

## 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**

SURVEYOR ONLINE EXAMINATION SCHEDULE FOR SEPTEMBER 2023			
Sr. No.	Steps	Details	EXAM MONTH
			SEPTEMBER - 2023
1	Pay Online Fees for Registration / Paper Enrollment*	Online Registration, Enrollment, change of Subject Dates.	6 <sup>th</sup> to 13 <sup>th</sup> July, 2023
2	Book Centre, Date and Time of the Examination i.e. Slot Booking*	Slot / Subject Booking Dates.	4 <sup>th</sup> to 9 <sup>th</sup> August, 2023
3	Examination period is available only for those who book their slot.	Examination Dates	Saturday, 2 <sup>nd</sup> September, 2023 Sunday, 3 <sup>rd</sup> September, 2023 Saturday, 9 <sup>th</sup> September 2023 Sunday, 10 <sup>th</sup> September 2023

New candidates need to register with III and then pay enrolment fees. Please refer "Help Manual – Surveyors" available under the **Examinations – Help Manual – Surveyors menu** for help.

(The candidates who have already registered for Surveyors Exam need NOT register again and can continue with their registered registration number only).

For any queries regarding the Surveyor Online examination please email at [surveyor@iii.org.in](mailto:surveyor@iii.org.in) or call on 022-26544230/244/239/259

- Fees will be accepted ONLINE only.
- Registration fees – Rs. 500/-\*
- Examination fees – Rs. 500/- (per subject)\*

\*Fees excluding taxes.

**Important Note:-**  
The dates given above are tentative and may be changed if required.

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](mailto: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.

