

provisional certificate.

**4. Emoluments and Benefits:**

Basic pay of Rs. 53600/- per month in the scale of Rs. 53600- 2645(14) –90630– 2865(4) –102090 and other admissible allowances as per rules. Total emoluments at the minimum of the scale inclusive of House Rent Allowance, City Compensatory Allowance etc wherever admissible depending upon the classification of the city will be approximately **Rs. 92870/-** per month in 'A' Class city. Other benefits are Defined Contributory Pension, Gratuity, LTC, Cash Medical Benefit, Group Mediclaim, Group Personal Accident Insurance, Group Insurance , Vehicle Loan (2-wheeler/4 wheeler) as per rules, meal coupon, reimbursement of cost of Brief case/leather bags, mobile handset, supply of dailies and magazines and tea/coffee, mobile expenses, etc.as per rules.

**5. Service Conditions:**

The service conditions will be applicable as per the prevalent rules of the 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. It may be noted that most of the vacancies are in mofussil branches of LIC. As such, after selection and successful completion of training, candidates will be posted for a minimum period of three years in mofussil branches outside their home zones.

**6. Probation:**

A candidate after appointment shall be on probation for a period of one year from the date of joining. This period may be extended upto two years. During the period of probation the candidates will be subjected to continuous assessment as per the Corporation extant policy. If any candidate fails to achieve the minimum standard stipulated his/her services may be terminated as per the policy of Corporation in force at the material time.

**7. 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.5,00,000/-only (Rupees Five Lakhs only) + GST or the sum of amount the Executive Director (Personnel) may prescribe from time to time. GST or any other tax payable shall also be borne by the candidate. The candidate will have to submit Deed of Indemnity and surety at his cost, duly stamped and notarized, the stamp value of which will be as applicable to the State in which the deed is executed by the candidate.

**8. 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/ 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

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

**9. 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:

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	35	35	English	16	18	20

	Aptitude			& Hindi			Minutes
3	English Language with special emphasis on grammar, vocabulary and comprehension	30	30**	English	9	10	20 minutes
	<b>Total</b>	<b>100</b>	<b>70</b>				<b>1 hour</b>

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

Candidates equal to 20 times of number of vacancies in each category, subject to availability, will be shortlisted for Main examination.

#### **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.

#### **Main Examination:**

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”.

Candidate **MUST** pass in **each Section** separately and should also obtain minimum marks in the aggregate to qualify for the online examinations (Preliminary and Main) and 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