RECRUITMENT FOR THE POST OF ASSISTANT ADMINISTRATIVE OFFICER (Generalist)

1.   Life Insurance Corporation of India (LIC) invites Online Applications from eligible Indian Citizens for appointment to the post of Assistant Administrative Officer (Generalist). Candidates are requested to apply On-Line only. No other means/mode of application will be accepted.

TOTAL NO.OF VACANCIES: 700

The schedule of events shall be as under:

SCHEDULE OF EVENTS

Start date for Online Registration of Applications and Online Payment of Application Fee/ Intimation Charges	**15.12.2015**
Last date for Online Registration & Online Payment of Application Fee/Intimation Charges	**05.01.2016**
Download of Call Letter for Examination	Last week of February 2016
Dates of Online Examination (**Tentative**)	**05th,06th , 13th March 2016.**

Reservation for Scheduled Castes, Scheduled Tribes & Other Backward Classes and Persons With Disability shall be as under.

Reservation	SC	ST	OBC	UR	Total	OH	VI
Current Year	104	52	192	349	697	10	11
Backlog	2	1	-	-	3	-	-
Total	106	53	192	349	700	10	11

The total number of vacancies and the reserved vacancies is provisional and may vary according to the actual requirements of LIC.

Persons with Disabilities:

(i)   Only the Orthopedically Handicapped (OH) and Visually Impaired (VI) Candidates are eligible to apply.

(ii)   Under the Orthopedically Handicapped, a person having a minimum of 40% impairment with disability of one hand or one leg provided independent mobility is not affected only are eligible to apply.

(iii)   Locomotor Disability or Cerebral Palsy would be covered under Orthopedically Handicapped.

(iv)   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 characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal or infant period of development.

(v)   Candidates with Visual Impairment falling under Category I (low vision) Impairment (40-74%) only are eligible to apply.

(vi)   Reservation for Persons with Disabilities shall be on horizontal basis. Selected candidates will be placed in the appropriate category

GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE :
The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination, subject to limits as in (i) and (ii) below. In all such cases where a scribe is used, the following rules will apply:

• The candidate will have to arrange his/her own scribe at his/her own cost.
• The scribe arranged by the candidate should not be a candidate for the same examination .If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.
• A person acting as a scribe for one candidate cannot be a scribe for another candidate.
• The scribe may be from any academic stream.
• Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
• Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
• Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

(i)Guidelines for Candidates with locomotor disability and cerebral palsy

A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40%impairment).

(ii)Guidelines for Visually Impaired candidates
• Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.
• The facility of viewing the contents of the test in magnifying font will be available to Visually Impaired candidates who use the services of a Scribe for the examination.
These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

2.   **Eligibility Conditions as on 1st   December, 2015 shall be as under** :

Age	Minimum Age shall be 21 years (completed) as on 1st December, 2015. Maximum age shall not be more than 30 years(candidates must have been born not earlier than 02/12/1985 and not later than 01/12/1994 both days inclusive only are eligible)	
	Relaxations in upper age limit for Scheduled Caste (SC)/Scheduled Tribe(ST)/Other Backward Community(OBC)/ Emergency Commissioned Officers (ECO) /Short Service Commissioned Officers (SSCO) /Persons with Disabilities (PWD) /Confirmed LIC employees shall be as under :	
	SC/ST	5 YEARS
	OBC	3 Years
	PWD(Gen)	10 YEARS

	PWD(SC/ST)	15 YEARS
	PWD(OBC)	13 YEARS
	ECO/SSCO (GEN)	5 YEARS
	ECO/SSCO (SC/ST)	10 YEARS
	ECO/SSCO (OBC)	8 YEARS
	Confirmed LIC employees	Further Relaxation of 5 YEARS
Educational Qualification	Bachelor/Master's Degree from a recognized Indian University/ Institution	

3.   Emoluments and Benefits:

Basic pay of Rs. 17240/- per month in the scale of Rs. 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 **Rs 40,245/-** per month in 'A' Class city.   Other benefits are Defined Contributory Pension, Special Allowance for passing Actuarial Examination, Gratuity, LTC, Cash Medical Benefit, Group Mediclaim, Group Personal Accident Insurance, Group Insurance , Vehicle Loan (2-wheeler/4 wheeler) as per rules.

