

**ADVERTISEMENT FOR THE POST OF
JUNIOR ENGINEER (ELECTRICAL)**

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 recognised by AICTE.

The Academy invites applications from interested persons to fill up the position of **Junior Engineer (Electrical)** in the cadre of Administrative Officer. The incumbent shall be required to do the management and maintenance of NIA Campus. The incumbent shall report to the Director / Chief Administrator.

SR. NO.	ELIGIBILITY CONDITIONS	
1	Job Title:	Junior Engineer (Electrical)
2	Minimum Qualifications & Experience	<ul style="list-style-type: none"> B.E / B.Tech. in Electrical Engineering with minimum 60% marks or equivalent grade from a recognized University / Institute. Minimum 5 years' experience in the Electrical field.
3	Age:	Minimum 29 years – Maximum 36 years. Can be relaxed in case of exceptional, deserving candidates with commensurate exposure.
4	Remuneration	Level 7 (Rs.44900- 142400) of pay matrix as per 7 th CPC Gross Emoluments including HRA is approx. Rs.91,000/-
5	Other benefits	<ul style="list-style-type: none"> Contributory PF @ 12% of Basic + DA Gratuity LTC after confirmation Health Insurance Housing Loan interest subsidy as applicable. Leave – 30 days Earned leave, 20 days Sick leave (half Pay) and 8 Days casual leave per year. Any other facilities as per NIA Rules.
6	Probation	Probation period will be 1 year which can be extended for one more year if performance is not found satisfactory.

Indicative Responsibilities (not exhaustive):

- Proven track record of handling projects / works in reputed organizations.
- Experience in operation and maintenance of HT Panels, transformers, batteries and battery chargers, L.T. Panels, APFCR Panels, D.G. sets with A.M.F. Panels, underground power and telephone cable network, air-conditioning installations, UPS, EPABX, Solar water heating system, STP and Pump house equipment. etc.
- Planning designing, estimation and execution of electrical and HVAC works.
- Liaise with designated authorities / offices.

- Should have good knowledge in contract management, hands-on experience of MS Office and relevant software. Good written and communication skills are expected. Preference will be given to candidates having work experience with PSUs, Government organizations / Banks, Educational Institute. Proficiency in local language will be preferred.
- Any other role and responsibility that may be assigned by competent authority from time to time.

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: jree@niapune.org.in 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 Junior Engineer (Electrical)**” in the subject head of email and on top of the envelope.

- Application sent on any other email id other than jree@niapune.org.in will not be considered.
- Incomplete applications will be rejected.
- The last date for receipt of applications is **15.05.2024**

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 will be required to join immediately.
