

## Life Insurance Corporation Of India

### Recruitment of Assistant Administrative Officers (AAO) (Generalist)- 31st Batch

On-line registration including Edit/Modification of Application by candidates and Payment of Application Fees (only Online) : 15.01.2023 to 31.01.2023

- ☛ Date of Online Preliminary Exam. : 17.02.2023 & 20.02.2023 (tentative).
- ☛ Date of Online Main Exam. : 18.03.2023 (tentative).

- ☛ **Age (As on 01.01.2023):** Minimum Age shall be 21 years (completed) as on 01.01.2023. Maximum age shall not be more than 30 years (candidates must have been born not earlier than 02.01.1993 and not later than 01.01.2002 both days inclusive only are eligible ).
  - Relaxation of Upper age limit: SC/ ST - 5 years, OBC - 3 years, Persons With Disabilities - 10 years, Others as per rules.

- ☛ **Educational Qualifications (As on 01.01.2023):** Bachelor's Degree in any discipline from a recognized Indian University/Institution.

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

For SC/ST/ PwBD candidates	Intimation Charges of Rs. 85/ - +Transaction Charges + GST
For all other candidates	Application Fee -cum-Intimation Charges of Rs. 700/ - + Transaction Charges + GST

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, 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 containing fee details. Please note that if the same cannot be generated, online transaction may not have been successful.

#### ☐ Selection Procedure:

Selection of Assistant Administrative Officers will be done through a three tiered process and subsequent Pre-recruitment Medical examination.

#### ○ Phase-I: Preliminary Examination:

Preliminary Examination consisting of objective test will be conducted online. The test will have three sections (with separate timings for each section) as follows:

\*\* English Language test will be of qualifying nature and the marks in English Language will not be counted for ranking.

Section	Name of the tests	Number of Questions	Maximum Marks	Medium of Exam	Minimum Qualifying Marks		Duration
					SC/ST/PwBD	Others	
1	Reasoning Ability	35	35	English & Hindi	16	18	20 minutes
2	Quantitative Aptitude	35	35	English & Hindi	16	18	20 Minutes
3	English Language with special emphasis on grammar, vocabulary and comprehension	30	30**	English	9	10	20 minutes
	Total	100	70				1 hour

#### ○ Phase-II : Main Examination:

Main examination will consist of objective tests for 300 marks and descriptive test for 25 marks. Both the objective and descriptive tests will be online. The objective test will have separate timing for every section.

Candidates will have to answer descriptive test by typing on the computer. Descriptive test will be administered immediately after the completion of the objective test.

Section	Name of the tests	Number of Questions	Maximum Marks	Medium of Exam	Minimum Qualifying Marks		Duration
					SC/ST/PwBD	Others	
1	Reasoning Ability	30	90	English & Hindi	40	45	40 minutes
2	General Knowledge, Current Affairs	30	60	English & Hindi	27	30	20 minutes
3	Data Analysis & Interpretation	30	90	English & Hindi	40	45	40 minutes
4	Insurance and Financial Market Awareness	30	60	English & Hindi	27	30	20 minutes
	<b>Total</b>	<b>120</b>	<b>300</b>				<b>2 hours</b>
5	English Language (Letter writing & Essay)	2	25 **	English	9	10	30 Minutes

- **\*\* Descriptive test of English Language etc. will be of qualifying nature and the marks in English Language will not be counted for ranking.**
- **“Descriptive paper of only those candidates will be evaluated who qualify in the objective part of main Examination.”**
- **LIC reserves the right to modify the structure of the examination which will be intimated through its website. Other detailed information regarding the examination will be given in an Information Handout which will be made available for the candidates to download along with the call letters from the LIC website [www.licindia.in](http://www.licindia.in) under “Careers”.**
- **The minimum marks to be obtained in each Section and cut off marks for each section and in the aggregate shall be decided by LIC. Descriptive test of English Language etc. is of qualifying nature and marks in this test 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.**

#### Phase-III: Interview :

Marks obtained in the Main Examination only will be considered for short listing for interview.

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. Maximum Interview marks are 60 and qualifying marks for EWS, Unreserved, OBC are 30. Qualifying marks for SC /ST/PwBD candidates are 27. Candidates who do not obtain the minimum qualifying marks as decided by LIC 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.

#### Pre-Recruitment Medical Examination:

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

#### Examination Centres – Preliminary and Main Examination :

Preliminary Examination Centre	
State/UT	Centre
West Bengal	Asansol
	Greater Kolkata
	Hooghly
	Kalyani
	Siliguri

Main Examination Centre	
State/UT	Centre
West Bengal	Greater Kolkata
	Siliguri

#### Important Instructions :

- 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 15.02.2023 only.
- 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.
- 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.
- 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.
- 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.
- If the examination is held in more than one session, the score across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.

## ❑ HOW TO APPLY:

*Candidates can apply online from 15.01.2023 to 31.01.2023. No other mode for application will be accepted.*

### ☛ Pre-Requisites for Applying Online

Before applying online, candidates should—

- (i) Candidates should scan their :
  - photograph (4.5cm × 3.5cm)
  - signature (with black ink)
  - left thumb impression (on white paper with black or blue ink)
  - a hand written declaration (on a white paper with black ink) (text given below)ensuring that all these scanned documents adhere to the required specifications.
- (ii) Signature in CAPITAL LETTERS will NOT be accepted.
- (iii) The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)
- (iv) The text for the hand written declaration is as follows –  
***“I, \_\_\_\_\_ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”***
- (v) The above mentioned hand written declaration has to be in the candidate's hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (In the case of Visually Impaired candidates who cannot write they have to get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)
- (vi) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges.
- (vii) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. LIC may send intimation to download 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 number before applying on-line and must maintain that email account and mobile number.

