

**INSURANCE INSTITUTE OF INDIA**  
**'G' Block, Plot No. C-46, Bandra Kurla Complex**  
**Bandra (East)**  
**MUMBAI 400 051.**

**Application Invited for the post of "Administrator" and "Relationship Manager" at College of Insurance-Kolkata.**

**The role , job description and eligibility criteria for the post of "Administrator" are as follows:**

- a) Managing up keep and looking after Assets of College
- b) Corresponding with and follow up with insurance companies and prospective clients
- c) Day-to-day activities of College
- d) Attending visitors
- e) Liaising with III, Mumbai
- f) Maintenance of Cash and Accounts of College
- g) Supervising outsourced persons engaged in the College
- h) Managing boarding and lodging for the trainees
- i) Managing sightseeing for participants whenever required
- j) Coordinating with faculty
- k) Report preparation and sending to III, Mumbai
- l) Any other activities as will be required by the College
- m) Liaison with outside agencies as and when required
- n) Maintenance of premises

**Eligibility:**

- a) Retired Officer in scale I and above from the public sector insurance companies.
- b) Maximum Age 62 as on 31.07.2019

**Remuneration:**

Consolidated salary of Rs.50000 per month. The remuneration shall be fixed for the entire period of contract (maximum three years or the attainment of 65 years of age, whichever is earlier).

**The job description and eligibility criteria for the post of "Relationship Manager" are as follows:**

- a) Liaison with Insurance companies / prospective clients
- b) Helping Principal in formulating and designing courses
- c) Identifying and coordinating with the faculty
- d) Taking classes if required
- e) Supervising "Administrator"
- f) Liaison with III

**Eligibility:**

- a) Retired Officer in scale III and above from the public sector general insurance companies.
- b) Maximum Age 62 as on 31.07.2019

**Remuneration:**

Consolidated salary of Rs.65000 per month. The remuneration shall be fixed for the entire period of contract (i.e. maximum three years or the attainment of 65 years of age, whichever is earlier).

The candidates who fulfill the eligibility criteria are requested to apply in a sealed cover superscribing application for the post "Application for the Post of "Administrator" / "Relationship Manager" to Insurance Institute of India, Mumbai office on the following address :

**The Secretary General  
Insurance Institute of India,  
G-Block, Plot No. C-46,  
Bandra-Kurla Complex,  
Bandra (East)  
Mumbai - 400 051.**

**Last date for the receipt of the Application: 20<sup>th</sup> July, 2019**