Surveyor Exam Help Manual

The Insurance Regulatory and Development Authority has authorized the Insurance Institute of India to conduct Pre-Licensing Examination for Insurance Surveyors and Loss Assessors, as required by the IRDA regulations.

➢ **ROLE OF INSURANCE INSTITUTE OF INDIA (Examination Dept)**:

Before the paper enrollment date:

1) Prepare the time-table and take the approval from officer.
   Path: EXAMDEPT (Q): > Exams > Online > month and year folder (**E.g. September 2023 Online Exam**)

2) Send mail to IT department to upload the same time table on our web portal
   Path is Examination >>Surveyors Exam>>Surveyors Online exam schedule

3) On same day, the department (oficer) send mail to IRDAI the Session wise exam timetable of Surveyors examination **before start the enrollment**. (Mail has to be sent to kiransharma@irdai.gov.in or Pankaj Tiwari informing them about the exam date, time etc. We have to ask them to provide the eligible Surveyor list of candidates).

4) Once the list is received from IRDAI, we have save in Q :
   File Path is Q: >> Exams >>Online >> month wise folder (e.g. September 2023 online exam) >> Surveyor Sept 2023 folder

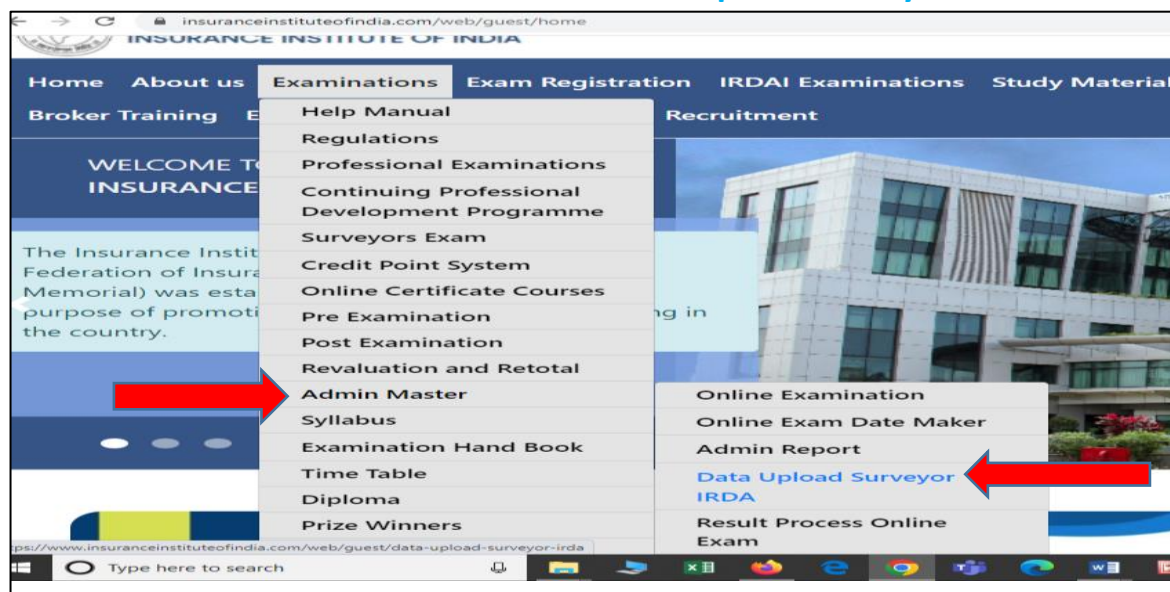5) The list received from IRDA is changed to III Excel format and saved and upload on III portal.
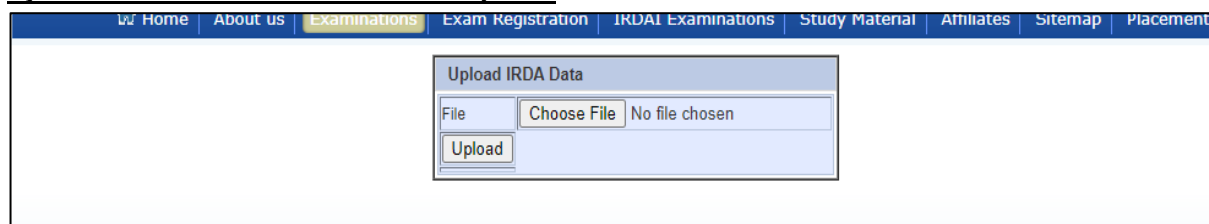   A} **The excel format is as below:**