4.   Service Conditions:

Service Conditions are as applicable in LIC 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.

5.   Probation:

One year, extendable up to 2 years.

6. Guarantee Bond:

Before joining as a Probationer, candidates will be required to give an undertaking to serve LIC 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 Rs.200,000/-only (Rupees Two Lakhs only) The candidate will have to submit Deed of Indemnity 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.

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

Candidates will have to make the payment of Application Fees/Intimation Charges through the On-Line Mode as under:

For SC/ST/ PWD Candidates	Intimation Charges of Rs. 100/- plus Transaction Charges
For all Other Candidates	Application Fee-cum-Intimation Charges of Rs. 600/- plus Transaction Charges

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

8. Selection Procedure :

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

On-line Examination:

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

Section	Questions	Number of Questions	Marks
1	Reasoning Ability Test	30	90
2	Quantitative Aptitude Test	30	90
3	General Knowledge, Current Affairs Test	30	60
4	Computer Knowledge Test	30	60
5	**English Language Test** with Special emphasis on Grammar, Vocabulary and Comprehension	40	--
	Total	160	300

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 (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. 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.

Candidate **MUST** pass in **each Section** separately and should also obtain minimum   marks in the aggregate   to qualify for the interview. The responses (answers) of individual candidates with other candidates would be analyzed to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted in this regard, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, LIC reserves the right to cancel the candidature of the concerned candidate and the result of such candidates (disqualified) will be withheld.

The minimum marks to be obtained in each Section and in the aggregate shall be decided by LIC. English Language test is of qualifying nature and the marks in English Language will not be counted for ranking. The decision of LIC in this regard shall be final and binding on the candidates. No correspondence will be entertained in this regard.

The corrected scores obtained by each of the candidates in different sessions (if held) will be normalized using equi -percentile equating method.

The Scores of Online Examination are obtained by adopting the following procedure:

(i)   Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers.
(ii)   The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores*
* Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.
(iii) Test wise scores and scores on total is reported with decimal point upto two digits.
Note: Cutoffs are applied in two stages:
i.   on scores in individual tests
ii.   on Total Score

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 OBC/SC/ST candidates:

OBC/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 convenient to them after submission of online application. 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 address of the Divisional Offices of LIC.

Interview

I. Commensurate to the number of vacancies, LIC reserves the right to fix the minimum eligibility standards in order to restrict the candidates to be called for interview and also fix the minimum qualifying marks to qualify in the interview. Candidates who do not obtain the minimum qualifying marks as decided at a later stage shall be excluded from further selection process The decision of LIC 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 examination and will be purely as per their ranking in their respective category. **Candidates will have to obtain the minimum qualifying marks in the interview as will be decided by LIC**

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 examination 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). LIC will not be bound to take all the candidates with similar mark. It will only take candidates as per vacancy notified.

V. **There will be no contingency/waiting list**, for candidates not declared successful in the main list.

Pre-Recruitment Medical Examination:

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

9. **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) At any stage of recruitment, if a candidate is or has been found guilty of -
   (a) Using unfair means during the examination or interview
   (b) Impersonating or procuring impersonation by any person or
   (c) Misbehaving in the examination hall/interview premises
   (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 LIC.

iii) If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.