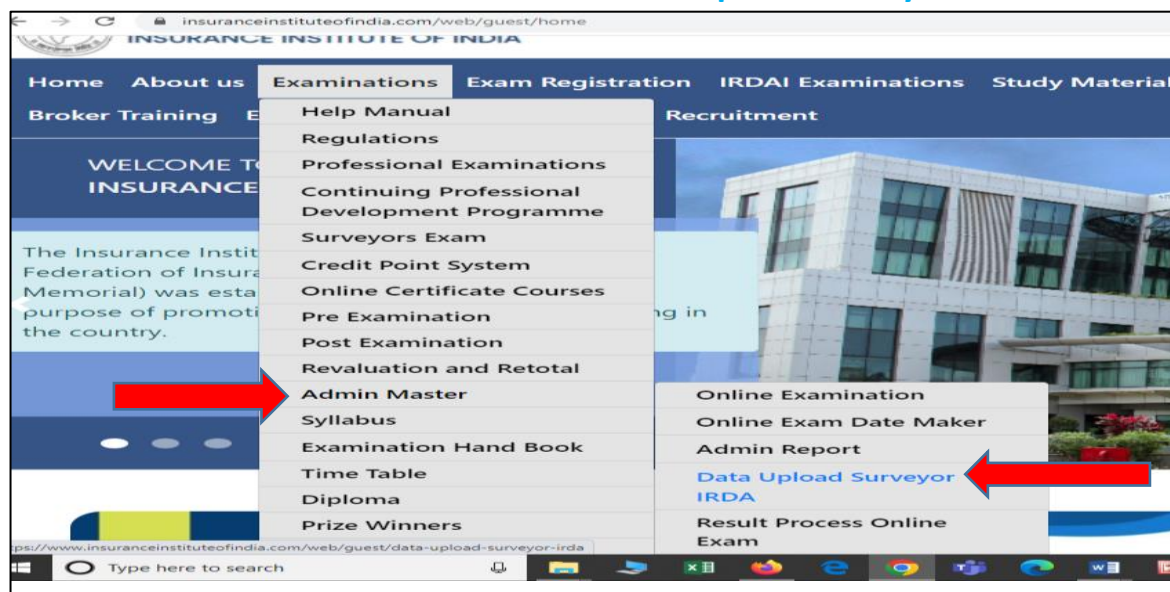
A} **The excel format is as below:**

## Surveyor Exam Help Manual

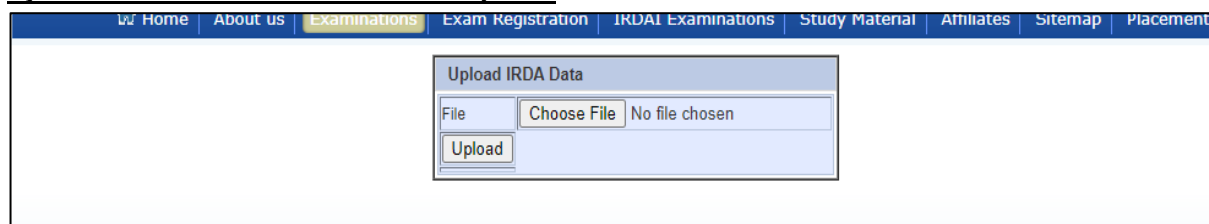
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	SR.	TRAIN	TRAIN	SLA	ENROLLMENT NO	TRAINEE'S NAME	D.O.E	D-1	D-2	D-3	D-4	Email ID	Address	Address	Address1	Add	CIT	STAT	Pin Code
2	1				1000018623	Abdul Kadir	11.07.2023	ENGG	MISC	MOTOR		akash.k6212@gmail.com							
3	2				1000018915	Abhishek Anant Rahate	11.07.2023	MISC				akshaykumarvastrad@gmail.com							
4	3				1000018343	Anandu A S	11.07.2023	MOTOR				kashqureshi1@gmail.com							

