



भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA

CENTRAL OFFICE, 'YOGAKSHEMA',  
JEEVAN BIMA MARG, MUMBAI 400 021

## **RECRUITMENT FOR THE POST OF ASSISTANT ADMINISTRATIVE OFFICER**

- Life Insurance Corporation of India invites Online Applications from eligible Indian Citizens for appointment to the post of Assistant Administrative Officer. Candidates are requested to apply On-Line only. No other means/mode of application will be accepted. The schedule of events shall be as under:

### **SCHEDULE OF EVENTS**

Start date for Online Registration	5 <sup>th</sup> March, 2013
Start date for Offline Payment of Application Fee/Intimation Charges at State Bank of India Branches	7 <sup>th</sup> March, 2013
Start date for Online Payment of Application Fee / Intimation Charges	5 <sup>th</sup> March, 2013
Last date for Online Registration & Online Payment of Application Fee/Intimation Charges	1 <sup>st</sup> April, 2013
Last Date for Offline Payment of Application Fee /Intimation Charges	4 <sup>th</sup> April, 2013
Download of Call Letter for Examination	First Week of May, 2013
Date of Online Examination (Tentative)	11 <sup>th</sup> and/or 12 <sup>th</sup> May, 2013

### **TOTAL NO.OF VACANCIES: 750**

Reservation for Scheduled Castes, Scheduled Tribes, Other Backward Classes and Physically Handicapped shall be as under:

CATEGORY	SC	ST	OBC	General(UR)	Total	OH	VI
Vacancies	114	56	201	379	750	12	11

The number of vacancies as also the number of reserved vacancies are provisional and may vary according to the actual requirements of the Corporation.

## **2. Reservation /Definitions for Persons with Disabilities:**

- Only the Orthopaedically Handicapped and Visually Impaired candidates are eligible to apply.
- Orthopaedically Handicapped (OH): Locomotor Disability means disability of bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy. Cerebral Palsy means a group of non-progressive conditions of person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal or infant period of development. All the cases of Orthopaedically Challenged Persons would be covered under the category of 'Locomotor disability or cerebral palsy'.
- A person having a minimum of 40% physical impairment with disability of one hand or one leg provided independent mobility is not affected is eligible to apply.
- Visually Impaired (VI): Candidates with visual Impairment falling under Category-I (40-74%) only are eligible to apply.
- Reservation for Persons with Disabilities shall be on horizontal basis. Selected candidates will be placed in the appropriate category.

v) **Use of Scribe :**

The visually impaired candidates with visual impairment falling under Category I and candidates whose writing speed is affected by Cerebral Palsy can use their own scribe at their own cost during the On-line examination. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange for his/her own scribe at his/her own cost.
- The scribe can be from any discipline. The academic qualification of the scribe should be one grade lower than the stipulated criteria.
- Candidates using a Scribe are required to fill up a Declaration Form (as per Annexure-I) and submit the same along with the Call Letter at the time of examination. Further, in case it later transpires that he/she did not fulfill any of the laid-down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the written test.
- Such candidate who uses a scribe shall be eligible for extra time of 20 minutes for every hour of the examination.

Visually Impaired candidates under Low Vision may skip the non-verbal questions, and questions based on Graph and Table, if any. The candidates will be awarded marks for such Sections based on the overall average obtained in other Sections of the respective test.

**3. Eligibility Conditions as on 1st March, 2013 shall be as under :**

Age	Minimum Age shall be 21 years (completed) as on 1st March, 2013. Maximum age shall not be more than 30 years( born between 02/03/1983 and 01/03/1992 only are eligible ) Relaxations in upper age limit for SC/ST/OBC/ECO/SSRCO/Persons with Disabilities/Confirmed LIC employees shall be as under :	
	SC/ST	5 YEARS
	OBC	3 Years
	OH/VI(Gen)	10 YEARS
	OH/VI(SC/ST)	15 YEARS
	OH/VI(OBC)	13 YEARS
	ECO/SSRCO (GEN)	5 YEARS
	ECO/SSRCO (SC/ST)	10 YEARS
	ECO/SSRCO (OBC)	8 YEARS
	Confirmed LIC employees	Further Relaxation of 5 YEARS
Educational Qualification	Bachelor/Master's Degree from a recognized Indian University/ Institution with a minimum of 55% marks in the aggregate in either of the Degrees. If any University awards grades instead of marks, applicants should clearly mention the numerical equivalent of the grades in terms of aggregate marks.	

