

# INSURANCE INSTITUTE OF INDIA HELP MANNUAL FOR PLACEMENT SERVICES - COMPANIES

Create an Account for Company at <https://www.insuranceinstituteofindia.com>

Create username and password for the placement Services --- New user ( Create an Account )

Browser address bar: <https://www.insuranceinstituteofindia.com/web/guest/home>

New Tab  
Friday, September 21, 2018


Search:

College Of Insurance

Sign In ? New Users:: **Create An Account**

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**Starting June 2018, the office of the Institute will be clos**



**Welcome to Insurance Institute of India**

The Insurance Institute of India formerly known as Federation of Insurance Institutes (J.C. Setalvad Memorial) was established in the year 1955, for the purpose of promoting Insurance Education & Training in the country. Institute qualifications are held in esteem both by the regulator and the industry. In its role as an leading education and training provider I.I.I. is closely associated with all the segments of the insurance industry which includes Insurance regulatory authority of India, public and private sector insurance companies.

**Important Information**

- Scheme of arrangement between the I.I.I. and the Chartered Insurance Institute, London.
- International Certification in "Life & General Insurance".
- Professional Examination Registration/Paper Enrollment

**Online Training**

Insurance Brokers(Only Freshers)

# INSURANCE INSTITUTE OF INDIA

## HELP MANNUAL FOR PLACEMENT SERVICES - COMPANIES

The screenshot shows the 'Create An Account' form on the Insurance Institute of India website. The form is titled 'Create An Account' and includes the following fields and options:

- First Name:** ABC
- Middle Name:** (empty)
- Last Name:** Inc
- Login Name:** abc2018
- Email Address:** spshinde@iii.org.in
- New Password:** (masked with dots)
- Confirm Password:** (masked with dots)
- Birthdate:** January 1, 1970
- Gender:** Male
- Text Verification:** 8328

There is a 'Save' button at the bottom left and a 'Sign In' link at the bottom right.

### Welcome letter on successfully generation of username and Password

Dear ABC Inc,

Welcome! You have recently created an account at Insurance Institute of India. Your login name is **abc2018** and password is **XXXXXXXX@20XX**. You can reset your password after signing in for the first time from <http://www.insuranceinstituteofindia.com>.

### Welcome to Insurance Institute of India examination system

#### Already registered with Insurance Institute of India

If you have completed any of the certificate / diploma courses or have appeared in some of the subjects earlier, please follow the steps given below:

From the menu item **Exam Registration** click on Profile sub menu

- Answer the question, 'Have you ever registered or appeared for our examination( other than Agent's Examination, Surveyor Examination)?' as Yes.
- Enter your diploma number or registration id provided to you at the time of your registration for examination.
- Enter your date of birth.
- Click on Submit button.
- If you provide valid details,your old profile and examination details will be available to you, can view your details by clicking on Profile sub menu from **Exam Registration**.
- Please ensure you update your correspondence address. This will be used for all the future correspondence.

# INSURANCE INSTITUTE OF INDIA

## HELP MANNUAL FOR PLACEMENT SERVICES - COMPANIES

### If you are a new candidate

If you are a new candidate and desirous of appearing for any of the certificate / diploma courses from Insurance Institute of India, please follow the steps given below:

- After logging into the Insurance Institute of India web portal, go to Exam Registration and click on the Profile sub menu.
- Answer the question, 'Have you ever registered or appeared for our examination (other than Agent's Examination, Surveyor Examination)?' as No.
- Enter your details in the Profile Form and press the Submit button.
- Once the candidate profile is created successfully you can view your details by clicking on [Profile](#) sub menu from **Exam Registration**.
- You can edit your address any time from the edit link given in your profile.

### Registration:

Click on [Registration](#) link from **Exam Registration** and select your Institute and after paying the required fees, you will be registered in the institute to appear in the examinations conducted by III.

**Paper Enrollment Form :** After successful registration, go to **Exam Registration** and click on [Paper Enrollment Form](#), Select the subjects which you want to appear in. Make the payment.

