



CENTRAL OFFICE, “YOGAKSHEMA”, JEEVAN BIMA MARG, MUMBAI 400 021.

**Recruitment for the Post of
ASSISTANT ADMINISTRATIVE OFFICER
(Generalists /Chartered Accountants/Company Secretary/Legal)**

1. Life Insurance Corporation of India invites **On-line Applications** from eligible Indian Citizens for appointment to the following posts of Assistant Administrative Officer. Candidates are requested to apply only On-Line between 22nd November, 2010 and 14th December, 2010 No other means/mode of application will be accepted.

No	Post	Vacancies
1	Assistant Administrative Officer (Generalists)	250
2	Assistant Administrative Officer (Chartered Accountant)	100
3	Assistant Administrative Officer (Legal)	20
4	Assistant Administrative Officer (Company Secretary)	05
Total		375

Vacancies for the post of Assistant Administrative Officer (Company Secretary) are likely to be at Mumbai only.

Reservation for Scheduled Caste, Scheduled Tribe, Other Backward Classes and Physically Handicapped shall be as under. The number of vacancies as also the number of reserved vacancies is provisional and may vary according to the actual requirement of the Corporation.

Reservation	SC	ST	OBC	General	Total	PH
Current Year	54	26	95	189	364	11
Backlog	09	02	0	0	11	08
Total	63	28	95	189	375	19

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

- (i) 19 Vacancies which includes 08 backlog vacancies shall be reserved for Persons with Disabilities. Only the Orthopaedically Handicapped and Visually Impaired candidates are eligible to apply.
- (ii) Orthopaedically Handicapped (OH): A person having a minimum of 40% physical impairment with disability of one hand or one leg provided independent mobility is not affected, is eligible to apply.
- (iii) Visually Impaired (VH) Candidates with visual Impairment falling under Category I (40-74%) only are eligible to apply.
- (iv) Reservation for Persons with Disabilities shall be on horizontal basis. Selected candidates will be placed in the appropriate category.
- (v) Use of Scribe

A scribe to write the written examination on behalf of a Visually Impaired or Orthopaedically Handicapped candidate whose writing speed is affected by Cerebral Palsy may be used. In all such cases, where a scribe is used, the following rules apply:

- a) Candidate will have to arrange his own Scribe at his own cost.
- b) The Scribe may be from any academic stream.
- c) The academic qualification of the Scribe should be one grade lower than the stipulated minimum eligibility criteria and the Scribe should possess less marks than the candidate .
- d) Both the candidate and the scribe should give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria as mentioned above. In case it later transpires that the scribe did not fulfill any of the laid down eligibility criteria or had suppressed material facts, the candidature of the applicant shall stand cancelled, irrespective of the result of the written examination.
- e) Candidates who use scribe will be eligible for extra time of 20 minutes for every hour of the examination.

3. **Reservation for ECO/SSRCO**

Reservation for Emergency Commissioned Officers/Short Service Retrenched Commissioned Officers shall be as per Rules.

4. **Eligibility Conditions as on 1st November, 2010 shall be as under :**

(i)	Age	Minimum Age shall be 21 years (completed) as on 1 st November, 2010. Maximum age shall be 30 years. Relaxations in upper age limit for SC/ST/OBC/ECO/SSRCO/Persons with Disabilities/Confirmed LIC employees shall be as under :
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		/ST	5 Years
		OBC	3 Years
		PH(Gen)	10 Years
		PH(SC/ST)	15 Years
		PH(OBC)	13 Years
		ECO/SSRCO (GEN)	5 years
		ECO/SSRCO (SC/ST)	10 Years
		ECO/SSRCO (OBC)	8 Years
		Confirmed LIC employees	Further Relaxation of 5 years
(ii)	Qualification	AAO(Generalist)	Bachelor/Master's Degree from a recognized Indian University (<u>under UGC</u>) with a minimum of 55% marks in the aggregate in either of the Degrees which is relaxable to 45% in case of SC/ST candidates. If any University awards grades instead of marks, applicants should clearly mention the numerical equivalent of the grades in terms of aggregate marks and then write percentage scored out of aggregate marks.
		AAO (Chartered Accountant)	An Associate Member of the Institute of Chartered Accountants of India (ICAI)
		AAO(Company Secretary)	A Member of the Institute of Company Secretaries of India (ICSI)
		AAO (Legal)	LL.B. with a minimum of 50% marks in the aggregate and minimum three years experience at the Bar.