The percentage of marks shall be arrived at by dividing the marks obtained by the candidate in all the subjects by the aggregate marks irrespective of honors/optional

subject, if any. This will be applicable for those Universities also where Grades are decided on the basis of marks obtained in the Honors Subjects only.

**4. Emoluments and Benefits:**

Basic pay of ₹17240/- per month in the scale of ₹17240- 840(14) –29000– 910(4) –32640 (**Under Revision**) and other admissible allowances as per rules. Total emoluments at the minimum of the scale inclusive of House Rent Allowance & City Compensatory Allowance wherever admissible depending upon the classification of the city will be approximately ₹33,418/- per month in 'A' Class city. Other benefits are Defined Contributory Pension, Gratuity, LTC, Medical Benefit, Group Savings Linked Insurance (GSLI), Group Personal Accident Insurance, Group Insurance, Vehicle Loan (2-wheeler/4 wheeler) as per rules.

**5. Service Conditions:**

As applicable in the Corporation from time to time. The advertised posts are regular and selected candidates, on appointment, are liable to be posted or subsequently transferred anywhere in India.

**6. Probation :**

One year, extendable up to 2 years.

**7. Guarantee Bond:**

Before joining as a Probationer, candidates will be required to give an undertaking to serve the Corporation for a minimum period of four years from the date of joining (including probationary period) failing which, he/she or his /her heirs, executors, administrators will be liable to pay liquidated damages of ₹100000/- (Rupees one lakh only) to the Corporation. The candidate will have to submit Deed of Indemnity for ₹100000/- (Rupees one lakh only) at his cost, duly stamped, the stamp value of which will be as applicable to the State in which the deed is executed by the candidate.

**8. Application Fees /Intimation Charges(Non-refundable):**

Candidates have the option of making the payment of Application Fees/Intimation Charges through the On-Line Mode or the Off-Line Mode as under:

For General/OBC Candidates	Application Fee-cum-Intimation Charges of ₹ 500/- plus Bank Charges /Gateway Charges in case of Offline/Online Payment respectively.
For SC/ST/PH Candidates	Intimation Charges of ₹50/- inclusive of Bank Charges in case of offline payment only.

For instructions on method of payment please refer "How to Apply".

**9. Selection Procedure :**

Selection will be made on the basis of performance in the **on-line test** followed by a **personal interview** of short listed candidates and subsequent Pre-Recruitment Medical Examination.

A Competitive Online examination will be held at centers all over India as shown in Annexure II. Applicants will have to appear for the online examination on any one day on 11<sup>th</sup> / 12<sup>th</sup> May, 2013 (tentatively) at the Centre (or a nearby city) chosen by them/ allotted to them at their own expense. The Corporation, however, reserves the right to change the examination date/Centre. Candidates will be informed accordingly in case of any change in the date /centre/venue of examination by e-mail and SMS.

**On-line Test:**

On-line test will be of objective type, multiple choices of 120 minutes (2 hrs) duration comprising of the following:

Section	Questions	Number of Questions	Marks	Time (Hrs)
1	Reasoning Ability	30	90	120 Minutes ( 2hrs )
2	Numerical Ability	30	90	
3	General Knowledge, Current Affairs	30	60	
4	Computer Knowledge	30	60	
5	English Language with Special emphasis on Grammar, Vocabulary and Comprehension	40	100	
	Total	160	400	

#### Penalty for Wrong Answers

There will be a penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate, one fourth ( $\frac{1}{4}$ ) of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that question.

Candidate **MUST** pass in each Section separately and should also obtain minimum marks in the aggregate to qualify for the interview. The minimum marks to be obtained in each Section and in the aggregate shall be decided by LIC of India. The marks obtained by the candidate in each Section and in the aggregate shall be arrived at after deduction of the marks for wrong answers. Decision of the Corporation in this regard shall be final and binding on the candidates. No correspondence will be entertained in this regard.

Appearing in the online examination or mere pass in the online examination shall not vest any right in a candidate to be called for Personal Interview.

#### **Pre-exam training for SC/ST candidates:**

SC/ST candidates who wish to avail the benefit of pre examination training may register their name and other details with the Divisional Office of LIC of India convenient to them. The Divisional Office will inform the registered candidates, the date and venue of the training. Such candidates would have to attend the training at their own cost on the appointed dates and at the venue advised to them. Candidates are required to refer to the website under the tab "Careers" for details of the Divisional Offices of the Corporation.