10. How to Apply

Candidates can apply online only from 15.12.2015 to 05.01.2016 and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

i. Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given in Annexure III.

ii. Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. LIC may send call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

GENERAL INSTRUCTIONS

iii. The examination will be conducted online in venues given in the respective call letters. **No request for change of centre/venue/date/session for Examination shall be entertained.**

iv. LIC, however, reserves the right to cancel any of the Examination Centers and/ or add some other Centers, at its discretion, depending upon the response, administrative feasibility, etc.

v. LIC also reserves the right to allot the candidate to any centre other than the one he/she has opted for.

vi. Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and LIC will not be responsible for any injury or losses etc. of any nature. Candidate should select only one centre and indicate the name of the centre in the application form. Choice of centre once exercised by the candidate will be final.

vii. If sufficient number of candidates does not opt for a particular centre for "Online" examination, LIC reserves the right to allot any other adjunct centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, LIC reserves the right to allot any other centre to the candidate.

viii. Candidates will be informed accordingly in case of any change in the date /centre/venue of examination by e-mail and SMS.

ix. The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process..

x. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead of disqualification of the candidate from the selection process and he/she will not be allowed to appear in any LIC recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.

xi. APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE)

PAYMENT OF FEE ON LINE: 15.12.2015 to 05.01.2016

SC/ST/PWD Candidates	: Rs. 100/-
For all other candidates	: Rs. 600/-

Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

Application Procedure

1. Candidates satisfying the conditions of eligibility as on 01.12.2015 are required to go to the LIC's website www.licindia.in and click on the 'Careers' to open the link " Recruitment of Assistant Administrative Officer 2016". It redirects the candidates to the online registration page.
2. To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.
5. 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. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Annexure III.
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
10. Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

11. PAYMENT OF FEES

The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

The payment can be made by using Debit Cards (RuPay/ Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.

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

On successful completion of the transaction, an e-Receipt will be generated.

Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.

Candidates are required to take a printout of the e-Receipt and online Application Form. Please note that if the same cannot be generated, online transaction may not have been successful.

For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.

To ensure the security of your data, please close the browser window once your transaction is completed.

There is facility to print application form containing fee details after payment of fees.

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 LIC.

To avoid last minute rush, candidates are advised to register on-line and pay the Application Fees /Intimation Charges (wherever applicable) in time.

12. **Issue of Call Letters for on-line examination**:

Candidates will have to visit the website under the heading "Careers" http://www.licindia.in/careers.htm for downloading call letters for on-line examination from the last week **of February, 2016** 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 window for call letter download. The candidate is required to use (i) Registration Number/Roll number, (ii) Password/Date of Birth for downloading the call letter. Candidate should affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) The Call Letter (ii) Photo Identity Proof as stipulated in the Call Letter and Photocopy of the same Photo Identity Proof as brought in original.

13. **Identity Verification for Online 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**

In the examination hall, the call letter along with the photocopy of the candidate's currently valid photo identity such as PAN Card/Passport/Driving License/Voter's Card/Bank Passbook with photograph/Photo Identity Proof issued by a Gazzetted Officer on official letterhead/valid recent Identity Card issued by a recognized College /University/Aadhar Card with a Photograph/Employee ID/Bar Council Identity card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt, the candidate may not be allowed to appear for the examination.

E-Aadhar card and ration card are **not** valid id proofs for this project.

Note: Candidates have to produce in original the photo identity proof and submit photo copy of the photo identity proof along with Examination Call Letter while attending the examination without which they will not be allowed to take up the examination. Candidates must note that the name as appearing on the Call Letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of thisThe photo identity proof must contain exactly the same name as it appears on the call letter. In case of any discrepancy in identity i.e. mismatch in name, photograph and signature the candidate may not be permitted to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original

CANDIDATES REPORTING LATE i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the start time of the test. Though the duration of the examination is TWO (2) hours, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions

14. **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/intimation Charges paid by ineligible candidates shall be forfeited. Decision of LIC 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 LIC in this regard.

   (ii) 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. The option for printing the online application will be available up to 06.01.2016 only.

   (iii) **Candidates who are called for interview will have to submit the duly signed System Generated Print out of the On-line application,** Receipt of fee as mentioned above and also produce original and self attested Photostat copies of all relevant certificates at the time of interview, failing which their candidature shall be liable to be cancelled.