(iii) The percentage marks shall be arrived at by dividing the marks obtained by the candidate in all the subjects by the aggregate marks irrespective of honors/optional subject, if any, This will be applicable for those Universities also where Grade is decided on the basis of Honors Marks Only.

5. Emoluments and Benefits

Basic pay of ₹17240/- per month in the scale of ₹17240-840(14)-29000-910(4)32640 and other admissible allowances as per rules. Total emoluments will be approximately ₹27000/- in a city like Mumbai. Other benefits are Gratuity, Defined Contribution Pension, LTC, Medical Benefit, Group Savings Linked Insurance (GSLI), Group Term Insurance , Vehicle (2 wheeler/4 wheeler) Advance, etc as per rules of the Corporation. Staff Quarters/Leased

Accommodations wherever available are generally provided on transfers subject to rules and regulations of the Corporation.

Candidates selected for the post of Assistant Administrative Officer (Chartered Accountant) with two years' post qualification work experience on the date of eligibility shall be eligible for two advance increments:

6. Application Fees (Non-refundable):

Candidate has to pay an Application Fee of ₹ 400/- in Cash , during cash collection hours at any Cash Collection Center of LIC Offices viz. Branch /Divisional /Zonal Office /Zonal Training Centre of Life Insurance Corporation of India. Demand Drafts/Cheques or any other form of payment shall not be accepted. On-line applications shall be registered only on payment of Application Fee of ₹400/- in Cash (wherever applicable) . On payment of application fee, candidates will be issued a Miscellaneous Receipt containing details such as Transaction Number, Transaction Date, Branch Code & Miscellaneous Collection Number appearing on the Receipt issued to him/her.

Before leaving the Cash Collection Centre, candidate should specifically check that the Account Code No. **114033** appears in the Miscellaneous Receipt issued to him/her. Candidate should also check that his/her name is correctly reflected in the Miscellaneous Receipt .

Scheduled Caste/Scheduled Tribe /Physically Handicapped Candidates are not required to pay any fee.

7. Selection Procedure (AAO Generalists)

- (i) A Competitive examination will be held at 37 centers in India. Applicants will have to appear for the written examination on 27th February, 2011 (tentatively) at the City chosen by them/ allotted to them at their own expenses. The Corporation, however , reserves the right to change the examination date/Centre . Candidates will be informed accordingly in case of any change in the date /centre of examination.
- (ii) Candidates will have to appear and qualify in the Written Test and Interview . Final selection will be based on the overall performance in the written test and interview . Selected candidates will have to undergo a successful Pre-Recruitment Medical Examination .
- (iii) Written Test:

Paper I (Objective) (2 Hrs) Total : 140 Marks	Paper II (Descriptive) (1 Hr) Total: 50 Marks
Reasoning Ability (Bilingual – English/Hindi)	Test on Essay (can be written in Hindi or English)
Numerical Ability (Bilingual – English/Hindi)	Précis & Comprehension in English
General Knowledge & Current Affairs (Bilingual – English/Hindi)	
English Language with special emphasis on grammar and vocabulary.	

Candidates shall be ranked according to their performance in Paper I. Paper II is of qualifying nature and the marks obtained in this paper will not be counted for ranking. However, Paper II of only those candidates who obtain such minimum qualifying marks in each part of Paper I (as the Corporation may fix at its discretion at the appropriate stage) will be assessed.

- (iv) Depending on the number of vacancies, only those candidates who have secured the minimum qualifying marks in the written test and rank sufficiently high in the order of merit shall be called for a Personal Interview in the ratio of 1:3 or as decided by the Corporation at the appropriate stage . Appearing in the written examination or mere pass in the written examination shall not vest any right in a candidate to be called for Personal Interview.