#### **Interview**

- I. The Corporation reserves the right to fix the minimum eligibility standards in order to restrict the candidates to be called for interview, commensurate with number of vacancies and also the minimum qualifying marks to qualify in the interview. Candidates who do not obtain the minimum qualifying marks as decided shall be excluded from further selection process. The decision of the Corporation in this regard shall be final and binding on the candidates and no correspondence will be entertained in this regard.
- II. The number of candidates to be called for interview will be about three times the number of vacancies to be filled in subject to availability of successful candidates in the online test and will be purely as per their ranking in their respective category. Candidates will have to obtain the minimum marks in the interview as will be decided by the Corporation.

- III. Outstation candidates called for interview shall be entitled for re-imbursement of Second Class Ordinary to and fro Railway/Bus Fare by the shortest route from the place of residence to the place of interview to be restricted to the fare by Railway Second Class Sleeper including the Reservation charges.
- IV. In case of similar marks of two or more candidates, the merit order of such group of candidates shall be as per the aggregate marks in online test and interview and further as per their additional post graduation qualification (i.e. the person with higher educational qualification will be placed higher in the merit order) and in case of further similarity in educational qualification merit order will be decided on the basis of age, (i.e. senior in age will be placed higher in merit order).

**Pre-Recruitment Medical Examination:**

Shortlisted candidates will have to undergo a Pre-Recruitment Medical Examination and if found medically fit, will be offered appointment.

**10. Action against Misconduct:**

- I) Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated or should not suppress any material information.
- II) The responses of candidates would be analyzed and compared with other candidates who appeared for the examination to detect abnormal patterns of similarity of responses. If, in the method adopted for this, it is established or suspected that the responses have been shared and scores obtained are not genuine/ valid, the Corporation reserves the right to cancel the candidature of such candidates.
- III) At any stage of recruitment, if a candidate is or has been found guilty of -
- (a) Using unfair means during the examination or
  - (b) Impersonating or procuring impersonation by any person or
  - (c) Misbehaving in the examination hall
  - (d) Resorting to any irregular means in connection with his/her candidature during selection process
  - (e) Obtaining support for his/her candidature by any means he/she in addition to rendering himself/herself liable to criminal prosecution may also be liable to be:
    - i) Disqualified from the examination.
    - ii) Debarred either permanently or for a specified period from any examination/ recruitment to be conducted by the Corporation.

**11. How to Apply**

**Pre-Requisites for Applying Online**

**Before applying online, candidates should—**

Have a valid personal email ID, which should be kept active till the declaration of results.

Intimation about call letters will be sent through the registered e-mail ID. Under no circumstances, a candidate should share/mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line and must maintain that email account.

Keep the necessary details/documents ready in case of Online Payment of the requisite application fee/ intimation charges

The candidate should have a scanned (digital) image of his/her photograph and signature as per the specification given in Annexure III in JPEG format not exceeding 50 KB and 20 KB respectively and upload the photograph and signature. The online application will not be registered unless the candidate's photo and signature is uploaded after completion of the entry in online mode.

- a. Candidates are necessarily required to apply On-line through LIC's website under "Careers"- <http://www.licindia.in/careers.htm>. No other means/mode of applications will be accepted.
- b. Applicants satisfying the conditions of eligibility as on 01.03.2013 are first required to go to the LIC's website [www.licindia.in/careers.htm](http://www.licindia.in/careers.htm) and download the Recruitment Notification and take a print out of the same for reference.
- c. Once the candidate clicks the relevant on-line application link titled "ON-LINE APPLICATION FOR LIC AAO's RECRUITMENT", it redirects the candidates to the on-line registration page. The candidate is required to keep the details about bio-data ready to enable him/her to fill up the application form correctly. The name of the candidate or his/her father/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. **Payment of Application Fee/Intimation Charges has to be done after successful registration of the application else application will be treated as cancelled.**
- d. **Choice of Examination City:** Candidates should indicate the Name of the Examination City in the appropriate column of the online Application form. No change of Examination City will be permissible at a later date. The Corporation, for administrative reasons, however, reserves the right to direct the candidate to appear for online examination at any City other than the one chosen by the candidate.
- e. In the event of not being able to fill the data in one go, the candidate can save the data already entered. When the data is saved, registration number and password will be generated by the system and displayed on the screen. Candidate should note down the registration number and password. Email and SMS indicating the Registration Number and Password will be sent. Candidates can reopen the saved data using Registration Number and Password and edit the particulars, if needed. This facility will be available for three times in all. **Once the application is filled completely, the candidate should submit the data. In case of Offline payment, candidates should take a printout of the system generated fee payment challan immediately. No change/alteration will be allowed thereafter. The registration at this stage is provisional.**
- f. **Payment of Application Fee/Intimation Charges**  
In case of Offline Payment of Application Fee/Intimation Charges, the payment will be accepted from 2nd working day after the on-line registration and can be made **within three working days thereafter at any branch of State Bank of India by cash only**. System generated payment challan will be used for depositing the amount. Once the amount is paid, the registration process will be complete. Candidates should ensure State Bank of India Branch Code, Journal Number along with Branch Seal on the Candidate's copy of the Challan. Candidates are advised to preserve the payment challan with them for reference and use in future.

