

**Application for the Post of Faculty Member (Non-Life), National Insurance Academy, Pune on contract**

1) Name:.....

[Insert full name in Block letters]

Recent passport  
size photograph

2) Date of Birth (attach Age proof): .....

3) Age as on **31.03.2026**: .....

4) Gender: .....

5) Nationality: .....

6) Mailing Address: .....

.....

.....

7) Permanent Address: .....

.....

.....

Telephone No.: ..... Office: ..... Residence: .....

Mobile No.: .....

8) E-mail ID: .....

9) Aadhar Card Number [Attach Self-attested copy]: .....

10) PAN Number [Attach Self-attested copy]: .....

11) Category (SC/ST/OBC/DAP/Other) .....

12) Qualification [Attach Self-attested copies of the Mark sheets/certificates]

[Give full details viz. Examinations passed, University, College, Board, year of passing and percentage of marks]:

**Academic:**

Examinations Passed	University/ College/ Board	Subjects Taken	Year of Passing	Percentage of Marks Secured

**Technical:**

<b>Examinations Passed</b>	<b>Institution</b>	<b>FIII / AIII or equivalent</b>	<b>Year of Passing</b>	<b>Percentage of Marks Secured</b>

- 13) Membership of Professional Associations/Institutes: .....
- 14) Trainings attended in other external institutions: .....
- 15) Name of organization/Institute currently working in: .....
- 16) Current Position in the organization/Institute: .....
- 17) a) Experience [Total Experience since joining the company ]:

[Give Employment Record starting with present position, list in reverse order positions held in the format given herein below for the last 25 years]

<b>From [Year] To [Year]</b>	<b>Employer [Name and address]</b>	<b>Position held</b>	<b>Nature of the work</b>	<b>Last salary drawn and scale of salary/salary band</b>

- b) Any special assignment /Project handled. If so, please give details:

.....

.....

.....

.....

.....

.....

- 18) Work Undertaken / Departments handled that best illustrates capability to handle the responsibility to be undertaken in the post applied:

<b>Name of Assignment/ job or project</b>	<b>From</b>	<b>To</b>	<b>Employer / Location</b>	<b>Main project features</b>	<b>Positions held</b>	<b>Activities performed</b>

- 19) a) Whether any penalty has been ever imposed on you in a Departmental Enquiry Proceedings? If yes, please mention the penalty and year of imposition.  
.....
- b) Is there any pending departmental enquiry against you? If so, please give details.  
.....
- 20) Have you ever been convicted by the court of Law: If yes please give full details in separate sheet  
.....
- 21) Are there any legal cases pending against you in your individual capacity or as employee/officer of the company. If yes please give full details in separate sheet  
.....
- 22) Any other Information you want to share:  
.....

23) **Certification:**

I ..... [insert full name], certify that, this CV correctly describes me, my qualifications and my experience. I understand that this CV is one of the basis of evaluation of me for the selection for the post of Faculty Member on contract basis at National Insurance Academy.

I further certify that no disciplinary/vigilance proceedings are either pending or contemplated against me. There have never been any major/minor penalty awarded against me.

**Signature of Candidate:** .....

**Name in Full:** .....

**Date:** .....

**Place:** .....

**(If space is insufficient under any of the items above, a separate sheet may be used)**