Sincerely,  
mrm@iii.org.in  
Insurance Institute of India

**Login with your credential at Institute website**

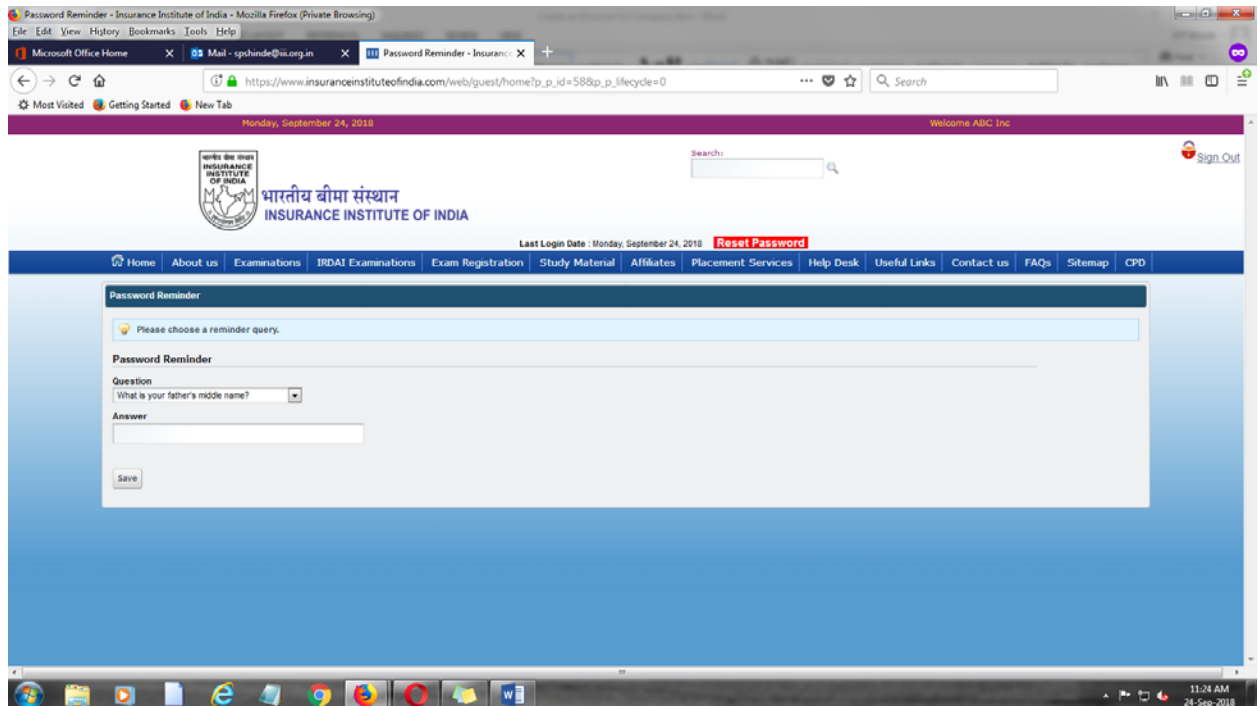
### Set up a new Password

The screenshot shows a web browser window with the URL [https://www.insuranceinstituteofindia.com/c/portal/login?p\\_id=17727&ticket=ST-1912-f1jAMnreIWPIMECov](https://www.insuranceinstituteofindia.com/c/portal/login?p_id=17727&ticket=ST-1912-f1jAMnreIWPIMECov). The page header includes the Insurance Institute of India logo and name in Hindi and English, along with a search bar. The main navigation menu contains links for Home, About us, Examinations, IRDAI Examinations, Exam Registration, Study Material, Affiliates, Placement Services, Help Desk, Useful Links, Contact us, and FAQs. The 'Set a New Password' form is displayed, featuring a 'Please set a new password.' message, a 'Recent Password received through SMS/email' field, and 'New Password' and 'Confirmed New password' fields. A 'Save' button is at the bottom of the form.