**B} Upload the excel sheet on below mentioned path:**

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

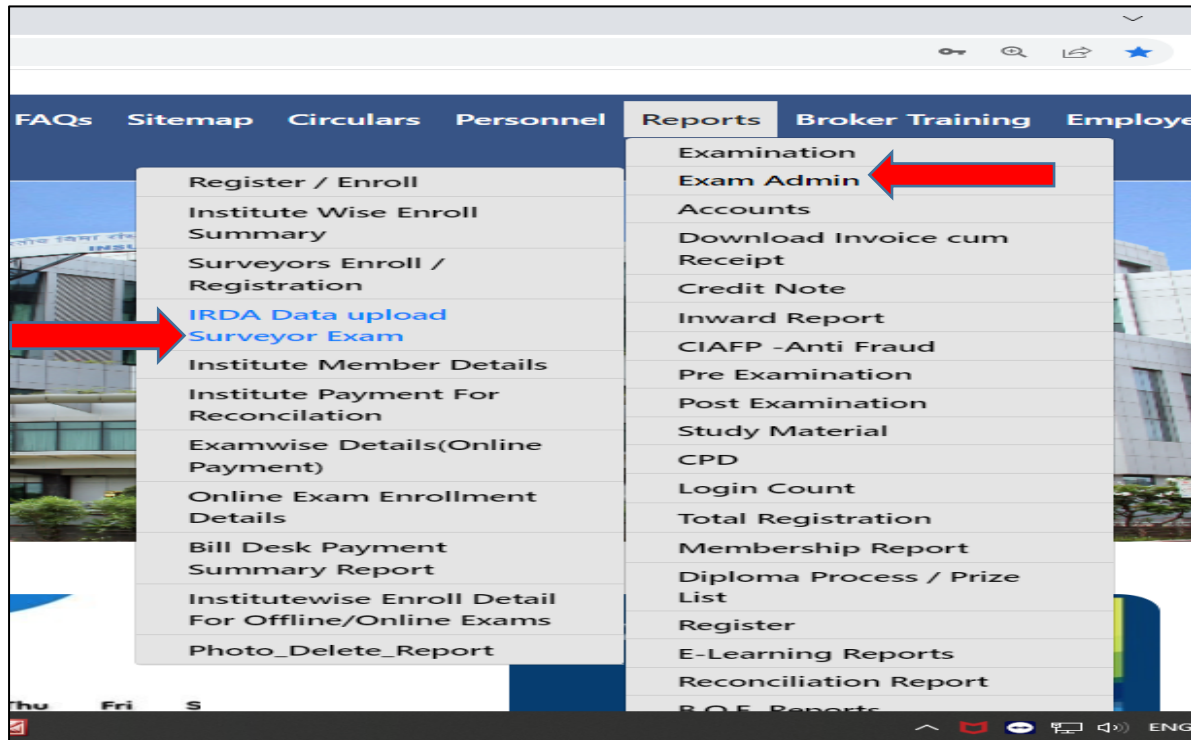


**C} Select the file and then click on upload**



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

## Surveyor Exam Help Manual



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)**

# Surveyor Exam Help Manual

Uploaded on iii portal 27.07.2023 [Compatibility Mode] - Excel

Sr. No	Enroll Sr.No.	Candidate Name	Enrollment Number	Enrollment Date	Trainer Name	Trainer State	SLA No	Email	Diplom a 1	Diplom a 2	Diplo ma 3	Diplo ma 4	Diplo ma 5	Diplo ma 6	Diplo ma 7	addre ss 1	addre ss 2	addre ss 3	Cl ty	Sta te	Pinc ode	created Date
1	20397	Abhishek Jolly	1000019033	26.07.2023				jollyabhi88@gmail.co	MOTO													58:24:0
2	20398	Aditya Santosh Borawake	1000019059	26.07.2023				adityaborawake79@g	MOTO													58:24:1
3	20399	Ajay Kumar Ganugula	1000019031	26.07.2023				janakiramganugula@	MOTO													58:24:2
4	20400	Akshay Bhimrao Jadhav	1000018971	26.07.2023				happy2help1404@g	MOTO													58:24:2
5	20401	Akshay Kumar	1000018781	25.07.2023				aksharma211995@g	MOTO													58:24:2
6	20402	Arun Xavliour	1000019014	26.07.2023				arunxavier99@gmail.	MISC													58:24:2
7	20403	Chandra Bhushan Singh	1000018790	26.07.2023				cbsulic@gmail.com	FIRE	MARIN	MISC											58:24:2
8	20404	Chintan	1000018807	25.07.2023				chintanc2s@gmail.co	FIRE	MARIN	MISC											58:24:3
9	20405	Deepak Dnyaneshwar	1000019009	25.07.2023				deepgalkwad322@g	ENGG	FIRE	MISC											58:24:3
10	20406	Deepak Goyal	1000018967	26.07.2023				deepak_goyal23635	FIRE													58:24:3
11	20407	Divyanshu Goyal	1000018993	26.07.2023				divyanshugoyal1011	MARIN													58:24:3
12	20408	Jatin Dharampal Narang	1000018771	26.07.2023				ca.narangjatin@gmail	FIRE	LOP	MISC											58:24:3
13	20409	Jitendra Singh	1000018911	26.07.2023				jitendrasingh.bagaria	MOTO													58:24:3
14	20410	Komel Gulambhai Sarwar	1000019056	25.07.2023				komelsarwar55@gm	MOTO													58:24:4
15	20411	Lakshmi Nrusingh Padhy	1000018831	26.07.2023				lakshmi.padhy163@g	ENGG	FIRE												58:24:4
16	20412	Madhan Kumar	1000019047	26.07.2023				madhank779@gmail.	MOTO													58:24:4
17	20413	Maksood Ahmad	1000018876	26.07.2023				maksooda3@gmail.c	ENGG	FIRE	MARI											58:24:4
18	20414	Mohit Choudhary	1000019060	26.07.2023				mohit10151015@gm	MARIN													58:24:4
19	20415	Munir Ahmad Sherwani	1000019035	26.07.2023				munirsherwani@gma	FIRE	MISC	MOTO											58:24:5
20	20416	Naresh Kumar Nirala	1000009040	26.07.2023				nirala5389@gmail.co	ENGG	MISC	MOTO											58:24:5
21	20417	Pradeep Themidithapati	1000018739	26.07.2023				pradeepautosurvey@	FIRE	MARIN	MOTO											58:24:5

