

How to apply

- a. Candidates can apply on-line only from 15-08-2017 to 05-09-2017 and no other mode of application will be accepted.
- b. Persons already in Government Service, whether in a permanent or temporary capacity or as work charged employees other than casual or daily rated employees or those serving under the Public Enterprises are however, required to submit an undertaking in the On-line application that they have informed in writing to their Head of Office/Department that they have applied for the Examination. Candidates should note that in case a communication is received from their employer by IRDAI withholding permission to the candidates applying for/appearing at the examination, their application will be liable to be rejected/candidature will be liable to be cancelled.

18.1 Pre-requisites for Applying On-line

Before applying on-line, candidates should —

- (a) scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given in this notification.
- (b) have a valid personal email ID, which should be kept active till declaration of results. IRDAI may send communications/call letters for the Examination, etc. through the registered e-mail ID. Under no circumstances, a candidate should share/mention email ID with/to any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line and must maintain that email account.

18.2 Application Fee / Intimation charges (Non-refundable): Payable from 15-08-2017 to 05-09-2017 (On-line payment for both Phases of Examinations together) both dates inclusive shall be as follows:

Category	Fee	Remarks
SC/ST/PWD/Ex-servicemen	Rs. 100/-	Intimation charges
Other than SC/ST/PWD/Ex-servicemen	Rs.650/-	Examination fee and Intimation charges

- i. Bank transaction charges for On-line payment of application fees / intimation charges will have to be borne by the candidate.
- ii. Applications without the prescribed fee / intimation charges shall be summarily rejected.
- iii. Fee once paid shall not be refunded under any circumstances nor the fee be held in reserve for any other examination or selection.
- iv. Fee / intimation charges are required to be paid only in the manner prescribed in this advertisement.

18.3 Procedure for applying on-line

- (a) Candidates are first required to go to IRDAI website www.irda.gov.in and click on 'Employment' tab and then click on the option "Recruitment for the post of Assistant Manager" to open the On-Line Application Form.
- (b) Candidates will have to click on "Click here for New Registration" link to register their application by entering their basic information in the on-line application form. After that, a provisional registration number and password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An email indicating the Provisional Registration Number and Password will also be sent to the registered email. They can reopen the saved data using Provisional Registration Number and Password and edit the particulars, if needed. Basic information once saved cannot be edited.
- (c) In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the on-line application, candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the on-line application form and modify the same, if required.
- (d) Candidates should fill in the details in the on-line application at the appropriate places very carefully and click on the "FINAL SUBMIT" button at the end of the on-line application format. Before pressing the "FINAL SUBMIT" button, candidates are strongly advised to carefully check every field filled in the application. **No change is permitted after clicking on FINAL SUBMIT Button.**

- (e) The name of the candidate or his/her father/husband, etc. should be spelt correctly in the application as it appears in the certificates/mark sheets/photo identity proof. Any change/alteration found may disqualify the candidature.
- (f) Validate your details and save your application by clicking the 'Validate your details' and "SAVE AND NEXT" button.
- (g) Candidates can proceed to upload Photo and Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature at para 20.5 below.
- (h) Candidates can proceed to fill other details of the Application Form.
- (i) Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
- (j) Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled in by you are correct.
- (k) Click on 'Payment' Tab and proceed for payment of fee/intimation charges.
- (l) Click on 'Submit' button.
- (m) Registration at this stage is provisional.