**In case of Online Payment,**

- i) Candidates should carefully fill in the details in the Online Application at the appropriate places very carefully and click on the "SUBMIT" button at the end of the Online Application Format. Before pressing the "SUBMIT" button, candidates are advised to verify every field filled in the application especially with regard to spellings.
- ii) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions therein.
- iii) Payment can be made by using only Master/Visa Debit or Credit Cards

- or Internet Banking by providing information as asked on the screen.
- iv) In case candidates wish to pay fees/intimation charges through the online payment gateway after the upload of photograph and signature an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.
  - v) If the online transaction has been successfully completed, a Registration Number and Password will be generated which shall be preserved by the candidate for future reference.
  - vi) If the online transaction has not been successfully completed, then the following message is displayed "Your online transaction was unsuccessful. Please register again". Candidates may then revisit the "Apply Online" link and fill in their application details again. In case of unsuccessful registration the amount of fees debited will be refunded to the account in due course.
  - vii) On successful completion of the transaction, an e-receipt will be generated. Candidates are required to take a printout of the e-receipt.
  - viii) After submitting your payment information in the online application form, please wait for the intimation from the server. DO NOT press BACK or REFRESH button in order to avoid double charge.
  - ix) To ensure security of your data, please close the browser window once your transaction is completed.
- h. Candidate will receive confirmation of registration by SMS/Email after two working days from the date of payment of fees. There is also a provision to reprint the submitted application containing fee details, after three days from the date of payment of application fees/intimation charges.
  - i. Candidates can log on for Registration of Applications on the dates mentioned under "Schedule of Events" on the Para 1 of this notification.
  - j. Candidates shall be solely responsible for filling up the online applications correctly. In case of invalid applications due to errors committed by the applicant no claims for refund of application money so collected shall be entertained by the Corporation.
  - k. To avoid last minute rush, candidates are advised to register on-line and pay the Application Fees /Intimation Charges (wherever applicable) in time.

**l. Issue of Call Letters for on-line test:**

Candidates will have to visit the website under the heading "Careers" <http://www.licindia.in/careers.htm> for downloading call letters for on-line test from the first week of May, 2013 onwards from the given link hosted on LIC's website. Intimation for downloading call letter will also be sent through e-mail/SMS. Once the candidate clicks the relevant link, he/she can access the application form. The candidate is required to use (i) Registration Number, (ii) Password (iii) Date of Birth for downloading the call letter.

**m. Identity Verification for Written Examination.**

The candidate is required to affix his/her recent recognizable photograph on the call letter and appear at the exam centre with the Call Letter and Photo Identity Proof **in original** and copy thereof.

In the examination hall, the call letter along with the photocopy of the candidate's photo identity which can be PAN Card/Passport/Driving Licence/Voter's ID Card/Bank Pass Book with photograph/Photo ID proof issued by a Gazetted Officer/People's Representative along with Photograph/Identity Card issued by a recognized college/university /Aadhar Card with photograph/Employee ID card of Central/State/PSUs should be submitted to the Invigilator for verification. The candidate's identity with respect to details on the call letter and in the Attendance List will be verified. If identity of the candidate is in doubt, the candidate may not be allowed to appear for the Examination.