# INSURANCE INSTITUTE OF INDIA

## HELP MANNAL FOR PLACEMENT SERVICES - COMPANIES

### Setting Password reminder Question for your Login:



Password Reminder - Insurance Institute of India - Mozilla Firefox (Private Browsing)

File Edit View History Bookmarks Tools Help

Microsoft Office Home x Mail - spshinde@iiu.org.in x Password Reminder - Insurance x

https://www.insuranceinstituteofindia.com/web/guest/home?p\_p\_id=58&p\_p\_lifecycle=0

Monday, September 24, 2018

Welcome ABC Inc

Search:

Sign Out

भारतीय बीमा संस्थान  
INSURANCE INSTITUTE OF INDIA

Last Login Date: Monday, September 24, 2018 [Reset Password](#)

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**Password Reminder**

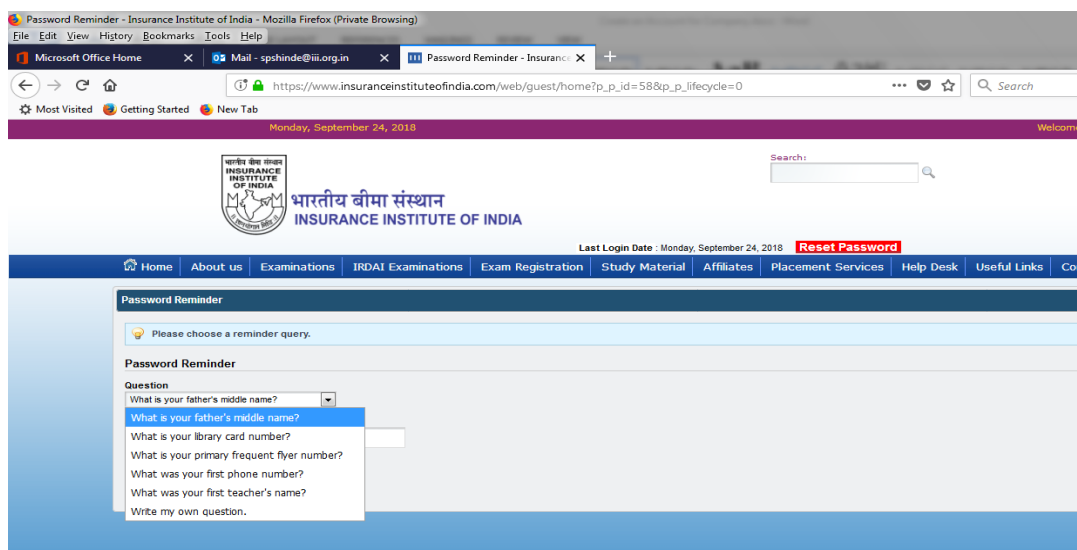
Please choose a reminder query.

**Password Reminder**

Question  
What is your father's middle name?

Answer

Save



Password Reminder - Insurance Institute of India - Mozilla Firefox (Private Browsing)

File Edit View History Bookmarks Tools Help

Microsoft Office Home x Mail - spshinde@iiu.org.in x Password Reminder - Insurance x

https://www.insuranceinstituteofindia.com/web/guest/home?p\_p\_id=58&p\_p\_lifecycle=0

Monday, September 24, 2018

Welcome

Search:

भारतीय बीमा संस्थान  
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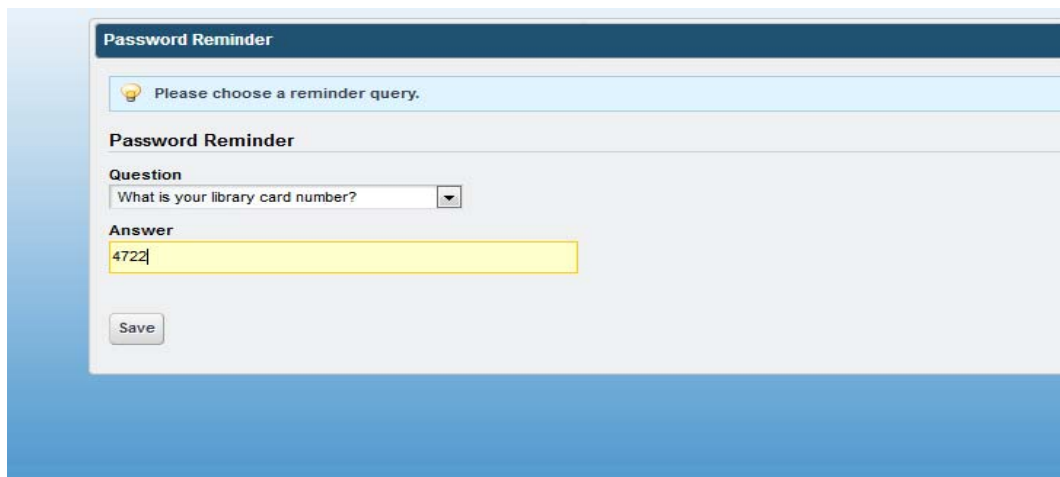
**Password Reminder**

Please choose a reminder query.