(v) Interview

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 written test and will be purely as per the ranking list (Total marks obtained in Paper I). Candidates will have to obtain the minimum marks as will be decided by the Corporation in the interview . Candidates who do not obtain the minimum qualifying marks as decided shall be excluded from the selection process.

- (vi) The Corporation reserves the right to fix the minimum eligibility standards in order to restrict the candidates to be called for interview, commensurate with number of vacancies and also the minimum qualifying marks to qualify in the interview. The decision of the Corporation in this regard shall be final and binding on the candidates and no correspondence will be entertained in this regard.

(vii) Issue of Call Letters for written examination for AAO Generalists.

Written test will be tentatively held on Sunday the 27th February, 2011 at the Examination cities given below. Full address of the examination centre shall be given in the Call Letter. Call Letters of all eligible candidates for the post of AAO Generalists will be posted on the website <http://jobs.licindia.co.in> on 7th February, 2011. Candidates will have to visit the website for downloading call letters for written examination from 7th February, 2011 onwards by clicking “My Call Letter “ . Information of important dates/change of dates, if any, regarding written examination, uploading of the call letters etc. shall be made available on the Notice Board on the above mentioned website. Candidates should bring two copies of the Call Letter to the Examination Centre. Candidates are required to affix their recent recognizable photographs on both the copies of the call letters, get it attested by a Gazetted Officer or Officer of a Public Sector Undertaking . The invigilator at the examination centre shall sign on both the copies of the call letter. One copy of the call letter shall be collected by the invigilator while the second copy will be retained by the candidate for future reference. The candidate will have to bring the copy of the call letter retained by him at the time of interview, if shortlisted for interview.

- (viii) Choice of Examination City : Candidates should indicate the Code Number/Name of the Test City in the appropriate column of the online Application form. No change of Centre will be permissible at a later date. The Corporation, for administrative reasons, however, reserves the

right to direct the candidate to appear for Written Test at any City other than the one chosen by the candidate.

(ix) Proposed Examination Cities

Code No.	Examination City
1	Agra
2	Ahmedabad
3	Allahabad
4	Bangalore
5	Bhopal
6	Chandigarh
7	Chennai
8	Coimbatore
9	Cuttack
10	Dehradun
11	Dharwad
12	Gangtok
13	Guwahati
14	Hyderabad
15	Indore
16	Jabalpur
17	Jaipur
18	Jammu
19	Jalpaiguri
20	Kanpur
21	Kolkata
22	Kozhikode
23	Lucknow
24	Madurai
25	Mumbai
26	Nagpur
27	New Delhi
28	Panaji
29	Patna
30	Pune
31	Ranchi
32	Raipur
33	Shillong
34	Silchar
35	Trivandrum
36	Varanasi
37	Visakhapatnam

8. **Selection Procedure for Assistant Administrative Officer (Chartered Accountant , Company Secretary and Legal).**

Selection will be based on the performance in the interview and fitness in pre-recruitment medical examination. The number of candidates to be called for interview will be about three

times the number of vacancies to be filled in under each post or as decided by the Corporation at the appropriate stage. Candidates who do not obtain the minimum qualifying marks in the interview shall be disqualified from further selection.

The Corporation reserves the right to fix the minimum eligibility standards in order to restrict the number of candidates to be called for Interview, commensurate with the number of vacancies and also the minimum qualifying marks to qualify in the interview. The decision of the Corporation in this regard shall be final and binding on the candidates and no correspondence will be entertained in this regard.

9. 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 written test and interview (for the post of AAO-Generalists) and marks obtained in the interview (for AAO –Chartered Accountants/Company Secretary/Legal) and further as per their additional post graduation qualification (i.e. the person with higher qualification will be placed higher in the merit order) and in case of similarity, further as per their date of birth (i.e. more senior in age will be placed first before less senior in age).

Successful outstation candidates called for interview shall be entitled for re-imbursment of Second Class to and fro Railway/Bus Fare by the shortest route from the place of residence to the place of interview.