   (iv) 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

   (v) 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.

   (vi) 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 Central 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.)

(vii) Formats of Caste Certificates for Scheduled Castes/Tribes/Other Backward Classes and Disability certificates for Persons with disabilities Candidates shall be available on our website.

(viii) Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification

(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 examination 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 details submitted during the process of registration 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.   **Executive Director (Personnel)**

Date:15.12.2015

ANNEXURE – I – DECLARATION BY THE CANDIDATE AND SCRIBE

ANNEXURE – II – LIST OF EXAMINATION CENTRES

ANNEXURE – III   GUIDELINES FOR THE PHOTOGRAPH AND SIGNATURE SCAN AND UPLOAD

GUIDELINES REGARDING PERSONS WITH DISABILITIES

Those candidates who are visually impaired or affected by cerebral palsy with loco-motor impairment and whose writing speed is affected can use own scribe at own cost during the online examination. In all such cases where a scribe is used, the following rules will apply:

* Please ensure you are eligible to use a scribe as per the Government of India rules governing the recruitment of Persons with Disabilities.
* The candidate will have to arrange his own scribe at his own cost
* The scribe can be from any academic discipline.
* Both, the candidate as well as the scribe, will have to give a suitable undertaking, in the prescribed format with passport size photograph of the scribe, confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case it later transpires that s/he 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 examination.
* **Such candidate who uses a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination. (Visually Impaired candidates who do not use scribe will also be eligible for compensatory time of 20 minutes for every hour of the examination.)**
* **Visually Impaired candidates under Low Vision, who use scribe, may skip the non-verbal questions, if any, in Test of Reasoning and questions on Table/Graph, if any, in Test of Numerical Ability. The candidates will be awarded marks for such Section based on the overall average obtained in other Sections of the respective test.**

_____
Please fill up the **DECLARATION** and submit along with the call letter.
_____

DECLARATION

We, the undersigned, Shri/Smt/Kum. _____ **eligible candidate** for the _____ examination and Shri/Smt/Kum._____ **eligible writer (scribe)** for the eligible candidate, do hereby declare that :

1. The scribe is identified by the candidate at his/her own cost and as per own choice.

    The candidate is **low vision** or affected by **cerebral palsy** with **loco-motor impairment and his/her writing speed is affected** and s/he needs a writer (scribe) as permissible under the Government of India rules governing the recruitment of Physically Challenged persons.

2. As per the rules, the candidate availing services of a scribe is eligible for compensatory time of 20   minutes for every hour of the examination.

3. In view of the importance of the time element and the examination being of a competitive nature, the candidate undertakes to fully satisfy the Medical Officer of the Organization that there was necessity for use of a scribe as his/her writing speed is affected by the disabilities mentioned in Paragraph '1' above.

4. **In view of the fact that multiple appearance / attendance in the examination are not permitted, the candidate undertakes that he/she has not appeared / attended the examination more than once and that the scribe arranged by him/her is not a candidate for the examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.**

5. We hereby declare that all the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of recruitment that we do not fulfill the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the candidature of the applicant will stand cancelled, irrespective of the result of the examination. If any of these shortcoming(s) is/are detected even after the candidate's appointment, his/her services are liable to be terminated. In such circumstances, both signatories will be liable to criminal prosecution.

Given under our signature:-

_____   _____

Signature of the Scribe   Signature of the Candidate

                            Registration No. :

                            Roll No.:

Postal address: **Postal address:**

STD Code: …….. Phone No……………   **STD Code:………   Phone No…………**

[Mobile No…..…………………………….]   **[Mobile No …………………………….]**

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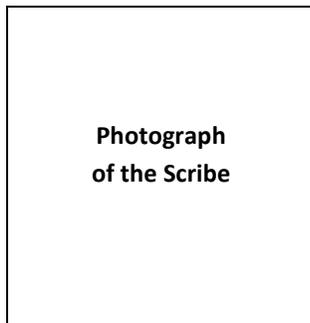
Signature of Invigilator