**Password Reminder**

Question  
What is your father's middle name?  
What is your father's middle name?  
What is your library card number?  
What is your primary frequent flyer number?  
What was your first phone number?  
What was your first teacher's name?  
Write my own question.

## INSURANCE INSTITUTE OF INDIA HELP MANNUAL FOR PLACEMENT SERVICES - COMPANIES



The screenshot shows a web form titled "Password Reminder". At the top, there is a light blue banner with a lightbulb icon and the text "Please choose a reminder query." Below this, the form has a section titled "Password Reminder". Under this section, there is a "Question" label followed by a dropdown menu currently showing "What is your library card number?". Below the question, there is an "Answer" label followed by a text input field containing the number "4722". At the bottom left of the form, there is a "Save" button.

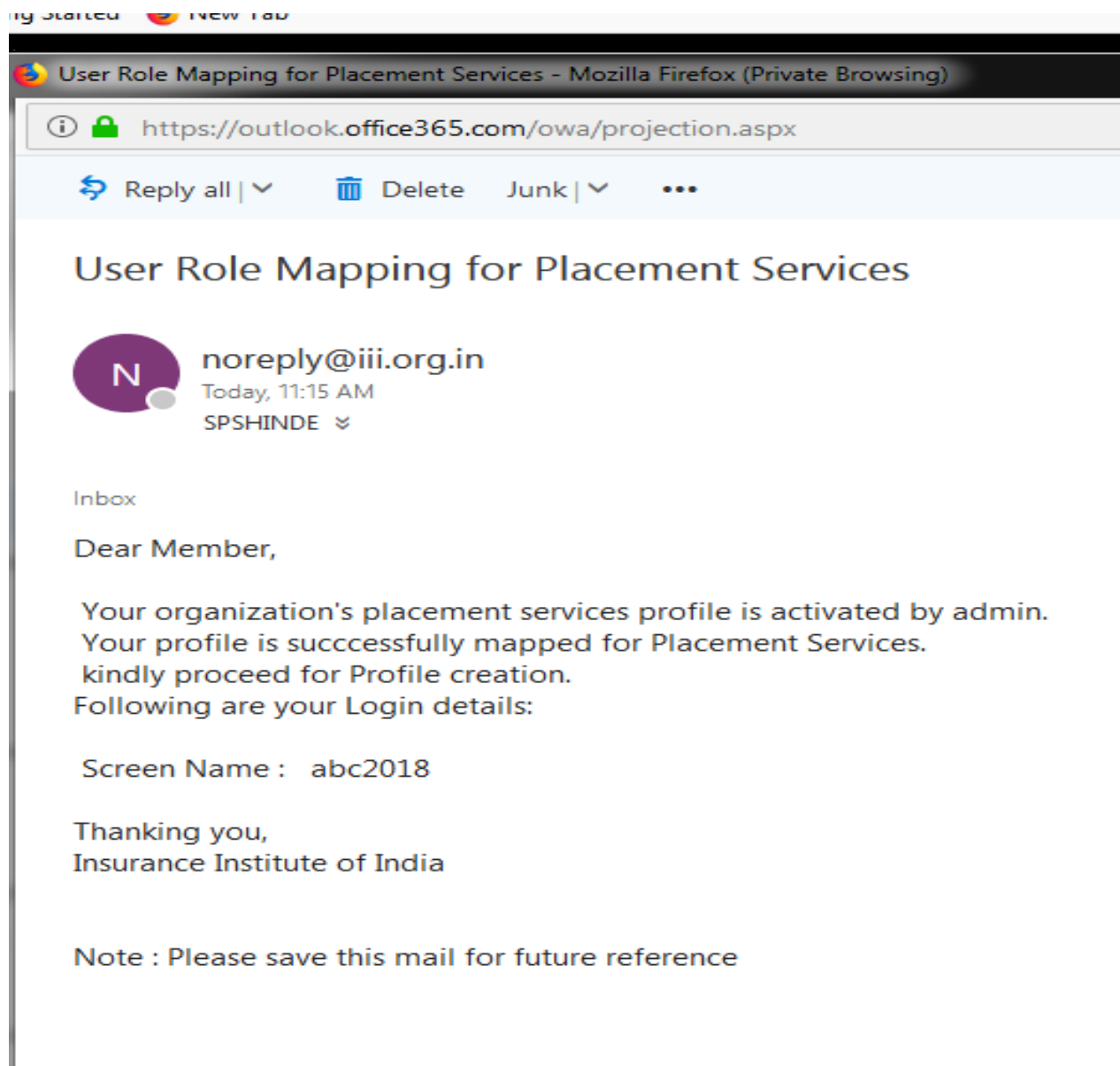
Mail your request to [mrm@iii.org.in](mailto:mrm@iii.org.in) for adding company for placement assistance Services with username (login name) , company email id and with your company profile.