B} Upload the excel sheet on below mentioned path:

Path: Examination >> Admin master >>Data Upload Surveyor Exam

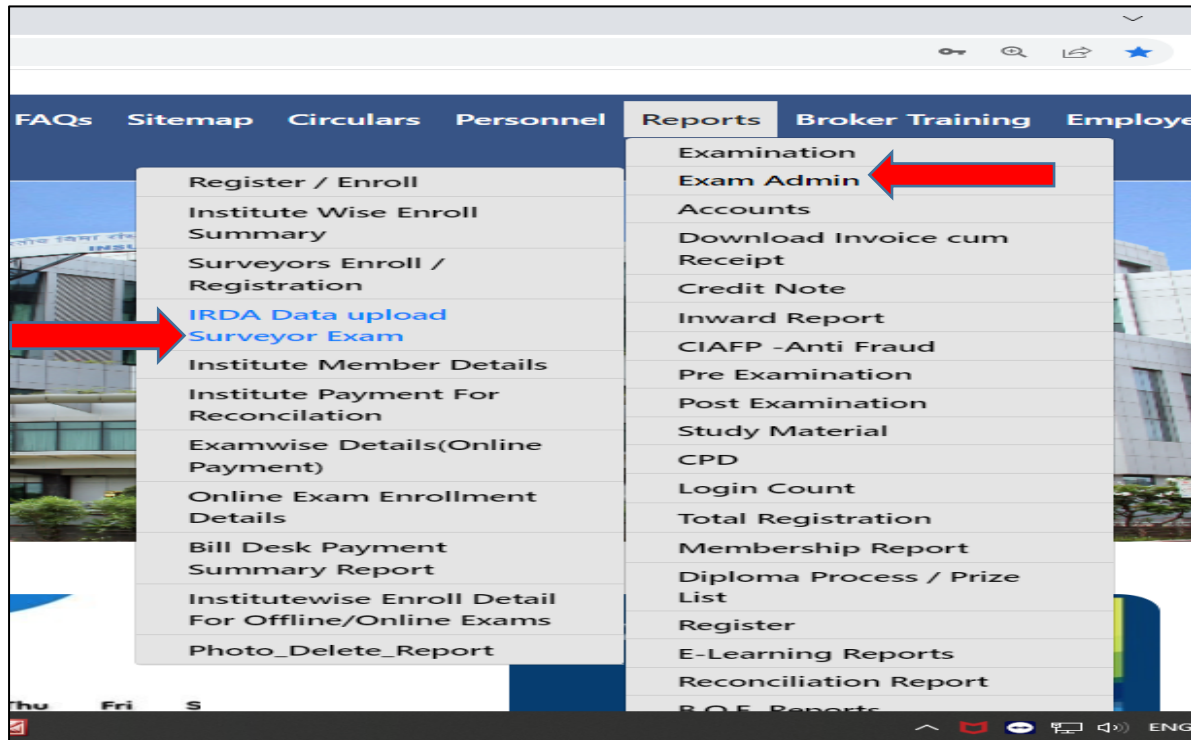**C} Select the file and then click on upload**

D) **After upload the list, download the uploaded list to check the total uploaded data (i.e. no. of candidates)**

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The list has to be checked i.e. whether all names are appearing. The path for checking is as given below:

Path is Reports >> Exam Admin>>IRDA data Upload Surveyor exam. (We have to check the list)

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6) After upload the list on portal, send mails regarding paper enrollment to the eligible surveyors and also inform to the IRDAI through the mail **(Once the paper enrollment closed, we have not accepted any list from IRDAI)**

7) If any candidate calls to find out whether his name has been enrolled or not, we have to use the same path for checking, please go to the below given path:

   Path: Reports >> Exam Admin>>IRDA data Upload Surveyor exam.