Photograph of the Scribe

PROPOSED EXAMINATION CENTRES – AAO (Generalist) 2016

The online examination will be conducted at the following Centers on 05th 06th 13th March 2016 (tentative)

State/UT	City/Centre
Andaman& Nicobar	Port Blair
Andhra Pradesh	CHIRALA
Andhra Pradesh	CHITTOOR
Andhra Pradesh	GUNTUR
Andhra Pradesh	HYDERABAD
Andhra Pradesh	KADAPA
Andhra Pradesh	KAKINADA
Andhra Pradesh	KURNOOL
Andhra Pradesh	NELLORE
Andhra Pradesh	ONGOLE
Andhra Pradesh	PRODDATUR
Andhra Pradesh	PUTTUR
Andhra Pradesh	RAJAHMUNDRY
Andhra Pradesh	SRIKAKULAM
Andhra Pradesh	TIRUPATI
Andhra Pradesh	VIJAYAWADA
Andhra Pradesh	VISAKHAPATNAM
Andhra Pradesh	VIZIANAGARAM
Arunachal Pradesh	ITANAGAR
Arunachal Pradesh	NAHARLAGUN
Assam	DIBRUGARH
Assam	GUWAHATI
Assam	JORHAT
Assam	KOKRAJHAR
Assam	SILCHAR
Assam	TEZPUR
Bihar	ARRAH
Bihar	AURANGABAD
Bihar	BHAGALPUR
Bihar	BIHAR SHARIF
Bihar	DARBHANGA
Bihar	GAYA
Bihar	HAJIPUR
Bihar	MUZAFFARPUR
Bihar	PATNA
Bihar	PURNEA
Bihar	SAMASTIPUR

Bihar	SIWAN
CHANDIGARH	CHANDIGARH
Chhattisgarh	BILASPUR
Chhattisgarh	DURG
Chhattisgarh	RAIPUR
DELHI	DELHI
GOA	PANAJI
GOA	VERNA
Gujarat	AHMEDABAD
Gujarat	ANAND
Gujarat	BHAVNAGAR
Gujarat	GANDHINAGAR
Gujarat	HIMMATNAGAR
Gujarat	MEHSANA
Gujarat	MODASA
Gujarat	NAVSARI
Gujarat	RAJKOT
Gujarat	SURAT
Gujarat	VADODARA
Haryana	AMBALA
Haryana	BAHADURGAH
Haryana	FARIDABAD
Haryana	GURGAON
Haryana	HISSAR
Haryana	KARNAL
Haryana	KURUKSHETRA
Haryana	PALWAL
Haryana	PANIPAT
Haryana	ROHTAK
Haryana	SONIPAT
Haryana	YAMUNA NAGAR
Himachal Pradesh	BADDI
Himachal Pradesh	BILASPUR
Himachal Pradesh	DHARAMSALA
Himachal Pradesh	HAMIRPUR
Himachal Pradesh	KANGRA
Himachal Pradesh	KULLU
Himachal Pradesh	MANDI
Himachal Pradesh	SHIMLA
Himachal Pradesh	SIRMAUR
Himachal Pradesh	SOLAN
Himachal Pradesh	UNA

