



Insurance Information Bureau of India

Insurance Information Bureau of India

Plot No.38/39, 1st Floor, APSFC Building, Financial Dist, Nanakramguda, Gachibowli, Hyderabad-500032.

Insurance Information Bureau of India (IIB), established in 2009 by **Insurance Regulatory and Development Authority of India [IRDAI]** as an advisory body and subsequently registered as a Society under the AP Cooperative Societies Registration Act, is an independent body, having its Corporate office located at 1st floor, Plot No. 38/39, Financial District, Nanakramguda, Gachi Bowli, Hyderabad – 500032, to facilitate efficient functioning of insurance markets as well as protection of interests of policy holders by organising data collection, analysis and dissemination of decision support information. The main activity of IIB is providing data services including data collection, analysis and dissemination of decision supporting information to facilitate the efficient functioning of Insurance market and provide analytics solutions in Insurance domain to its clients which add value to their business and enable them to become more insightful decision makers. IIB collects data under different lines of insurance business like Fire, Motor, Health and Life and also is undertaking activities of the Mortality and Morbidity Investigations. The Bureau also manages the Central Index Server for the Insurance repositories.

IIB invites online applications through email for the following positions on contractual basis:

Last date for receipt of applications: **12th February 2016** Advertisement Ref No: IIB/02/2016

S No	Name of the Position	No of Posts	Mail ID for sending resume
1	Manager – Analytics	1	mgranalytics@nisg.org
2	Manager – HR / Admin	1	mgrhradmin@nisg.org
3	Manager – CRM (Customer Relationship Management)	1	mgrcrm@nisg.org
4	Analyst – Analytics	2	analystanalytics@nisg.org
5	Analyst – Life Insurance	1	analystlife@nisg.org
6	Analyst – Motor Insurance	1	analystmotor@nisg.org
7	Analyst – Health Insurance	3	analysthealth@nisg.org
8	Analyst – Other Lines of Business	1	analystolb@nisg.org
9	Administrative Officer – IT (Information Technology)	1	adminofficerit@nisg.org

How to apply:

Interested candidates meeting the eligibility criteria can **apply through email by sending your resumes to the email IDs mentioned above against each position.**

All applications/resumes can be considered through online mode only (through email) .Other modes for submission of applications are not acceptable. Candidates are not required to send printout of application or any other document in hard copy.

Important Information

1. All the above positions are based in **Hyderabad** and will be on contract basis for a period of **three years**. Subject to outstanding performance, the contract term may be extended for further period.
2. An attractive compensation on a CTC basis would be offered to all selected candidates. Remuneration is not a constraint for the right candidate.
3. Indian Nationals with good conduct, relevant qualifications and experience only need to apply.
4. Applications received from the date of notification till the due date only will be considered. Applications received after the due date will be deemed to be rejected. Mere issue of auto-generated acknowledgement / Interview call communication will not imply acceptance of candidature.
5. "Post applied for" should be clearly indicated on the right side top corner of the first page of the CV. All educational qualifications must have been obtained from Government recognized universities / institutions in India or abroad. If grades are awarded instead of marks, candidates should clearly indicate their numerical equivalent in the CV. Candidates need not enclose any certificates or copies thereof with the CV. The candidature will be considered on the strength of the information furnished in the CV.
6. Furnishing wrong / false information or hiding relevant information will lead to disqualification and IIB will not be responsible for any consequence thereof. Since all applications will be screened without documentary evidence, the candidates must satisfy themselves of suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that the candidate has furnished false or wrong information or is found ineligible with respect to any eligibility parameter, his/her candidature will get rejected or employment offer will be terminated. Bureau reserves the right to ask for any additional information at any time for clarifying on information given in the CV.
7. Applicants for positions of Analysts & Officer may have to qualify through a written test with objective questions. Candidate should have excellent academic record, good communication skills, and capable of showing sincere commitment towards implementing the best in analytics for Insurance sector.
8. The candidates will be shortlisted on basis of qualifications and experience details furnished by them. In case of outstanding candidate, the Bureau may consider relaxing the requirements. IIB reserves the right to restrict candidates being called for interview stage, to a reasonable number applying cut-off criteria higher than the minimum prescribed in advertisement. Mere fulfilment of eligibility does not guarantee short listing for Selection

Process. In case less number of applications are received, IIB reserves the right to modify the selection process.

