



**LIC HOUSING FINANCE LIMITED  
BOMBAY LIFE BUILDING, 2<sup>ND</sup> FLOOR,  
45/47, VEER NARIMAN ROAD,  
MUMBAI – 400 001**

**RECRUITMENT FOR THE POST OF  
ASSISTANT**

Applications are invited from Indian citizens for the post of Assistant to fill up the vacancies in different regions across India.

**I) Total Vacancies : 132**

<b>REGION</b>	<b>VACANCIES</b>
Central Region	<b>13</b>
Eastern Region	<b>12</b>
Northern Region	<b>20</b>
South Central Region	<b>14</b>
South Eastern Region	<b>15</b>
Southern Region	<b>30</b>
Western Region	<b>28</b>

**II) Eligibility conditions :**

**1) Age : ( as on 01<sup>st</sup> Dec 2011)**

Minimum : 21 years (completed)

Maximum : 35 years

Candidates born between 01/12/1976 and 30/11/1990 (both dates inclusive ) are eligible

**2) Educational Qualifications:**

Graduate in any discipline with minimum 50 % marks. Candidates should have knowledge of Computer Operations

**III) Remuneration:**

Your Basic Pay will be in the scale of 7400 – 455 - 7855 – 495(2) - 8845 – 560 (5) -11645 – 650 (2) – 12945 – 790 (3) -15315 - 825(2) – 16965 and gross salary will be approximately Rs. 12,000/- p.m. inclusive of all allowances . Benefits like PF, Gratuity, Group Mediclaim, Medical Benefit , LTC , etc. and other fringe benefits like Sodexho coupons will be payable as per rules of the Company.

**IV) Application Fees**

The applicant will be required to pay an amount of **Rs. 350/-** which can be deposited in any of the branches of Axis Bank. Applicants are required to go to LICHFL's website [www.lichousing.com](http://www.lichousing.com) for downloading the payment challan. The applicant will be given unique transaction ID number by the Bank which will be required to gain access for submitting online application. Fee deposited in any other bank will not be accepted. The fees will be accepted at Axis Bank from 8<sup>th</sup> to 24<sup>th</sup> December 11.

#### **V) Selection Procedure :**

A competitive examination will be held at **28** centres in India. Applicants will have to appear for the **written examination on 22-01-2012** at the centre chosen by them / allotted to them at their own expenses .The date ,time and venue of written examination will be intimated by email to the email id entered in the application form.. The written test will be of Objective type comprising of a) Reasoning ability b) Numerical Ability c) General Knowledge & Current affairs d) English Language with special emphasis on grammar & vocabulary . Candidates who qualify in the written test will be called for the interview . Further the appointment of candidates will be subject to his/ her being medically fit.

The Company reserves the right to fix the minimum eligibility standards in order to restrict the number of candidates to be called for the interview , commensurate with the number of vacancies. The decision of the Company shall be final and binding on the candidates and no correspondence will be entertained in this regard. Successful candidates called for interview will have to appear for the interview at their own expenses.

Appearing in the written examination/ interview will not automatically confer any right of being selected for the said post.

#### **VI) Examination Centre :**

Candidates should indicate the name of the Test Centre in the appropriate column of the Application form. No change of Centre will be permissible at a later date. The Company, for administrative reasons, however, reserves the right to direct the candidate to appear for written test at any centre other than the one chosen by the candidate.

Region	Centres	Region	Centres
Eastern	Kolkata	South Eastern	Hyderabad
	Patna		Vijaywada
	Ranchi		Vishakhapatnam
	Guwahati		
	Bhubaneshwar	Southern	Chennai
Central	Bhopal		Madurai
	Lucknow		Coimbatore
	Dehradun		Kochi
	Raipur		Trivandrum
		Western	Mumbai
Northern	New Delhi		Nagpur
	Jaipur		Nasik
	Chandigarh		Pune
	Amritsar		Ahmedabad

South Central	Bangalore		
	Mysore		

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### **VII) Service Conditions:**

These shall be applicable as in the Company from time to time. The selected candidates appointed to the post shall be liable to be posted in any of the offices in the region opted by him/her or posted anywhere in India.

### **VIII) GENERAL INSTRUCTIONS:**

- 1) Candidates satisfying the eligibility conditions may deposit the fee using the payment challan downloaded from our website, in any of the branches of Axis Bank. A Transaction ID will be given by Axis Bank while depositing the application fee. This Transaction ID is required for filling in the application online. Only online applications will be accepted. Application made in any other form will not be accepted.
- 2) List of Axis Bank Branch centres where application fees will be accepted is given separately in our website.
- 3) Application once submitted will not be allowed to be withdrawn and the fees once paid will not be refunded on any account nor would this fee be reserved for future exam/selection. The fees paid by ineligible candidates will also be forfeited.
- 4) After submitting online application, take a printout of the application and keep it for your record. Do not send this printout to LICHFL.
- 5) Call letter has to be downloaded from the website and no physical call letter will be dispatched by post. The option to print call letter will be provided after scrutiny of applications. The call letter can be printed using the registration number.
- 6) Original counterfoil of the fee payment challan (LICHFL copy) will have to be submitted with the Call Letter at the time of written test. Without counterfoil of the fee payment challan the candidate will not be allowed to appear in the written test. Candidates are advised to keep Candidate's copy of the fee payment challan for future use.
- 7) List of candidates successful in the written examination will be displayed on our website [www.lichousing.com](http://www.lichousing.com)
- 8) The Company reserves the right to restrict the number of candidates to be called for the interview depending upon the number of vacancies . In this regard, decision of the Company will be final and binding.
- 9) Last date for receiving online applications will be **24-12-2011**. The link of online application will be disabled after 12 O'clock midnight on 24<sup>th</sup> December, 11 and no candidate can apply after this time.

10) Before applying, the candidates must ensure that they fulfill all the eligibility requirements and the particulars furnished by them are correct in all respects. If found ineligible on any count or furnished information is found to be incorrect or any material fact(s) has been suppressed , his/her candidature will be cancelled at any stage of recruitment . If any of these shortcomings is /are detected even after the appointment, his /her services are liable to be terminated

**Place : Mumbai**

**Date : 07.12.2011**

**DIRECTOR & CHIEF EXECUTIVE**