

## Life Insurance Corporation Of India

### Recruitment of Apprentice Development Officer (ADO)

On-line registration including Edit/Modification of Application by candidates and Payment of Application Fees (only Online) : 21.01.2023 to 10.02.2023

- ☛ Date of Online Preliminary Exam. : 12th March 2023 (tentative).
- ☛ Date of Online Main Exam. : 8th April 2023 (tentative).

- ☛ **Age (As on 01.01.2023):** The applicant shall have completed 21 years of age (in completed years) and not more than 30 years of age (in completed years) as on 01.01.2023, i.e. candidates must have been born not earlier than 02.01.1993 and not later than 01.01.2002 (both days inclusive) as on 01.01.2023.
  - 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):** An applicant from Others category (Open Market) for recruitment as an Apprentice Development Officer, in both Urban and Rural area, should possess a Bachelor's Degree from a recognized University in India established under a statute/ approved for the purpose or the Fellowship of Insurance Institute of India, Mumbai.

#### ☐ Eligibility Conditions :

The candidates eligible for recruitment are classified into three categories, namely, LIC Agents Category, LIC Employees Category and Others Category (Open Market).

#### ☛ 'LIC Agents Category' means-

- An individual appointed or engaged by LIC Of India for the purpose of soliciting or procuring insurance business including business relating to the continuance, renewal or revival of policies of insurance pertaining to LIC Of India; OR
- An individual who has been appointed as an agent under the Life Insurance Corporation of India (Agents) Regulations, 2017.

- ☛ 'LIC Employee Category' means a confirmed whole-time salaried employee of LIC Of India belonging to Class III cadre.

- ☛ 'Others Category' means the candidate from the open market.

#### ☐ Experience:

The applicant should have the requisite experience as on 01.01.2023 as indicated below:-

Category of Applicant	For Recruitment in Urban Area	For Recruitment in Rural Area
iii) Others Category (Open Market)	Preference would be given to candidates who have at least 2 years experience in life insurance industry or in marketing of financial products.	

- ☐ **Application Fees/ Intimation Charges (21.01.2023 to 10.02.2023) :** Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate. Candidate will have to make the payment of Application Fees/Intimation Charges (Non-refundable) including GST, only through On-line mode as under:

For SC/ST Candidates	Intimation Charges of Rs.100/- (inclusive of GST) plus the Transaction Charges
Other than SC/ST Candidates	Application Fees-cum-Intimation Charges of Rs. 750/- (inclusive of GST) plus the Transaction Charges

#### ☐ Selection Procedure:

Selection will be made on the basis of on-line tests, followed by an interview of the candidates who qualify in the on-line test 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:

Section	Name of test	Number of Questions	Maximum Marks	Medium of exam	Duration
1	Reasoning Ability	35	35	English & Hindi	20 minutes
2	Numerical Ability	35	35	English & Hindi	20 minutes
3	English Language	30	30**	English	20 minutes
<b>TOTAL</b>		100	70		1 hour

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

## ○ Phase-II : Main Examination:

Main Examination consisting of objective test will be conducted online. Main examination will consist of objective tests for 160 marks for a composite duration of 120 minutes.

Section	SUBJECT	Number of Questions	Maximum Marks	Medium of exam	Duration
1	Reasoning Ability & Numerical Ability	50	50	English & Hindi	Composite duration of 120 minutes
2	General Knowledge, Current Affairs and English Language with Special Emphasis on Grammar and vocabulary	50	50	English & Hindi	
3	Insurance and Financial Marketing Awareness with special emphasis on knowledge of Life Insurance and Financial Sector	60	60	English & Hindi	
<b>TOTAL</b>		<b>160</b>	<b>160</b>		

- 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".

## □ Phase-III: Interview :

The marks obtained in the main examination only, will be considered for shortlisting for the interview. The marks obtained in main examination and the marks obtained in the interview, will be considered for the final merit listing of the candidates.

Commensurate to the number of vacancies, LIC of India reserves the right to fix the eligibility standards and the minimum marks to qualify in the interview, in order to restrict the number candidates to be called for the interview. The maximum marks for the interview are 40.

## □ Pre-Recruitment Medical Examination:

Selected candidate will be appointed as an Apprentice Development Officer subject to him/her being found medically fit by the Medical Examiner authorized by LIC of India for the purpose.

## ☛ Examination Centres – Preliminary and Main Examination :

04. East Zone			
Sr.No.	Centre code	Examination Centre	Division
54	401	ASANSOL	ASANSOL
55	402	BARDHAMAN	BARDHAMAN
56	403	GUWAHATI	GUWAHATI
57	404	HOWRAH	HOWRAH
58	405	JALPAIGURI	JALPAIGURI
59	406	JORHAT	JORHAT
60	407	KOLKATA	KOLKATA (METRO) - I
61	408	KOLKATA	KOLKATA (METRO) - II
62	409	KOLKATA	KOLKATA (SUBURBAN)
63	410	SILCHAR	SILCHAR
64	411	GANGTOK	JALPAIGURI
65	412	SHILONG	GUWAHATI
66	413	ITANAGAR/ NAHARLAGUN	GUWAHATI
67	414	KOHIMA	GUWAHATI
68	415	IMPHAL	SILCHAR
69	416	AIZWAL	SILCHAR
70	417	AGARTALA	SILCHAR
71	418	SILLIGURI	JALPAIGURI
72	419	NAHARLAGUN	JORHAT
73	420	DIBRUGARH	JORHAT
74	421	TEZPUR	GUWAHATI
75	422	BERHAMPUR (Dumkal)	KSDO
76	423	DURGAPUR	ASANSOL
77	424	HOOGLY	HOWRAH
78	425	KALYANI	KSDO
79	426	PORT BLAIR	KSDO

## □ Choice Of Division:

Recruitment Notifications are being issued by all Zonal Offices of LIC of India. The candidate shall apply to only one Division.

Sr. No	NAME OF DIVISION
1	Asansol
2	Bardhaman
3	Bongaigaon
4	Guwahati
5	Howrah
6	Jalpaiguri
7	Jorhat
8	Kharagpur
9	KMDO-I
10	KMDO-II
11	KSDO
12	Silchar

## □ 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.

## ❑ HOW TO APPLY:

*Candidates can apply only online from 21.01.2023 to 10.02.2023 and no other mode of 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 log in to the LIC’s website - <https://licindia.in/Bottom-Links/careers>. It redirects the candidates to the online registration page. A candidate can apply under multiple categories (i.e. Others category (Open Market), LIC Agents Category or LIC Employee Category) subject to eligibility criteria prescribed for that particular category with regard to age/ qualification/ experience.
- (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 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, UPI, 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 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.

**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 found to be dissimilar / different, as per expert analysis, the candidature of the candidate will be cancelled.

❖ **GURANTEE BOND:**

Before joining as an Apprentice Development Officer, the candidate will be required to give an undertaking to serve LIC Of India for a minimum period of four years from the date of joining (including apprenticeship period) failing which he/she or his/her heirs, executors, administrators will be liable to pay liquidated damages of ₹ 3,00,000/- (Rupees Three lakh only) to LIC Of India. The candidate will have to submit an Indemnity Bond of ₹ 3,00,000/- (Rupees Three lakh only) duly stamped and executed by a Surety of sound financial standing and not related to the candidate. The stamp value of the Bond will be as applicable to the State in which the bond is executed.

★ **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* ☆