10. Action against Misconduct

- (i) Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated or should not suppress any material information.
- (ii) At any stage of recruitment, if a candidate is or has been found guilty of
 - (a) Using unfair means during the examination or
 - (b) Impersonating or procuring impersonation by any person or
 - (c) Misbehaving in the examination hall or taking away question booklet/answer sheet from the examination hall
 - (d) Resorting to any irregular means in connection with his/her candidature during selection process
 - (e) Obtaining support for his/her candidature by any means

Such candidates in addition to rendering himself/herself liable to criminal prosecution, may also be liable to be:

- (a) Disqualified from the examination hall
- (b) Debarred either permanently or for a specified period from any examination/ recruitment to be conducted by the Corporation.

The responses of a candidate would be analyzed and compared with other candidates who appeared for the examination to detect patterns of similarity. If it is suspected that the responses have been shared and scores obtained are not genuine/valid, the Corporation reserves the right to cancel his/her candidature.

11. **Service Conditions**

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

12. **Probation** :

One year, extendable upto 2 years.

13. **Guarantee Bond:**

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

14. **How to Apply (for all posts)**

Candidates are necessarily required to register On-line for applying and are required to have a valid e-mail identification. No other means/mode of applications will be accepted. Candidates can register on-line only after obtaining a receipt for payment of application fee , wherever applicable, at the cash collection centre of LIC. If not, applications shall be invalid.

Eligible candidates are required to log in to the designated website <http://jobs.licindia.co.in> for submission of applications on-line. While filling the 'Fee Details' in the online application form, candidates are required to enter and check the following:

- (i) LIC Branch Code (Upper Left Hand Corner of the Miscellaneous Receipt) – Maximum 4 characters(Alpha Numeric).
- (ii) Miscellaneous Collection Number – Maximum 6 Digits (appearing in the shaded portion of the Box).
- (iii) Transaction Number (Tr. No.) - Maximum 8 Digits (appearing on the Left Hand Corner of the Receipt).
- (iv) Transaction Date (appearing on the Upper Left Hand Corner of the Receipt)

A specimen of the Miscellaneous Receipt showing the above fields is shown below for reference.

LIFE INSURANCE CORPORATION OF INDIA	
*Branch:	
*Date:	
*Tr. No.:	
<u>Miscellaneous Receipt</u>	

<p>Received with thanks ₹400/- in cash from Smt/Ms/Sri _____</p> <p>towards the following:</p> <p style="text-align: center;">*Miscellaneous Collection No.: _____</p> <p style="text-align: center;">Account Code No.: 114033</p> <p style="text-align: center;">Rupees Four hundred only</p> <p style="text-align: right;">Signature _____</p>
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Fields marked * are required to be filled in the on-line application. Correct Branch Code & Date of deposit of application money should be selected from the Drop down Boxes.

On successful acceptance of appropriate validations in the online application form, candidates will be given a **Unique Application Registration Number**. Candidates should note/remember this Registration Number for future references and use, pertaining to this recruitment. Candidates should note that the registration process will not be complete unless they get a confirmation. On getting a confirmation from the system candidates are required to obtain two print outs of their application form which shall be required at the time of written test/interview. A copy of the Registered Application shall be sent to the individual mail-id.

Please note that the above procedure is the only procedure for applying. Physical mode of application or incomplete application would not be accepted and if submitted, such application would be rejected outrightly.

Procedure for filling up of applications on-line is briefed below:

- a) Read the Employment Notification thoroughly.
- b) Approach the nearest LIC Collection Centre for payment of Application Fees, if applicable.
- c) Check the Miscellaneous Receipt obtained at the Collection Centre and ensure that the same is in order.
- d) Log on to the designated website <http://jobs.licindia.co.in> for online filling up of application. Enter all information. See that all mandatory fields are completed.
- e) Check your application form properly before clicking on the relevant button for submission of application.
- f) Ensure that the system informs you that you have completed the procedure for submission of application completely.
- g) Take two print outs of the registered application form and preserve the same till completion of final selection process. Candidates can log on for Registration of Applications on the dates given below:

Programme	Date
Opening Date of acceptance of application money at Cash Collection Centres of LIC	22 nd November, 2010
Opening Date of On-Line Registration	22 nd November, 2010
Last date for acceptance of Application Money	13 th December, 2010
Closing date for On-line Registration	14 th December, 2010
Modification of Applications submitted, if desired. (Once)	15 th and 16 th December, 2010
Downloading of Hall Tickets from site	7 th February, 2011

Candidates shall be solely responsible for filling up the on-line applications correctly . In case of invalid applications due to errors committed by the applicant /wrong information provided by them , claims for refund of application money so collected shall not be entertained by the Corporation .