9. The shortlisted candidates will be called for group discussion and personal interviews. Decision of Selection board shall be final and binding.
10. Candidates employed in Insurance companies, Government or semi-government organisations can apply in advance, but should produce a No-objection certificate at or before interview stage.
11. The vacancies indicated above are tentative and IIB may increase or decrease them at their discretion. The Bureau reserves the right to fill or not to fill the post advertised depending upon the suitability of available candidates. Depending on requirements, IIB reserves the right to cancel / restrict / curtail / enlarge the recruitment process, if need so arises, without any further notice and without assigning any reason thereof.
12. In all matters regarding eligibility, remuneration, contract term, assessment, prescribing minimum qualifying standards in selection process including selection, and communication of result, the Bureau's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.
13. No correspondence will be entertained from candidates regarding postal delays, conduct and result of selection process, or reasons for not qualifying though the interview stage. IIB will not be responsible for any application failure due to intermittent infrastructure or internet issues, or non-delivery of email due to invalid / wrong email ID.
14. Canvassing in any form will be considered as a disqualification
15. Any further corrigendum / addendum would be published on our website <https://iib.gov.in> .

JOB SPECIFICATIONS

1. Manager – Analytics

Qualification

Candidate should be a Post graduate in Applied Mathematics, Statistics, Econometrics or Behavioural Economics, or B.E/B. Tech from premier institutes with consistent academic records. Insurance or Actuarial qualification is desirable.

Experience

Candidate should have post qualification experience of around 7-12 years of relevant experience in research and analytics, predictive modelling, statistics. He/she would have experience in strategic decision support, macro/micro/behavioural economics, insurance/risk models and analytics, and data mining. Knowledge on Big data and/or Analytics experience in consulting organization or rating agencies is desirable.

Attributes

- Good understanding of life and non-life insurance industry issues and solution approach
- Passion for analyzing operational data, trend analysis and projections

- Knowledge of research methods, data needs, quantitative/statistical tools and inferences
- Efficient support to strategic management and insurance industry players
- Project coordination with insurance vertical heads and external service providers
- Arrange publication and dissemination to stakeholders, analyze their feedback
- Moderate to advanced skill in data manipulation and analysis using R/SAS.
- Experience in lean / six sigma considered a plus.
- Effective interpersonal skills, including ability to work in a team environment, ability to execute strategic vision, taking accountability for driving excellent results, managing change and ambiguity.
- Make intelligent trade-offs between information available and provide innovative solutions even in situations where all the desired data may or may not be available.
- Ability to develop and communicate business requirements to business intelligence team in order to operationalize and automate recurring analyses.

2. Manager – HR/Admin

Qualification

Candidate should be a Post graduate in Human Resources Management, with consistent academic records.

Experience

Candidate should have 7-12 years of relevant experience in human resources and administration functions after post-graduation. He/she would have experience in policy manuals, recruitment, talent and knowledge management, capacity building and training, salary administration, facility and support staff administration.

Attributes

- Exposure to life and non-life insurance industry functions and skills required
- Knowledge of best HR and admin practices in insurance industry or regulatory agencies
- Timely coordination with department staff and external service providers
- Good policy documentation, interpretation and communication skills
- Effective balance between cost and quality of human resources and office facilities

3. Manager – CRM (Customer Relationship Management)

Qualification

Candidate should be a Post graduate in Marketing Management, with consistent academic records. Insurance or Actuarial qualification is desirable.

Experience

Candidate should have 7-12 years of relevant experience in Customer Relationship Management (CRM) functions after post-graduation. He/she would have experience in strategic decision support, insurance products, business development and CRM. Knowledge on CRM products and/or Analytics experience in consulting organization or rating agencies is desirable.

Attributes

- Exposure to life and non-life insurance industry functions and skills required
- Passion for analyzing customer profile and insurance history, trend analysis and projections
- Knowledge of research methods and best CRM practices in insurance industry
- Efficient support to strategic management and insurance industry players
- Project coordination with insurance vertical heads and external service providers
- Arrange publication and dissemination to stakeholders, analyse their feedback

4. Analyst – Analytics (2 positions)

Qualification

Candidate should be a Post graduate in Applied Mathematics, Statistics, Management, Econometrics or Behavioural Economics, or B.E/B. Tech from premier institutes with consistent academic records. Insurance or Actuarial qualification is desirable.