Jammu and Kashmir	BARAMULLA
Jammu and Kashmir	JAMMU
Jammu and Kashmir	KATHUA
Jammu and Kashmir	SAMBA
Jammu and Kashmir	SRINAGAR
Jharkhand	BOKARO
Jharkhand	DEOGHAR
Jharkhand	DHANBAD
Jharkhand	HAZARIBAGH
Jharkhand	JAMSHEDPUR
Jharkhand	RANCHI
Karnataka	BELGAUM
Karnataka	BENGALURU
Karnataka	BELLARY
Karnataka	BIDAR
Karnataka	BIJAPUR
Karnataka	CHICKBALLAPUR
Karnataka	DHARWAD
Karnataka	GADAG
Karnataka	GULBARGA
Karnataka	HASSAN
Karnataka	HAVERI
Karnataka	HUBLI
Karnataka	MANGALORE
Karnataka	MYSORE
Karnataka	SHIMOGA
Karnataka	TUMKUR
Karnataka	UDUPI
Kerala	ALAPPUZHA
Kerala	ERNAKULAM
Kerala	KANNUR
Kerala	KASARAGOD
Kerala	KOLLAM
Kerala	KOTTAYAM
Kerala	KOZHIKODE
Kerala	MALAPPURAM
Kerala	PALLAKAD
Kerala	THIRUVANANTHAPURAM
Kerala	THRISSUR
Madhya Pradesh	BHOPAL
Madhya Pradesh	GWALIOR
Madhya Pradesh	INDORE

Madhya Pradesh	JABALPUR
Madhya Pradesh	REWA
Madhya Pradesh	SAGAR
Madhya Pradesh	SATNA
Madhya Pradesh	UJJAIN
Maharashtra	AKOLA
Maharashtra	AMRAVATI
Maharashtra	AURANGABAD
Maharashtra	BHANDARA
Maharashtra	CHANDRAPUR
Maharashtra	DHULE
Maharashtra	JALGAON
Maharashtra	KOLHAPUR
Maharashtra	LATUR
Maharashtra	MUMBAI / THANE/ NAVI MUMBAI
Maharashtra	NAGPUR
Maharashtra	NANDED
Maharashtra	NASHIK
Maharashtra	PUNE
Maharashtra	RATNAGIRI
Maharashtra	SANGLI
Maharashtra	SATARA
Maharashtra	SHOLAPUR
Maharashtra	SINDHUDURG
Maharashtra	ICHALKARANJI
Manipur	IMPHAL
Meghalaya	SHILLONG
Mizoram	AIZWAL
Nagaland	KOHIMA
Odhisa	ANGUL
Odhisa	BALASORE
Odhisa	BARGARH
Odhisa	BARIPADA
Odhisa	BERHAMPUR (GANJAM)
Odhisa	BHUBANESWAR
Odhisa	CUTTACK
Odhisa	DHENKANAL
Odhisa	JHARSUGUDA
Odhisa	KHURDA
Odhisa	ROURKELA
Odhisa	SAMBALPUR
PUDUCHERRY	PUDUCHERRY

Punjab	AMRITSAR
Punjab	BHATINDA
Punjab	FATEGARH SAHIB
Punjab	JALANDHAR
Punjab	LALRU
Punjab	LUDHIANA
Punjab	MOHALI
Punjab	PATHANKOT
Punjab	PATIALA
Punjab	PHAGWARA
Punjab	SANGRUR
Rajasthan	AJMER
Rajasthan	ALWAR
Rajasthan	BHILWARA
Rajasthan	BIKANER
Rajasthan	CHITTORGARH
Rajasthan	JAIPUR
Rajasthan	JODHPUR
Rajasthan	KOTA
Rajasthan	JHUNJHUNU
Rajasthan	SIKAR
Rajasthan	UDAIPUR
Sikkim	BARDANG
Tamil Nadu	CHENNAI
Tamil Nadu	COIMBATORE
Tamil Nadu	DINDIGUL
Tamil Nadu	DHARAMPURI
Tamil Nadu	ERODE NORTH
Tamil Nadu	KRISHNAGIRI
Tamil Nadu	KUMBAKONAM
Tamil Nadu	MADURAI
Tamil Nadu	NAGERCOIL
Tamil Nadu	NAMAKKAL
Tamil Nadu	SALEM
Tamil Nadu	THANJAVUR
Tamil Nadu	THIRUCHIRAPALLI
Tamil Nadu	TIRUNELVELI
Tamil Nadu	TIRUVALLUR
Tamil Nadu	TIRUVANNAMALAI
Tamil Nadu	VELLORE
TELANGANA	HUZURABAD
TELANGANA	HYDERABAD

