

**ADVERTISEMENT FOR THE POST OF  
PUBLICATION ASSISTANT**

National Insurance Academy (NIA) is an apex Educational, Training and Research Institute in the field of Insurance, Pension and Management established on 16<sup>th</sup> 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 **Publication Assistant in the cadre of Senior Associate**. The incumbent shall supervise, manage and direct all the work related to printing & publicity and shall also be In-charge of the Reprography Dept. of the Academy. The incumbent shall report to the Director / Chief Administrator.

<b>SR. NO.</b>	<b>ELIGIBILITY CONDITIONS</b>	
1	<b>Job Title:</b>	Publication Assistant
2	<b>Minimum Qualifications</b>	Graduation with Diploma in Printing Technology / Graphic Designing
3	<b>Desirable Qualifications</b>	<ul style="list-style-type: none"> <li>• Should have excellent communication skills and good command over English language</li> <li>• Should be able to independently use graphic software such as CorelDraw, Photoshop etc.</li> <li>• Should possess good analytical and problem-solving skills and a creative mindset.</li> </ul>
4	<b>Job Profile</b>	<ul style="list-style-type: none"> <li>• Prepare and supervise the production of publicity brochures, journals, handouts, direct mail leaflets,</li> <li>• Assistance in publication matters for events such as summits, seminars, conferences, exhibitions, etc.</li> <li>• Handle and monitor the media, including newspapers, magazines, journals, etc.</li> </ul>
5	<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 10 years' experience of working in similar cadre in the above field.</li> </ul>
6	<b>Age:</b>	Minimum 35 years – maximum 40 years. Can be relaxed in case of exceptional, deserving candidates with commensurate exposure.
7	<b>Remuneration</b>	Pay Matrix Level 6 (Rs.35400- 112400) as per 7 <sup>th</sup> CPC Gross Emoluments including HRA is approx. Rs.70,290/-
8	<b>Other benefits</b>	<ul style="list-style-type: none"> <li>• Contributory PF @ 12% of Basic + DA</li> <li>• Gratuity</li> <li>• LTC after confirmation</li> <li>• Health Insurance</li> <li>• Domiciliary Medical reimbursement</li> <li>• Housing Loan interest subsidy as applicable.</li> <li>• Leave – 30 days Earned leave, 20 days Sick leave (half Pay) and 8 Days casual leave per year.</li> <li>• Any other facilities admissible as per NIA Rules.</li> </ul>
9	<b>Probation</b>	Probation period will be 1 year which can be extended for one more year if performance is not found satisfactory.

### **Indicative Responsibilities (not exhaustive):**

- Monitor the media, including newspapers, magazines, journals, social media sites and blogs,
- Prepare and supervise the production of publicity brochures, journals, handouts, direct mail leaflets, etc.
- Preparing notes, seeking approvals, clearing invoices of vendors, etc.
- Assistance for events such as summits, seminars, conferences, exhibitions, devise photo opportunities and coordinate photography.
- Procurement of mementos as and when required.

### **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: [pbln.asst@niapune.org.in](mailto:pbln.asst@niapune.org.in) and by post to:

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

The applicant should mention “**Application for Publication Assistant**” in the subject head of email and on top of the envelope.

- Application sent on any other email id other than [pbln.asst@niapune.org.in](mailto:pbln.asst@niapune.org.in) will not be considered.
- Incomplete applications will be rejected.
- The last date for receipt of applications is **23<sup>rd</sup> April 2025 (by 6.00 p.m.)**

### **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.

*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.*