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

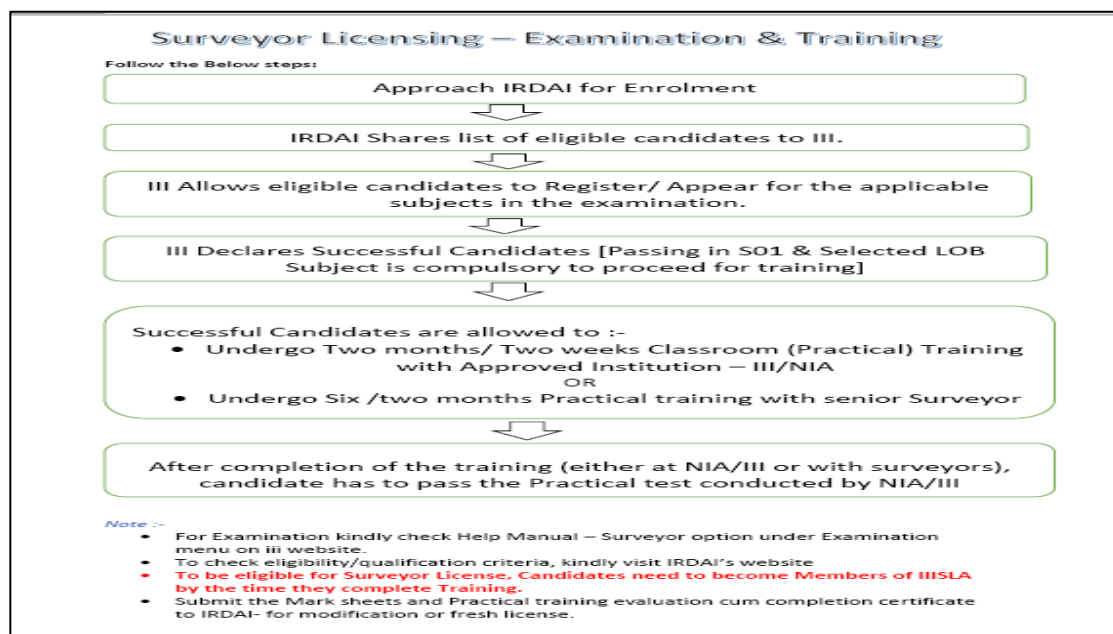
Reports can be accessed by entering EITHER "Enrollment Number" OR "Uploaded From and Uploaded To" dates

Uploaded From Date: \*  OR Uploaded To Date: \*

Enrollment Number: \*

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

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



- 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.**

## Surveyor Exam Help Manual



- 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:

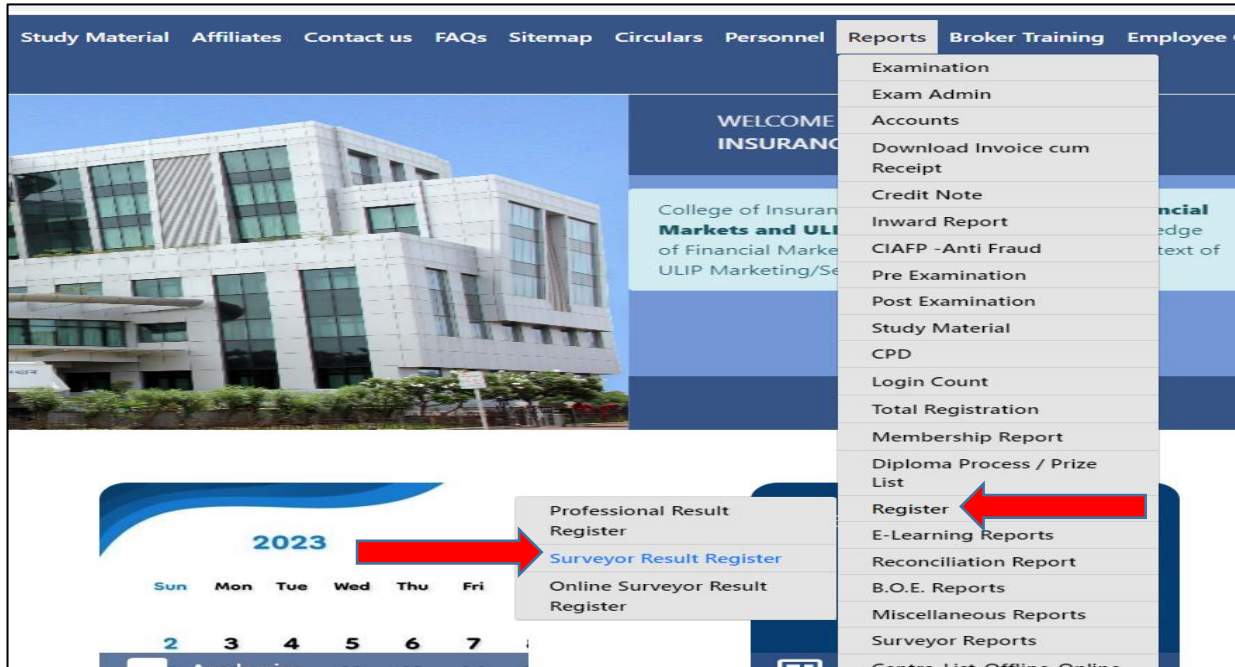
- 1) After the result is declared officially, the following documents along with the letter sent to IRDAI(through mail and hard copy)
- a) Result Register
  - b) Index file of candidate

The above lists downloaded from the given below path:

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



# Surveyor Exam Help Manual



The screenshot shows the Insurance Institute of India website. The navigation menu includes: Study Material, Affiliates, Contact us, FAQs, Sitemap, Circulars, Personnel, Reports, Broker Training, and Employee C. The 'Reports' menu is expanded, showing options like Examination, Exam Admin, Accounts, Download Invoice cum Receipt, Credit Note, Inward Report, CIAFP - Anti Fraud, Pre Examination, Post Examination, Study Material, CPD, Login Count, Total Registration, Membership Report, Diploma Process / Prize List, **Register** (highlighted with a red arrow), E-Learning Reports, Reconciliation Report, B.O.E. Reports, Miscellaneous Reports, Surveyor Reports, and Centre List Offline Online. Below the menu, there is a calendar for June 2023 with a red arrow pointing to the 'Professional Result Register' and 'Surveyor Result Register' options.