Surveyor Exam Help Manual
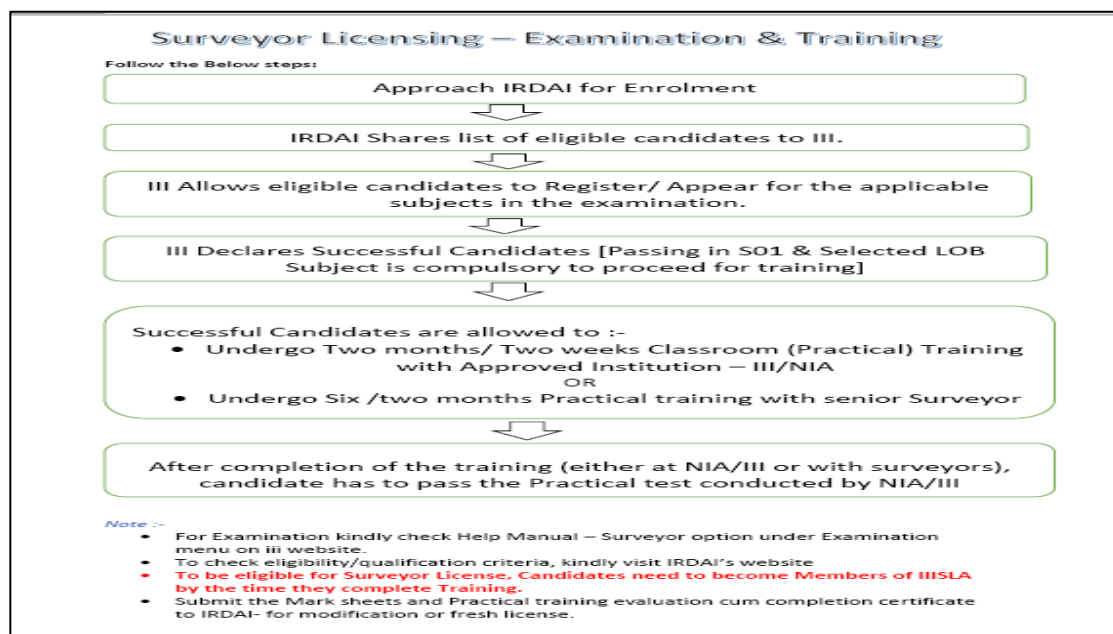
IRDA Surveyor Uploaded Data Report

Reports can be accessed by entering EITHER "Enrollment Number" OR "Uploaded From and Uploaded To" dates

Uploaded From Date: *		Uploaded To Date: *	

OR

Enrollment Number : *	1000018174

Search

Sr.No.	Enroll Sr. No.	Candidate Name	Enrollment Number	Enrollment Date	Trainer Name	Trainer State	SLA No	Email	Diploma 1	Diploma 2	Diploma 3	Diploma 4	Diploma 5	Diploma 6	Diploma 7	address 1	address 2	address 3	City	State	Pincode	createdDate
1	19770	SANTOSH VINAYAK GAONKAR	1000018174	03.04.2023				gaonkarsurveyor@gmail.com	ENGG	MARINE CARGO												2023-04-10 14:52:38.952

XLS

8) If candidate has any query regarding Surveyors examination, i.e. regarding syllabus, enrollment, examination fees, dates etc. he/she has to visit our website **www.insurancesnstituteofindia.com** as well as to visit IRDAI's website **www.irda.gov.in**

9) To check eligibility/qualification criteria, candidates have to visit IRDAI's website **www.irda.gov.in** and also share the below help manual : (How to register on IRDAI portal to get the enrollment number)

Surveyor Licensing — Examination & Training

Follow the Below steps:

Approach IRDAI for Enrolment

IRDAI Shares list of eligible candidates to III.

III Allows eligible candidates to Register/ Appear for the applicable subjects in the examination.

III Declares Successful Candidates [Passing in S01 & Selected LOB Subject is compulsory to proceed for training]

Successful Candidates are allowed to :-
- Undergo Two months/ Two weeks Classroom (Practical) Training with Approved Institution — III/NIA
  OR
- Undergo Six /two months Practical training with senior Surveyor

After completion of the training (either at NIA/III or with surveyors), candidate has to pass the Practical test conducted by NIA/III

Note :-
- For Examination kindly check Help Manual — Surveyor option under Examination menu on iii website.
- To check eligibility/qualification criteria, kindly visit IRDAI's website
- To be eligible for Surveyor License, Candidates need to become Members of IIISLA by the time they complete Training.
- Submit the Mark sheets and Practical training evaluation cum completion certificate to IRDAI- for modification or fresh license.