### ❑ Application Registration:

- (1) Candidates satisfying the conditions of eligibility as on 01.01.2023 are required to go to the [LIC's website www.licindia.in](http://www.licindia.in) and click on the 'Careers' to open the link "Recruitment of AAO(Generalist) 2023. 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 COMPLETE REGISTRATION 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.
- (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.
- (13) The list of examination centre for preliminary & main examination is given in previous page.

### ☛ Mode of Payment:

**Candidates should make the payment of requisite fees/ intimation charges through the ONLINE mode only:** The payment can be made by using Debit Cards (RuPay/ Visa/MasterCard/Maestro), Credit Cards, Internet Banking, 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 containing fee details. Please note that if the same cannot be generated, online transaction may not have been successful.

### ❑ Note:

- In case the left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
- After uploading the left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her thumb impression / hand written declaration, prior to submitting the form.
- After registering online candidates are advised to take a printout of their system generated online application forms. The candidates are requested to preserve the printout till the entire process is complete. To avoid last minute rush, candidates are advised to register on-line and pay the Application Fees/Intimation Charges (wherever applicable) in time.
- LIC does not assume any responsibility for the candidates not being able to submit their applications within last date on account of aforesaid reasons or for any other reason beyond the control of LIC.
- **Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.**

**GUIDELINES FOR SCANNING THE PHOTOGRAPH, SIGNATURE, LEFT HAND THUMB IMPRESSION AND HANDWRITTEN DECLARATION:**

Before applying online, a candidate will be required to have a scanned (digital) image of his/ her photograph, signature, left hand thumb impression and handwritten declaration as per specifications given below.

a. The text for the hand-written declaration is as follows:

***“I, \_\_\_\_\_ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”***

b. Left Thumb Impression: If a candidate is not having left thumb, he/she may use his /her right thumb for applying).

**(i) Photograph Image: (4.5 cm x 3.5 cm)**

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- **Dimensions:** 200 x 230 pixels (preferred).
- **Size of file** should be between 20 kb–50 kb. (File type: jpg / jpeg)
- Ensure that size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb,
- Photo uploaded should be of appropriate size and clearly visible.
- It is advisable that candidate retains about 8 copies of the same photograph which is uploaded at the time of online application as these would be needed for further processes of this selection process.

**(ii) Signature, Left thumb impression and Hand writing declaration Image:**

- The applicant has to **sign** on white paper with Black Ink pen.
  - **Dimensions** 140 x 60 pixels (preferred)
  - **Size of file** should be between 10 kb – 20 kb. (File type: jpg / jpeg)
  - Ensure that the size of the scanned image is not more than 20 kb.
  - Signature uploaded should be of appropriate size and clearly visible.
- The applicant has to put his **left thumb impression** on a white paper with black or blue ink.
  - **File type:** jpg / jpeg
  - **Dimensions:** 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e. 3 cm x 3 cm (Width x Height).
  - **File Size:** 20 kb – 50 kb
- The applicant has to write the **declaration** in English clearly on a white paper with black ink.
  - **File type:** jpg / jpeg
  - **Dimensions:** 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e. 10cm x 5 cm (Width x Height)
  - **File size:** 50 kb- 100 kb
  - The signature, left thumb impression and the hand-written declaration must be of applicant only and not by any other person.
  - If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
  - Signature/ Hand written declaration in CAPITAL LETTERS shall NOT be accepted.
  - Ensure that Photo, Signature thumb impression and hand-written declaration are uploaded at the specified spaces only in the online application form.

**GENERAL INSTRUCTIONS**

- (1) Candidates will have to invariably produce the requisite documents such as valid call letter, a photocopy and original of photo-identity proof bearing the same name as it appears on the online submitted application form etc. at the time of examinations (Preliminary & Main) and interview respectively. No document shall be directly sent to IBPS by the candidates before or after online examination.
- (2) Candidates who do not bring the authenticated/ stamped call letter of preliminary examination and authenticated/ stamped photocopy of ID proof at the time of main examination will not be allowed to appear for the examination.
- (3) Not more than one application should be submitted by any candidate. In case of multiple applications, only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited.
- (4) In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version available on authorised LIC website shall prevail.
- (6) Appointment of provisionally allotted candidates is subject to his/her being declared medically fit.
- (8) If at a later stage of selection process or appointment, the handwriting on the handwritten declaration of the candidate is

- ★ **Candidates are advised in their own interest to apply on-line before the closing date and not to wait till the last date for depositing the fee/ intimation charges to avoid the possibility of disconnection/inability/failure to log on to the LIC website on account of heavy load on internet /website jam. LIC does not assume any responsibility for candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the LIC.**
- ★ **Any information submitted by an applicant in his/her application shall be binding on the candidates personally and he/she shall be liable for prosecution/civil consequences in case the information/details furnished by him/her are found to be false at a later stage.**

★ *For more details please go through the original notification* ★