TELANGANA	KARIMNAGAR
TELANGANA	MEDCHAL
TELANGANA	NIZAMABAD
TELANGANA	PEDDAPALLI
TELANGANA	WARANGAL
Tripura	AGARTALA
Tripura	KHOWAI
Uttar Pradesh	AGRA
Uttar Pradesh	ALIGARH
Uttar Pradesh	ALLAHABAD
Uttar Pradesh	BARABANKI
Uttar Pradesh	BAREILLY
Uttar Pradesh	FAIZABAD
Uttar Pradesh	GHAZIABAD
Uttar Pradesh	GORAKHPUR
Uttar Pradesh	GREATER NOIDA
Uttar Pradesh	JHANSI
Uttar Pradesh	KANPUR
Uttar Pradesh	LUCKNOW
Uttar Pradesh	MATHURA
Uttar Pradesh	MEERUT
Uttar Pradesh	MURADABAD
Uttar Pradesh	MUZAFFARNAGAR
Uttar Pradesh	NOIDA
Uttar Pradesh	SITAPUR
Uttar Pradesh	SULTANPUR
Uttar Pradesh	UNNAO
Uttar Pradesh	VARANASI
Uttarakhand	DEHRADUN
Uttarakhand	HALDWANI
Uttarakhand	HARIDWAR
Uttarakhand	ROORKEE
West Bengal	ASANSOL
West Bengal	BARDHAMAN
West Bengal	BERHAMPUR
West Bengal	DURGAPUR
West Bengal	GREATER KOLKATA
West Bengal	HOOGHLY
West Bengal	HOWRAH
West Bengal	KALYANI
West Bengal	KOLKATA
West Bengal	SILIGURI

GUIDELINES FOR PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD

1. IN CASE THE FACE IN THE PHOTOGRAPH OR SIGNATURE IS UNCLEAR, THE APPLICATION MAY BE REJECTED.
2. CANDIDATE MAY EDIT THE APPLICATION AND RE-UPLOAD THE PHOTOGRAPH/ SIGNATURE IN SUCH CASE.

PHOTOGRAPH IMAGE:

3. Photograph must be a recent passport size colour picture.
4. The picture should be in colour, against a light-coloured, preferably white, background.
5. Look straight at the camera with a relaxed face.
6. If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
7. If you have to use flash, ensure there's no "red-eye".
8. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
9. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
10. Dimensions 200 x 230 pixels (preferred).
11. Size of file should be between 20kb-50kb.
12. Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

SIGNATURE IMAGE:

13. The applicant has to sign on white paper with Black Ink pen.
14. The signature must be signed only by the applicant and not by any other person.
15. **If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Call Letter, the applicant will be disqualified.**
16. **Dimensions 140 x 60 pixels (preferred).**
17. Size of file should be between 10kb —20kb.
18. Ensure that the size of the scanned image is not more than 20KB.

SCANNING THE PHOTOGRAPH & SIGNATURE:

19. Set the scanner resolution to a minimum of 200 dpi (dots per inch).
20. Set Color to True Color.
21. File Size as specified above.
22. Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
23. The image file should be JPG or JPEG format. An example file name is: image01 .jpg or image01 .jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon. Candidates using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg

format by using 'Save As' option in the File menu and size can be reduced below 50KB (photograph) & 20KB (signature) by using crop and then resize option [Please see point (i) & (ii) above for the pixel size] in the 'Image' menu. Similar options are available in other photo editor also.

If the file size and format are not as prescribed, an error message will be displayed.

While filling in the Online Application Form the candidate will be provided with a link to upload his photograph and signature.

Procedure for Uploading the Photograph and Signature

24. There will be two separate links for uploading Photograph and Signature.
25. Click on the respective link "Upload Photograph / Signature".
26. Browse & Select the location where the Scanned Photo/ Signature file has been saved.
27. Select the file by clicking on it.
28. Click the 'Upload' button