To avoid last minute rush, candidates are advised to pay the application fees (wherever applicable) and register on-line at the earliest.

15. Important Instructions:

- (i) Before applying, candidates are advised to satisfy themselves that they fulfill all the requirements 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 paid by ineligible candidates shall be forfeited. Decision of the Corporation in all matters regarding eligibility of the candidate, selection and any other matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquires shall be entertained by the Corporation in this regard.
- (ii) Candidates should have a valid personal e-mail id. In case, candidates are not having valid e-mail, they should create a new e-mail id before applying on-line which should be valid for the duration of the project. Keep particulars of date of birth, educational qualifications, caste, payment details, other personal details etc. ready as these are required to be entered in the on-line application.
- (iii) Candidates applying for more than one post are required to apply on-line for each post separately and also pay application fee separately for each post.
- (iv) After applying on-line, and getting the confirmation that the application has been registered, the candidate shall be sent a copy of application form to his/her e-mail id. The candidates are required to open their e-mail and take a Print out of the application on A-4 Size Paper and retain it after signing the same. Please do not send this print out to Life Insurance Corporation of India.
- (v) Candidates who are called for interview will have to submit the duly signed System Generated Print Out of the On-line application, copy of the call letter duly signed by the invigilator during the written examination, miscellaneous receipt of fee as mentioned above and also

produce original and attested Photostat copies of all relevant certificates at the time of interview failing which their candidature shall be liable to be cancelled.

- (vi) 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
- (vii) 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.
- (viii) 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/ 1 st Class Stipendiary Magistrate/ Sub- Divisional Magistrate / Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner (not below the rank of 1 st 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 <u>not</u> by the Tehsildar.

- (ix) For claiming reservation under OBC category, candidates should belong to such caste or community which are common to both the lists in respect of Mandal Commission and the State Governments List from the State of their origin (as per the list published by the Central Government). The benefit of reservation shall not apply to persons/ sections belonging to "Creamy layer" as specified vide column 3 of the Schedule to the Dept. of Personnel & Training Office Memorandum 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.)
- (x) Candidates serving in Government/Public Sector Undertakings should produce "No Objection Certificate" from their employer at the time of interview, failing which, their candidature may not be considered.
- (xi) Formats of Caste Certificates for Scheduled Castes/Tribes/Other Backward Classes and Disability Certificates for Physically Handicapped Candidates shall be available on the website
- (xii) Candidates shall not be permitted to use calculators, mobile phones, pagers or any other instruments in the examination hall.
- (xii) Admission to written test/issue of call letter for interviews is purely 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 should not suppress any material information while filling up the online application form. If at any time, any information furnished by the candidate is found to be false, tampered, fabricated or it is found that s(he) has suppressed any information his/her candidature shall be cancelled immediately.

- (xiii) Any request for change of address will not be entertained whilst the recruitment exercise is in progress.
- (xv) Candidates will appear for the written 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.
- (xvi) 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.
- (xvii) Interview Call Letters for candidates appearing for AAO (Chartered Accountant /Company Secretary/Legal) shall be sent by post at the correspondence address given by the candidate. Requests for sending letters to different address subsequently shall not be entertained.

A Notice Board will be placed on the website. Candidates are requested to kindly refer to the website periodically for updated information pertaining to the Recruitment till the conduct of the recruitment examination.

In case of any dispute on account of interpretation of this advertisement in version other than English, the English version shall prevail.

CANVASSING IN ANY FORM WILL LEAD TO DISQUALIFICATION OF CANDIDATURE.

Place: Mumbai.
(Personnel)
Date

Executive Director