’ and ‘Scheduling mode’ is Bulk Batch and Self scheduling respectively, then single batch ID will be created and examination slot has to be selected by the candidate.
3. When the combination of ‘Batch Mode’ and ‘Scheduling mode’ is Single Candidate Batch and Auto scheduling respectively, then URN = Batch ID will be created and examination slot will be given by NSEIT.
4. When the combination of ‘Batch Mode’ and ‘Scheduling mode’ is Single Candidate Batch and Self scheduling respectively, then URN = Batch ID will be created and examination slot has to be selected by the candidate.

Below is the screen shot of new Examination Registration template for Bulk upload, which has the same option of batch and scheduling in the last two columns respectively.

These option are also has the same functionality as par the payment mode as we have understand from the above cases, and both columns are mandatory.



For Corporate Agent/ Web Aggregator/ Insurance Marketing Firm:

Payment Mode	Batch Mode	Scheduling Mode	New Scenario
Online Payment	Bulk	Auto	Single batch ID will be created and examination slot will be provided by NSEIT
	Bulk	Self	Single batch ID will be created and examination slot has to be selected by the candidate
	Single	Auto	URN = Batch ID will be created and examination slot will be given by NSEIT
	Single	Self	URN = Batch ID will be created and examination slot has to be selected by the candidate