



# Institute of Actuaries of India

Unit No. F-206, 2<sup>nd</sup> Floor, 'F' Wing, Tower 2, Seawoods Grand Central, Plot No. R-1,  
Sector 40, Seawoods, Near Seawoods Railway Station, Navi Mumbai 400 706

+ 91 22 39686060 + 91 22 39686060

## **Electrician cum Office Assistant**

IAI is a statutory body established under [The Actuaries Act 2006](#) (35 of 2006) for regulation of profession of Actuaries in India is inviting applications for the post of “Electrician cum Office Assistant” on full time basis.

<b>Name of the Post</b>	Electrician cum Office Assistant
<b>No. of Post</b>	One
<b>Location</b>	Seawoods
<b>Age</b>	The candidate should not be over the age of 30 years as on 1.1.2017
<b>Qualifications</b>	Candidate should be a matriculate and recognized diploma or certificate as qualified linesman/ electrician possessing licence to work as qualified electrician.
<b>Experience</b>	Candidate should have at least 2 years post qualification experience as Electrician. Candidate staying near Navi Mumbai will be preferable
<b>Emoluments and Benefits</b>	Negotiable. Please indicate last salary drawn and expected
<b>What is expected?</b>	<ol style="list-style-type: none"><li>1) Executing plans of electrical wiring for well functioning lighting, intercom and other electrical systems</li><li>2) Installing electrical apparatus, fixtures and equipment for alarm and other systems</li><li>3) Installing safety and distribution components</li><li>4) Packing of Study &amp; Exam material</li><li>5) Helping in despatch work and bill checking</li><li>6) Opening of Inward and outward letters and making entry of the same in computer and register</li><li>7) Supporting role in meeting and coaching arrangements</li><li>8) Supervision of housekeeping staff work</li><li>9) Outdoor work /Document collection</li><li>10) Tea &amp; Coffee preparation &amp; serving</li><li>11) Preparation attendance register</li><li>12) Coordination with Admin dept for administrative related work</li><li>13) Any other work given by departments</li></ol>



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<b>Critical Generic Competencies and reporting</b>	<ol style="list-style-type: none"><li>1) Basic Knowledge of Computer</li><li>2) Know basic English &amp; Languages Hindi &amp; Marathi</li><li>3) Sincere and trustworthy</li></ol>
<b>Selection Procedure</b>	The selection procedure shall be by way of personal interview
<b>How to apply</b>	<p>Completed application on foolscap paper, along with a recent photograph and copies of requisite certificates/documents should reach us at the following address on or before 30<sup>th</sup> September 2017. The envelope should be super scribed in the top corner "Electrician cum Office Assistant".</p> <p>To, Mr. Gururaj Nayak Head-Operations Address Institute of Actuaries of India Unit No. F-206, 2<sup>nd</sup> Floor, 'F' Wing, Tower 2, Seawoods Grand Central, Plot No. R-1, Sector 40, Seawoods, Near Seawoods Railway Station, Navi Mumbai 400 706 , Tel 22 39686060</p> <p>Softcopy of Resume should also be mailed to <a href="mailto:hod@actuariesindia.org">hod@actuariesindia.org</a></p>