The competent authority take decision for approval / rejection of the said company.

The acceptance/ rejection will be intimated to Company within 4 working days

On successful acceptance of you company profile, Company will received message from the Institute:

## INSURANCE INSTITUTE OF INDIA HELP MANNUAL FOR PLACEMENT SERVICES - COMPANIES



After receipt of the email from the Insurance Institute of India Company may proceed for Profile Creation at Institute website:

# INSURANCE INSTITUTE OF INDIA

## HELP MANNUAL FOR PLACEMENT SERVICES - COMPANIES

ools Help


Mail - spshinde@iii.org.in x Home - Insurance Institute of India x

https://www.insuranceinstituteofindia.com/web/guest/home

New Tab

Monday, September 24, 2018 Welcome ABC Inc.

Search:

 भारतीय बीमा संस्थान  
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Start

Company Profile Creation  
View/Update Company Details  
Vacancy Creation By Company  
Vacancy Updation By Company  
Company Approval of Job Vacancy Updated by Department

This plugin is vulnerable and should be updated.  
Run Adobe Flash  
[Check for updates...](#)

Welcome to Insurance Institute of India

The Insurance Institute of India formerly known as Federation of Insurance Institutes (J.C. Setalvad Memorial) was established in the year 1955. for the purpose of promoting Insurance Education & Training in


Insurance Institute of India - Mozilla Firefox (Private Browsing)

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Mail - spshinde@iii.org.in x Company Profile Creation - Ins x

https://www.insuranceinstituteofindia.com/web/guest/company-profile-creation

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**Company Profile Creation**

Company Name:	ABC Inc
Email Id:	spshinde@iii.org.in
Login(Screen Name):	abc2018
Login Id:	4038109
Company Address:*	
Country:*	-----Select-----
State:*	-----Select-----
Company Email Id:*	
HR Head Name:*	
Requestor Name:*	
Office no.:	
Mobile No.:	
<a href="#">Create Company</a>	