Online Surveyor Result Register Report								
Session *		JUNE 2023		Search				
Sr.No.	Registration No.	Candidate Name	Sub/Status/Marks	Center ID	Center Name	Enrollment No.	Enrollment Date	Status
1	9220685797	ABHISHEK PATHAK	S-01 - F - 52, S-06 - F - 37	601	Agra-601	1000014596	2021-07-20	FAIL
2	9221270894	Ankit Bharti	S-05 - F - 48, S-01 - F - 49	601	Agra-601	1000016207	2022-06-08	FAIL
3	9220695586	Aryan Rajput	S-03 - P - 61, S-05 - P - 65	601	Agra-601	1000015217	2021-12-20	PART
4	9220737586	ASHISH TIWARI	S-03 - P - 68	601	Agra-601	1000015874	2022-03-17	PART
5	9210760975	Banke Behari Lal	S-01 - P - 68	601	Agra-601	1000008962	2018-09-25	PART
6	9211146779	DALVIR SINGH	S-01 - F - 41	601	Agra-601	1000011966	2020-02-07	FAIL
7	9230651227	ELESH KUMAR	S-06 - F - 44, S-01 - F - 32	601	Agra-601	1000017461	2022-12-16	FAIL
8	9220746048	HARDIK GARG	S-01 - D - 75	601	Agra-601	1000015816	2022-03-17	PART
9	9190837291	HARSHIT PATHAK	S-03 - F - 52	601	Agra-601	1000008818	2018-09-10	FAIL
10	9220697618	HIMANSHU	S-01 - F - 47	601	Agra-601	1000017201	2022-09-20	FAIL
11	9221292499	HIMANSHU SINGH	S-06 - F - 46, S-01 - F - 28	601	Agra-601	1000016334	2022-06-10	FAIL
12	9220698362	Jain Sandeep Ramesh Chandra	S-06 - P - 61	601	Agra-601	1000015126	2021-11-08	PART
13	9172399852	Jitendra Pathak	S-03 - W - 0	601	Agra-601	1000005002	2016-09-21	FAIL
14	9220266277	MANVENDRA SINGH	S-01 - F - 38, S-06 - F - 44	601	Agra-601	1000016332	2022-06-20	FAIL
15	9180795879	Pramod Pachauri	S-01 - F - 54	601	Agra-601	1000006026	2017-05-23	FAIL
16	9221378517	SANJAY KUMAR	S-06 - P - 64, S-01 - F - 36	601	Agra-601	1000013955	2021-03-17	PART
17	9173061053	Satish Goswami	S-07 - W - 0, S-01 - F - 57	601	Agra-601	1000003244	2015-12-16	FAIL
18	9211194224	Shivam Dubey	S-01 - W - 0, S-06 - W - 0	601	Agra-601	1000012695	2020-08-06	FAIL
19	9191113521	Shivam Verma	S-05 - P - 60	601	Agra-601	1000007540	2018-04-13	PART
20	9190911987	SHUBHRANSHU MAHESHWARI	S-06 - P - 63, S-01 - F - 54	601	Agra-601	1000008885	2018-08-31	PART
21	9180878505	SUMIT KUMAR	S-01 - W - 0	601	Agra-601	1000006281	2017-05-31	FAIL
22	9200944454	Vaibhav Bansal	S-01 - F - 25, S-06 - F - 30	601	Agra-601	1000010819	2019-06-21	FAIL
23	9211278846	VEDANG PATEL	S-01 - F - 54	601	Agra-601	1000012001	2020-02-17	FAIL
24	9200781842	VEDANT DIXIT	S-05 - F - 46	601	Agra-601	1000016625	2022-06-17	FAIL
25	9191589491	VISHNU SHARMA	S-01 - F - 43	601	Agra-601	1000007972	2018-04-10	FAIL
26	9201375167	AARJU RAJENDRAKUMAR JOSHI	S-01 - P - 62	602	Ahmedabad-602	1000008618	2018-10-17	PART
27	9231042127	Adarsh Kumar Sharma	S-05 - F - 16, S-01 - F - 47, S-02 - F - 47	602	Ahmedabad-602	1000017498	2022-12-21	FAIL

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

Insurance Institute of India – Updated on 3.1.2024

Page 7 of 8

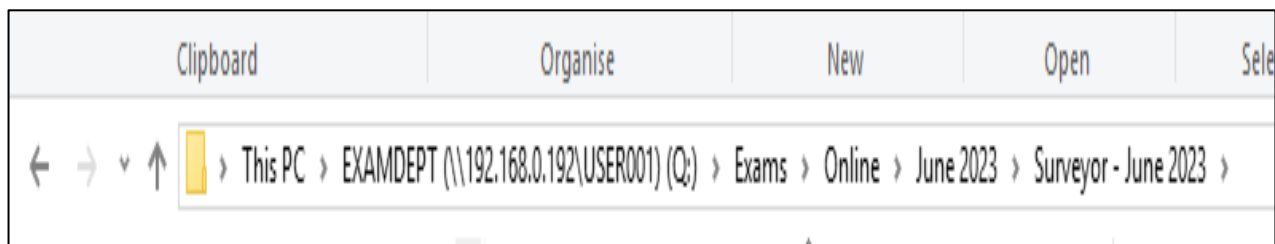
## Surveyor Exam Help Manual

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	Rutvikumar 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](mailto:surveyor@iii.org.in)