Experience

Candidate should have 3-6 years of relevant experience in research and analytics after post-graduation, as evident from management reports or research publications. He/she would have experience in strategic decision support, macro/micro/behavioural economics, insurance/risk models and analytics, and data mining. Knowledge on big data and/or Analytics experience in consulting organization or rating agencies is desirable.

Attributes

- Exposure to life and non-life insurance industry issues and solution approach
- Passion for analyzing operational data, trend analysis and projections
- Knowledge of research methods, data needs, quantitative/statistical tools and inferences
- Efficient support to operational management and insurance industry players
- Follow up activities with insurance vertical units and external service providers
- Good data presentation and report/publication authoring skills

5. Analyst – Life Insurance

Qualification

Candidate should be a Post graduate, have studied Applied Mathematics, Statistics, or Econometrics subjects, and have consistent academic records. Insurance or Actuarial qualification is desirable.

Experience

Candidate should have 3-6 years of relevant experience in life insurance after post-graduation. He/she would have experience in life insurance products, claims processing, insurance/risk models and analytics. Knowledge on regional demographics and life expectancy analysis is desirable.

Attributes

- Knowledge of regulations and best practices in global life insurance industry
- Research on insurance products and practices, population/health surveys and missions
- Passion for analyzing operational data, trend analysis and projections
- Networking with life insurance industry and government agencies
- Good data presentation and report/publication authoring skills

6. Analyst – Motor Insurance

Qualification

Candidate should be a Post graduate, have studied Applied Mathematics, Statistics, or Econometrics subjects, and have consistent academic records. Insurance or Actuarial qualification is desirable.

Experience

Candidate should have 3-6 years of relevant experience in motor insurance after post-graduation. He/she would have experience in motor insurance products, claims processing, insurance/risk models and analytics. Knowledge on accidents and vehicle condition, vehicle parts and repair is desirable.

Attributes

- Knowledge of regulations and best practices in global motor insurance industry
- Research on insurance products and practices, automobile surveys and missions
- Passion for analyzing operational data, trend analysis and projections
- Networking with motor insurance and automotive industries, and government agencies
- Good data presentation and report/publication authoring skills

7. Analyst – Health Insurance (3 positions)

Qualification

Candidate should be a Post graduate, have studied Applied Mathematics, Statistics, or Econometrics subjects, and have consistent academic records. Insurance or Actuarial qualification is desirable.

Experience

Candidate should have 3-6 years of relevant experience in health insurance after post-graduation. He/she would have experience in health insurance products, claims processing, insurance/risk models and analytics. Knowledge on diseases and health condition, medical treatment and operations is desirable.

Attributes

- Knowledge of regulations and best practices in global health insurance industry
- Research on insurance products and practices, health surveys and missions

- Passion for analyzing operational data, trend analysis and projections
- Networking with health insurance and health care industries, and government agencies
- Good data presentation and report/publication authoring skills

8. Analyst – Other Lines of Business (OLB)

Qualification

Candidate should be a Post graduate, have studied Applied Mathematics, Statistics, or Econometrics subjects, and have consistent academic records. Insurance or Actuarial qualification is desirable.

Experience

Candidate should have 3-6 years of relevant experience in insurance after post-graduation. He/she would have experience in insurance products, claims processing, insurance/risk models and analytics. Knowledge on insurance particularly in property, casualty, lines of business is essential.

Attributes

- Knowledge of regulations and best practices in global insurance industry
- Research on insurance products and practices, industry surveys and missions
- Passion for analyzing operational data, trend analysis and projections
- Networking with insurance and other industries, and government agencies
- Good data presentation and report/publication authoring skills

9. Administrative Officer – IT (Information Technology)

Qualification

Candidate should be a Graduate in Engineering or Technology, and/or a Post-graduate in Management, Information Technology (IT), Computer Science or Application. Candidate should have consistent academic records and studied IT subjects.

Experience

Candidate should have 2-4 years of relevant experience in IT. He/she would have experience in software development, database and data analytics, system and network administration, project and services management. Experience in insurance industry or other regulatory agencies is desirable.

Attributes

- Knowledge of regulations, best practices and advances in global IT industry
- Passion for software quality, information security and service reliability
- Networking with service providers and government bodies in IT sector
- Good procurement, programming and business analysis skills
- Project Management and Vendor Management.