



Institute of Actuaries of India

Statutory body established under an Act of Parliament

Unit No. F-206, 2nd Floor, F Wing, Tower II, Seawoods Grand Central,
Plot no R-1, Sector 40, Nerul Road, Navi Mumbai - 400706
+91 22 6243 3333 +91 22 6243 3322

Institute of Actuaries of India (IAI)

The Institute of Actuaries of India (IAI) is a statutory body established under the Actuaries Act, 2006, to regulate and develop the actuarial profession in India. Its objectives include promoting education, ethical conduct, high professional standards, and advancing research and public interest in actuarial science. The Institute's Head Office is in Seawoods, Navi Mumbai. For more details visit our website: www.actuariesindia.org

Name of the Position	Senior Executive – Examination
Position Summary:	<p>The Senior Executive – Examination supports the smooth execution of the Institute's examination processes by handling operational activities across the examination lifecycle. The role involves managing candidate services, examination coordination, data management, examiner support, result processing assistance, and post-examination activities. The position ensures adherence to timelines, accuracy, confidentiality, and compliance with established examination policies and procedures.</p>
Age	<p>Minimum Age: 25 years Maximum Age: 35 years</p>
Educational Qualification & Experience Knowledge, Skills & Abilities Key Job Responsibilities	<ul style="list-style-type: none"> ➤ Bachelor's degree in a relevant discipline such as Administration, Education, Management, or a related field from a recognized institution. ➤ 3–5 years of experience in examination administration, academic operations, or assessment support functions, preferably within educational institutions or professional bodies. <p>Knowledge, Skills & Abilities</p> <ol style="list-style-type: none"> I. Working knowledge of examination processes, assessment workflows, and academic administration. II. Strong organizational skills with attention to detail and accuracy. III. Good written and verbal communication skills for effective interaction with students, examiners, and internal stakeholders. IV. Proficiency in MS Office tools, examination systems, databases, and basic MIS reporting. V. Ability to manage multiple tasks and meet deadlines in a structured and time-sensitive environment. VI. High standards of integrity, confidentiality, and professional conduct. VII. Service-oriented mindset with a student-centric approach. <p>Key Job Responsibilities</p> <ol style="list-style-type: none"> 1. Manage and administer examination processes in alignment with IAI's vision, mission, and values, upholding the highest standards of integrity, transparency, confidentiality, accountability, and fairness 2. Support candidate registration processes, including application checks, eligibility verification, fee tracking, and maintenance of accurate candidate records. 3. Respond to student queries and examination-related communications within defined turnaround times.



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	<ol style="list-style-type: none"> 4. Assist in coordination of examinations, including scheduling support, online examination arrangements, and vendor coordination. 5. Provide operational support during examination sessions and assist in incident documentation and reporting. 6. Coordinate with examiners and markers for receipt of question papers, marking inputs, and evaluation-related documentation. 7. Maintain examination data, records, trackers, and documentation in line with confidentiality and audit requirements. 8. Assist in result compilation, verification, publication activities, and handling post-result queries. 9. Support verification, review, and appeal processes through tracking, coordination, and documentation. 10. Assist in collecting and compiling feedback from students and examiners for internal analysis. 11. Support departmental initiatives, system enhancements, digitisation projects, and administrative tasks assigned by senior team members
<p>Selection Procedure</p>	<p>The candidate will be shortlisted based on knowledge, skill, and other criteria. The selection procedure of shortlisted candidate shall be Written test and Personal interview Selection will be based on the evaluation in the written test and performance in personal interview.</p>
<p>What we offer</p>	<p>We offer an intellectually stimulating and professionally enriching environment at the forefront of the actuarial profession, with meaningful opportunities to contribute to financial stability and public welfare. As a statutory body, we provide a competitive compensation and benefits framework, flexible work arrangements, and progressive HR policies that promote work–life balance and employee well-being. Our inclusive and performance-oriented culture supports continuous learning, professional development, and the building of rewarding long-term careers.</p>