

• **Educational Qualification:**

| Name of Examination | Name of University | Month & Year of Passing | Percentage & Grade |
|--|--------------------|-------------------------|--------------------|
| H.S.C. (12 th Std.) | | | |
| First Year (Degree) (B.A./B.Sc./B.Com./ _____) | | | |
| Second Year (Degree) (B.A./B.Sc./B.Com./ _____) | | | |
| Third Year (Degree) (B.A./B.Sc./B.Com./ _____) | | | |
| Fourth Year (Degree) (_____) | | | |
| Final Year Degree (_____) | | | |
| Other _____ _____ (specify) | | | |

(Note: Please attach self-attested Xerox copies of all the above documents including Passing / Degree certificate.)

• **Work Experience if any (in years): _____**

• **Name of the current employer: _____**

I hereby declare that all the statements made above are true and correct.

Place: _____

Date: _____

(Signature of Candidate)

General Instructions:

- ➔ Application along with self-attested documents will be submitted at the following address: **Insurance Institute of India, 'G' Block, Plot No. C-46, Bandra-Kurla Complex, Besides American Consulate, Bandra (East), Mumbai – 400 051.**
 - ➔ **Candidates who have appeared for the final year exam in April of the current year are requested to submit their final year mark sheet within seven working days from the date of declaration of Result of the Final year of the Graduation by the University of Mumbai**
 - ➔ NOC certificate is required from current Employer.
 - ➔ Admission will be on the basis of academic merit, work experience and personal interview.
 - ➔ Seats will be reserved as per University rules, which may be amended from time to time. A copy of the required relevant certificate must accompany all forms of students belonging to reserved categories.
 - ➔ Student from outside Mumbai University will be admitted provisionally after verifying original documents of graduation. As per Mumbai University rules, the admission will be confirmed on submission of verification report from respective university.
 - ➔ Separate merit lists will be prepared for general and reserved category students as per relevant rules. Category-wise merit list of all examinees will be computed, and inform to the candidates by email only.
 - ➔ The 1979 batch of GIC Direct Recruit Officers (GIC DRO) has instituted a cash prize of ₹15,000/- to the best performing candidate of III-PGDHI.
 - ➔ A maximum of **40** students will be admitted on the basis of the merit lists so prepared.
- i. Shortlisted candidates shall have to attend a personal interview at subsequent date at their own cost.
 - ii. Selected candidates have to pay the course fees by Demand Draft (In favour of Insurance Institute of India payable at Mumbai) at the time of admission.
 - iii. Students graduated from outside University of Mumbai shall be required to submit migration certificate along with original certificates of graduation.
 - iv. For further details please refer handbook available on websites i.e. www.insuranceinstituteofindia.com & www.coi.org.in