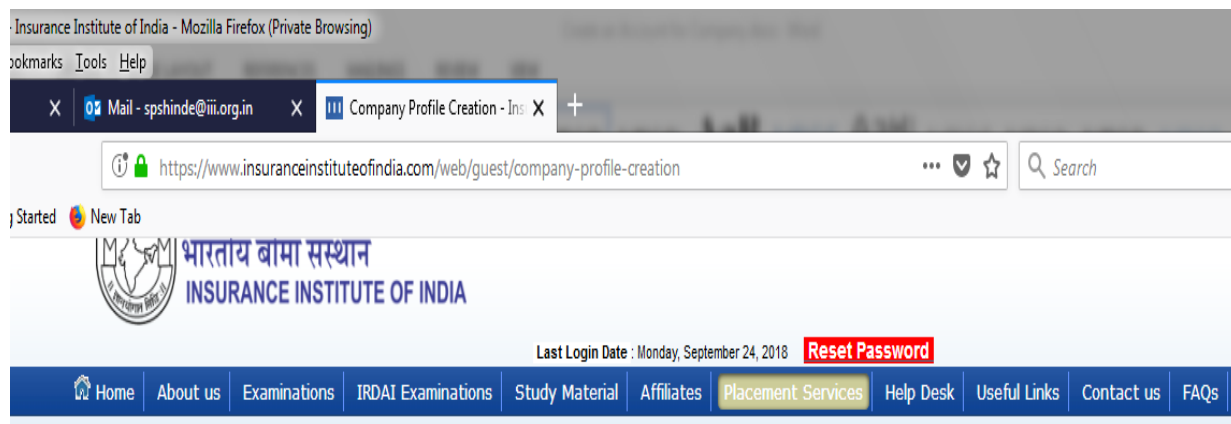
# INSURANCE INSTITUTE OF INDIA

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Company Profile Creation	
Company Name:	ABC Inc
Email Id:	spshinde@iii.org.in
Login(Screen Name):	abc2018
Login Id:	4038109
Company Address:*	COI, G Block, Plot c-46, BKC Mumbai 400 051
Country:*	India
State:*	Maharashtra
Company Email Id:*	spshinde@iii.org.in
HR Head Name:*	MR CEO
Requestor Name:*	MR HR
Office no.:*	02226544200
Mobile No.:*	9833564077
<a href="#">Create Company</a>	



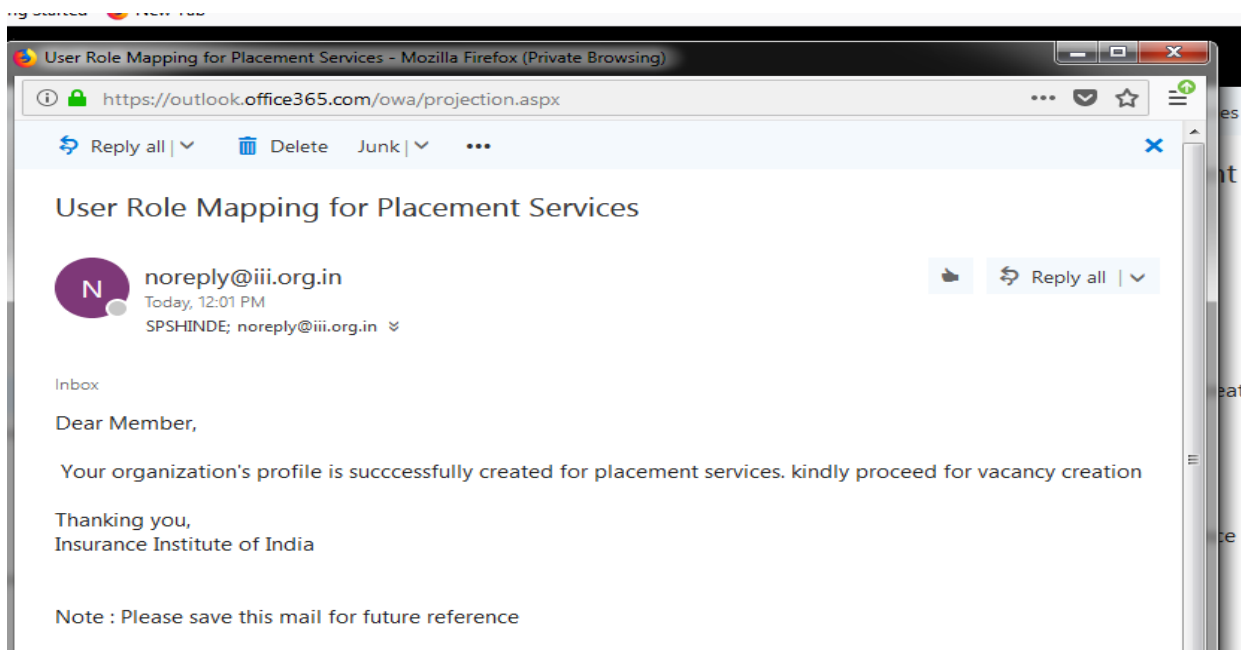
Company Profile Creation

Company profile created successfully and mail has been sent successfully



# INSURANCE INSTITUTE OF INDIA

## HELP MANUAL FOR PLACEMENT SERVICES - COMPANIES



On receipt of profile creation for placement services company may proceed for Vacancy posting on Institute website.

The screenshot shows the 'Company Profile View' form on the Insurance Institute of India website. The form contains the following fields and values:

Company Profile View	
Company Name:	ABC Inc
Login(Screen Name):	abc2018
Login Id:	4038109
Email Id:*	spshinde@iii.org.in
Company address: *	COI, G Block, Plot c-46, BKC Mumbai 400 0
Country:*	India
State:*	Maharashtra
Company Email Id:*	spshinde@iii.org.in
HR Head Name: *	MR CEO
Requestor Name: *	MR HR
Office Phone No.:*	02226544200
Mobile No.:*	9833564077

Below the form is a 'Save' button. To the right of the form is a dropdown menu with the following options: 'Company Profile Creation', 'View/Update Company Details', 'Vacancy Creation By Company', 'Vacancy Updation By Company', 'Company Approval of Job', and 'Vacancy Updated by Department'.