## 12. Important Instructions:

- (i) Before applying, candidates are advised to satisfy themselves that they fulfill all the eligibility conditions especially age, qualification, caste (for Scheduled Caste/Scheduled Tribe/Other Backward Class candidates only). If found ineligible on any count, their candidature will be cancelled at any stage of recruitment. The fees/Charges paid by ineligible candidates shall be forfeited. Decision of the Corporation in all matters regarding eligibility of the candidate, selection and any other matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Corporation in this regard.
- (ii) Keep particulars of date of birth, educational qualifications, caste, other personal details etc. ready as these are required to be entered in the on-line application.
- (iii) After applying on-line, the candidates should obtain a system generated print out of the application on A4 size paper and retain it after signing the same. Please **do not** send this print out to Life Insurance Corporation of India.
- (iv) Candidates who are called for interview will have to submit the duly signed System Generated Print Out of the On-line application, copy of the call letter duly signed by the invigilator during the examination, Receipt of fee as mentioned above and also produce original and attested Photostat copies of all relevant certificates at the time of interview, failing which their candidature shall be liable to be cancelled.
- (v) Withdrawal of candidature on account of non furnishing of any information will not confer any right to carry forward or retain the candidature for future recruitment
- (vi) Application once submitted will not be allowed to be withdrawn and the fee once paid will not be refunded nor would this fee be held in reserve for future exam/ selection.
- (vii) Caste Certificate in respect of SC/ST/OBC must be obtained in the prescribed format from any one of the following authorities and submitted at the time of interview -

A	District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ 1st Class Stipendiary Magistrate/ Sub- Divisional Magistrate / Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner not below the rank of 1st Class Stipendiary Magistrate).
B	Chief Presidency Magistrate/ Additional Chief Presidency magistrate /Presidency Magistrate.
C	Revenue Officer not below the rank of Tehsildar.
D	Sub-Divisional Officer of the area where the candidates and / or his family resides.
E	As far as the candidates belonging to ST caste from Tamil Nadu are concerned, the certificate issued by Revenue Divisional Officer only is acceptable and not by the Tehsildar.

For claiming reservation under OBC category, candidates should belong to such caste or community which are common to both the lists in respect of Mandal Commission and the State Governments List from the State of their origin (as per the list published by the Central Government). The benefit of reservation shall not apply to persons/ sections belonging to "Creamy layer" as specified vide column 3 of the Schedule to the Dept. of Personnel & Training OM No.36012/22/93-Estt. (SCT)



dated 8.9.93. OBC candidates should produce certificate as per the proforma prescribed by the Ministry of Personnel, Public Grievances and Pensions, Govt. of India which should include that they do not belong to Creamy layer. (Non submission of certificate in the prescribed proforma may render the application to be invalid.)

- (viii) Formats of Caste Certificates for Scheduled Castes/Tribes/Other Backward Classes and Disability certificates for Physically Handicapped Candidates shall be available on our website.
- (ix) Candidates serving in Government / Public Sector Undertakings should produce "No Objection Certificate" from the employer at the time of interview, failing which, their candidature may not be considered.
- (x) Candidates shall not be permitted to use calculators, mobile phones, pagers or any other instruments in the examination hall.
- (xi) Admission to on-line test is only provisional without verification of age/ qualification/category of candidate with reference to documents. Candidates should not furnish any particulars that are false, tampered, fabricated and/or suppress any material information while filling up the online application form
- (xii) Any request for change of address will not be entertained whilst the recruitment exercise is in progress.
- (xiii) Call letters will not be dispatched by post or any other mode. Candidates will be required to download the call letters from the referred website.
- (xiv) Candidates will appear for the online examination at the allotted centers at their expenses & risks and the LIC will not be responsible for any injury/ losses etc. of any nature caused to them.
- (xv) Appointment of selected candidates is subject to his/ her being declared medically fit as per the requirement of the LIC. Such appointments will also be subject to the LIC of India (Staff) Regulations, 1960.
- (xvi) Interview Call Letters for shortlisted candidates shall be sent by e-mail address given by the candidate at the time of on line application. Requests for sending letters to different address subsequently shall not be entertained.
- (xvii) Candidates are requested to kindly refer to the website periodically and check their e-mail account for updated information pertaining to the Recruitment till the conclusion of the recruitment process.
- (xviii) In case of any dispute on account of interpretation of this advertisement in version other than English, the English version shall prevail.
- (xix) CANVASSING IN ANY FORM WILL LEAD TO DISQUALIFICATION OF CANDIDATURE.

Place: Mumbai.  
Date 01/03/2013

Executive Director (Personnel)

**ANNEXURE – I – DECLARATION BY THE CANDIDATE AND SCRIBE**

**ANNEXURE – II – LIST OF EXAMINATION CENTRES**

**ANNEXURE – III GUIDELINES FOR SCANNING THE PHOTOGRAPH AND SIGNATURE**