10)   If candidate is enroll for first time i.e. new candidate then share the path of help manual (How to register on III Portal)

Path: Examination >> Help Manual >> Surveyors.

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11) Once the candidate registered on III portal under the SURVEYOR tab then they can apply for Study material and book the slot/subject for Surveyor examination.

During the slot booking:

1) If any candidate forgot to book the slot then III book the slot manually: (same as mentioned the professional exam)
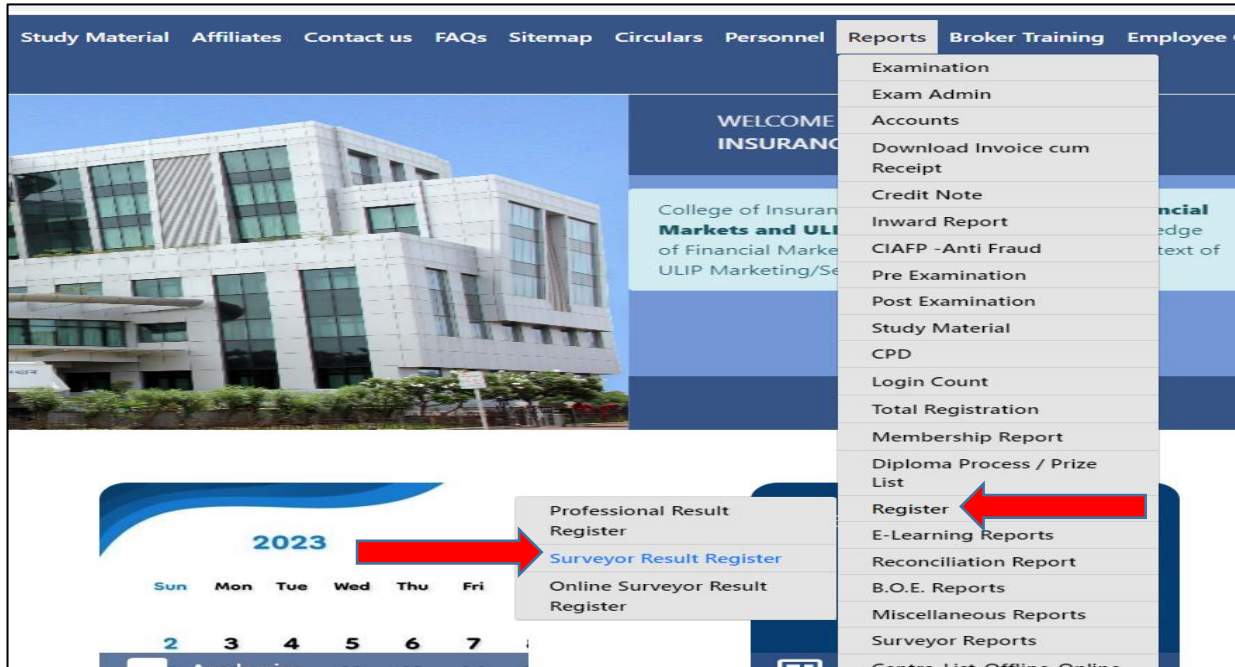
Post the Declared the Result:

1) After the result is declared officially, the following documents along with the letter sent to IRDAI(through mail and hard copy)
   a) Result Register
   b) Index file of candidate

The above lists downloaded from the given below path:

   Path: Report >> Register >> Online Surveyor Result Register

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Export both the files (Click on the **"PDF"** and **"INDEX PAGE"** as shown below:

