

ADVERTISEMENT FOR THE POST OF
CHIEF ADMINISTRATIVE OFFICER ON CONTRACT BASIS

National Insurance Academy (NIA) is an apex Educational, Training and Research Institute in the field of Insurance, Pension and Management established on 16th December 1980 by public sector insurance companies. NIA conducts Management Development Programmes for Insurance Industry and also a two-year PGDM recognized by AICTE.

The Academy invites applications from eligible candidates for the position of Chief Administrative Officer (CAO) on a contract basis at the Bhubaneswar campus of NIA as per the criteria given below:

Age	Not more than 62 years as on the date of advertisement
Term of contract	Initial term of one year, renewable every year maximum upto 3 years, which can be reduced at the discretion of the Governing Board for unsatisfactory performance or conduct.
Minimum Scale	Scale V of any of the Insurance Companies.
Qualification	AIII or above / LLB / MBA (preferably)
Experience	Should have been Incharge of an independent office at least for a period of 3 years.
Remuneration	Consolidated pay of Rs.1,00,000/- p.m. + Rs.35,000/- towards transport and Rs.15,000/- towards out of pocket expenses
Others	There shall be no pending disciplinary action against the candidate.
Key Job Responsibilities	<ul style="list-style-type: none"> The Chief Administrative Officer shall exercise such powers and shall perform such duties as may be assigned to him / her by the Governing Board or the Director from time to time. He / She shall be reporting to the Director, NIA. Functions of NIA Trust and Administration and establishment matters of the Academy including Statutory/ Regulatory Compliances, estate management, etc.
Accommodation	Will be provided on the NIA Campus

Application Process:

- The application in the prescribed format given in the ***Annexure***, along with self-attested copies of relevant documents wherever necessary, addressed to “The Director, NIA” must be sent on email id: recruitment.contract@niapune.com and by post to:

Ms. Anita Date
Executive Secretary to Director &
Senior Manager Establishment
National Insurance Academy
25, Balewadi, Baner Road, NIA P.O.
Pune – 411045

- The applicant should mention “***Application for the post of Chief Administrative Officer***” in the subject head of email and on top of the envelope.

- The applications should reach NIA, Pune on or before **30th July 2025** upto **6.00 p.m.** through proper channel.
- Application sent on any other email id other than recruitment.contract@niapune.com will not be considered.
- Applicants will be shortlisted based on qualification and experience.

Selection Process:

- The Screening Committee constituted for the purpose shall assess all applications which meet the eligibility criteria and select after interviewing the shortlisted candidates.
- The selection will be strictly on the basis of merit and suitability for the post. Canvassing in any form will be a disqualification.
- The decision of the Academy in all matters relating to the selection process shall be final and no correspondence shall be entertained in this regard.
- The Academy reserves the right to reject any or all the applications and / or cancel the selection process at any stage without assigning any reason.
- The selection of the candidate will be at the sole discretion of the Academy.
- The selected candidate may be required to join immediately.
- The selected candidate will be recruited on a purely contractual basis and will have no future claim on NIA for employment.

Submission of an application, participation in the interview process, or any related discussions or communications with the Academy shall not be construed as an offer, promise, or guarantee of employment. The Academy reserves the sole discretion to make employment decisions based on its evaluation and organizational needs. No right to seek or claim employment shall arise unless and until a formal written offer of employment is extended and duly accepted.

Offer of contract is subject to satisfactory completion of background checks including criminal record, employment history and educational qualifications. Any misrepresentation or concealment may render the appointment void ab initio.

Note: Applications received after the due date and time will be summarily rejected.