You can update company profile information – Placement Services --- view/update company details

# INSURANCE INSTITUTE OF INDIA

## HELP MANNUAL FOR PLACEMENT SERVICES - COMPANIES

### Vacancy creation by Company:

Last Login Date : Monday, September 24, 2018 [Reset Password](#)

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#### Vacancy Creation Form

**A. Company Details**

Company Name*	ABC Inc
Company Address*	COI, G Block, Plot c-46, BKC Mumbai 400 051
Company Country*	India
Company State*	Maharashtra
Email ID Of Company*	spshinde@iii.org.in

**B. Vacancy Details**

Name of Vacancy/Post*	
Nature of Vacancy/Post*	
Number Of Vacancies*	
Vacancy Location: Country*	-----Select-----
Qualification(Required/Desirable/Other)*	
Required experience(in years)*	
Vacancy Start Date*	
Vacancy End Date*	
CTC(Numeric/To Be Discussed)*	<input checked="" type="checkbox"/> Is Negotiable
Contact Person Name*	
Remarks*	

[Capture](#)

Name of Vacancy/Post *	Testing dummy
Nature of Vacancy/Post*	Testing Module dummy
Number Of Vacancies*	01
Vacancy Location: Country*	India
Qualification(Required/Desirable/Other)*	Graduate
Required experience(in years)*	01 year
Vacancy Start Date*	24-09-2018
Vacancy End Date*	27-09-2018
CTC(Numeric/To Be Discussed)* 1,00,000	Is Negotiable NO
Contact Person Name* MR. HR	
Remarks* This is testing vacancy created by the Institute don't apply /respond to this vacancy	

# INSURANCE INSTITUTE OF INDIA

## HELP MANNUAL FOR PLACEMENT SERVICES - COMPANIES

Company State*	Maharashtra
Email ID Of Company*	spshinde@iii.org.in
<b>B.Vacancy Details</b>	
Name of Vacancy/Post*	Testing dummy
Nature of Vacancy/Post*	Testing Module dummy
Number Of Vacancies*	01
Vacancy Location: Country*	India
<input checked="" type="checkbox"/> Metro	<input type="checkbox"/> Non-Metro <input type="checkbox"/> Other
Vacancy Location Metro*	<div> Chennai  Mumbai  Hyderabad  Ahemdabad </div>
Qualification(Required/Desirable/Other)*	Other Professional Qual
Qualification: Other Professional Qualification*	MSC IT
Required experience(in years)*	1
Vacancy Start Date*	24-09-2018
Vacancy End Date*	27-09-2018
CTC(Numeric/To Be Discussed)*	100000 <input type="checkbox"/> Is Negotiable
Contact Person Name*	MR HR
Remarks*	This is testing vacancy created by the Institute don't apply /respond to this v
<input type="button" value="Capture"/>	

# INSURANCE INSTITUTE OF INDIA

## HELP MANNUAL FOR PLACEMENT SERVICES - COMPANIES

Company Name	
Email ID Of Company*	sphinde@iii.org.in
<b>B.Vacancy Details</b>	
Name of Vacancy/Post*	Testing dummy
Nature of Vacancy/Post*	Testing Module dummy
Number Of Vacancies*	1
Vacancy Location: Country*	India
Vacancy Location Metro*	Kolkata Bangalore Delhi Mumbai
Vacancy Location: Other*	..
Qualification(Required/Desirable/Other)*	Other Professional Qual
Qualification: Other Professional Qualification*	MSC IT
Required experience(in years)*	1
Vacancy Start Date*	24-09-2018 00:00:00
Vacancy End Date*	27-09-2018 23:59:59
CTC(Numeric/To Be Discussed)*	100000 <input checked="" type="checkbox"/> Is Negotiable
Contact Person Name*	MR HR
Remarks*	This is testing vacancy created by the Institute don't apply /respond to this v
Capture	
Vacancy has been created with JobId 10249	