84	9181642392	RAKESHKUMAR UMEDBHAI PRAJAPATI	S-01 - F - 28,S-06 - F - 39	602	Ahmedabad-602	1000005259	2017-01-19	FAIL
85	9181013865	RAMKUMAR SHOBHNATH VERMA	S-07 - P - 62	602	Ahmedabad-602	1000017582	2022-12-12	PART
86	9210662161	RAVI MONJIBHAI DALKI	S-01 - F - 28,S-06 - F - 38	602	Ahmedabad-602	1000012044	2020-04-03	FAIL
87	9220730485	RAYHAN YAKUBBHAI MANSURI	S-01 - F - 23,S-06 - F - 30	602	Ahmedabad-602	1000016020	2022-03-22	FAIL
88	9220997137	Rutvijkumar Mehta	S-01 - F - 59,S-06 - F - 46	602	Ahmedabad-602	1000015111	2022-03-15	FAIL
89	9201247450	Rutvik Bipinkumar Soni	S-03 - W - 0	602	Ahmedabad-602	1000010499	2019-06-07	FAIL
90	9220653896	SARTHI HITENDRAKUMAR KOSHTI	S-05 - P - 73	602	Ahmedabad-602	1000015901	2022-03-17	PART
91	9220745299	Shivam Gupta	S-07 - F - 42,S-03 - W - 0	602	Ahmedabad-602	1000016838	2022-09-13	FAIL
92	9220650952	Shivam Rameshbhai Monpara	S-02 - P - 62	602	Ahmedabad-602	1000016498	2022-06-22	PART
93	9230692857	SUHAS BIPINBHAI AMIN	S-01 - F - 34,S-06 - F - 50	602	Ahmedabad-602	1000017124	2022-09-20	FAIL
94	9233012667	SURAJKUMAR BHARATBHAI SARVAIYA	S-06 - F - 32,S-01 - F - 33	602	Ahmedabad-602	1000018162	2023-04-28	FAIL
95	9162753876	Suvaskumar Prahladbhai Patel	S-06 - F - 41	602	Ahmedabad-602	1000002571	2015-02-10	FAIL
96	9211313837	TARPANKUMAR BHARATBHAI PATEL	S-06 - F - 34	602	Ahmedabad-602	1000009099	2018-09-13	FAIL
97	9181198261	UMANG RAJNIKANT NAYAK	S-03 - F - 45	602	Ahmedabad-602	1000015732	2022-03-09	FAIL
98	9211099813	UPADHYAY NIMESHKUMAR S CHANDRA	S-03 - W - 0,S-01 - F - 48	602	Ahmedabad-602	1000012607	2020-07-13	FAIL
99	9220856919	VAIBHAV PRANAVKUMAR BHATT	S-01 - F - 48,S-06 - F - 58	602	Ahmedabad-602	1000013580	2021-01-13	FAIL
100	9230641362	Vijaykumar Naicker	S-04 - F - 59,S-01 - F - 58,S-03 - P - 66	602	Ahmedabad-602	1000017417	2022-11-25	PART

1 2 3 4 5 6 7 8 9 10... Next >>

[PDF] [XLS] [INDEX PAGE]

2) Letter and downloaded files (save in following path)
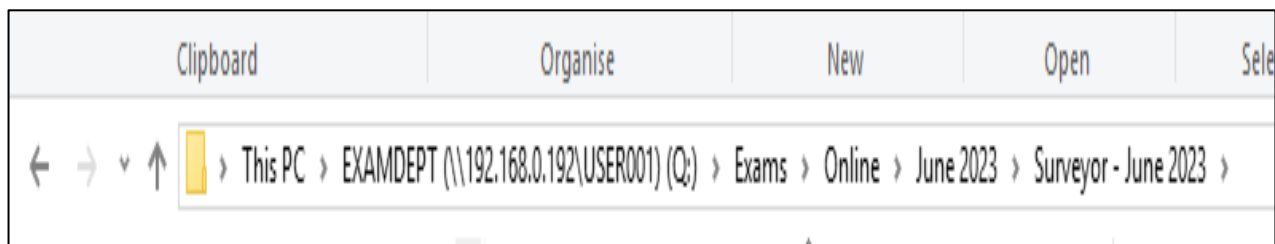
3) Take print out of result and send to the candidates through "Ordinary Post"
4) **At the same time, mail send to Establishment Dept. regarding to dispatch the result (Envelop and hard copy)**

Email Id: surveyor@iii.org.in