

**RECRUITMENT FOR THE POST OF
ASSISTANT ADMINISTRATIVE OFFICER (ACTUARIAL)**

1. Life Insurance Corporation of India invites Online Applications from eligible Indian Citizens for appointment to the post of Assistant Administrative Officer (Actuarial). Candidates are requested to apply On-Line only. No other means/mode of application will be accepted. The schedule of events shall be as under:

SCHEDULE OF EVENTS

Start date for Online Registration of Applications and Online Payment of Application Fee/ Intimation Charges	20 th March, 2014
Last date for Online Registration & Online Payment of Application Fee/Intimation Charges	6th April, 2014
Download of Call Letter for Examination	1 st Week of May, 2014.
Date of Online Examination (Tentative)	11 th May, 2014

TOTAL NO.OF VACANCIES: 30

Reservation for Scheduled Castes, Scheduled Tribes and Other Backward Classes shall be as under.

CATEGORY	SC	ST	OBC	General(UR)	Total
Vacancies	4	2	8	16	30

The total number of vacancies and the reserved vacancies is provisional and may vary according to the actual requirements of the Corporation.

No vacancies exist for Persons with Disabilities. However, the Orthopaedically Handicapped with impairment of 40% and above and the Visually Impaired falling under Category I impairment who satisfy the eligibility conditions specified herein are eligible to apply and they shall be granted age relaxations wherever applicable as per rules.

Persons with Disabilities:

- (i) Only the Orthopaedically Handicapped (OH) and Visually Impaired (VI) Candidates are eligible to apply.
- (ii) Under the Orthopaedically Handicapped, a person having a minimum of 40% impairment with disability of one hand or one leg provided independent mobility is not affected are eligible to apply.
- (iii) Locomotor Disability or Cerebral Palsy would be covered under Orthopaedically Handicapped.
- (iv) Locomotor Disability means disability of bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy. Cerebral Palsy means a group of non-progressive conditions characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal or infant period of development.
- (v) Candidates with Visual Impairment falling under Category I Impairment (40-74%) only are eligible to apply.
- (vi) **Use of Scribe :**

Those candidates who are Visually impaired candidates/ or affected by Cerebral Palsy with loco- motor impairment and whose writing speed is affected can use own scribe at their own cost during the On-line examination. In all such cases where a scribe is used, the following rules will apply:

- a. The candidate will have to arrange for his/her own scribe at his/her own cost. The scribe arranged by the candidate should not be a candidate for the exam. Same scribe cannot be used by more than one candidate.
- b. The scribe should be from an academic stream different from that stipulated for the post.
- c. Both, the candidate using a Scribe and the Scribe are required to fill up a Declaration Form (as per Annexure-I) and submit the same along with the Call Letter at the time of examination. Further, in case it later transpires that he/she did not fulfill any of the laid-down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
- d. Such candidate who uses a scribe shall be eligible for compensatory

time of 20 minutes for every hour of the examination. Visually Impaired candidates who do not use scribe will also be eligible for compensatory time of 20 minutes for every hour of examination.

Visually Impaired candidates under Low Vision may skip the Non-Verbal questions and questions based on Graph and Table, if any. The candidates will be awarded marks for such Sections based on the overall average obtained in the other Sections of the respective Test. Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font. This facility (to view the contents of the test in magnified font) will not be available to Visually Impaired candidates who use services of a Scribe for the examination.

Candidates affected by Locomotor disability/Cerebral palsy where dominant (writing) extremity is affected to the extent of slowing performance of function (minimum 40% impairment) will also be eligible for compensatory time of 20 minutes per hour of examination, although no scribe shall be permitted to such candidates.

2. Eligibility Conditions as on 1st March, 2014 shall be as under :

Age	Minimum Age shall be 21 years (completed) as on 1st March,2014. Maximum age shall not be more than 30 years(candidates must have been born not earlier than 02/03/1984 and not later than 01/03/1993 both days inclusive only are eligible)	
	Relaxations in upper age limit for Scheduled Caste (SC)/Scheduled Tribe(ST)/Other Backward Community(OBC)/ Emergency Commissioned Officers (ECO) /Short Service Retrenched Commissioned Officers (SSRCO) /Persons with Disabilities /Confirmed LIC employees shall be as under :	
	SC/ST	5 YEARS
	OBC	3 Years
	OH/VI(Gen)	10 YEARS
	OH/VI(SC/ST)	15 YEARS
	OH/VI(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
Educational Qualification	Candidates should have compulsorily passed paper CT1 and CT5 plus 4 or more other papers of the examination conducted by the Institute of Actuaries, London/Actuarial Society of India. (Total 6 or more papers) as on the date of eligibility i.e. 1 st March, 2014.	

3. Emoluments and Benefits:

Basic pay of Rs. 17240 /- per month in the scale of Rs. 17240- 840(14) –29000– 910(4) – 32640 (**Under Revision**) and other admissible allowances as per rules. Total emoluments at the minimum of the scale inclusive of House Rent Allowance & City Compensatory Allowance wherever admissible depending upon the classification of the city will be approximately Rs 36,805/- per month in 'A' Class city. Other benefits are Defined Contributory Pension, Special Allowance for passing Actuarial Examination, Gratuity, LTC, Medical Benefit, Group Savings Linked Insurance (GSLI), Group Personal Accident Insurance, Group Insurance , Vehicle Loan (2-wheeler/4 wheeler) as per rules

4. Service Conditions:

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.

5. Probation :

One year, extendable up to 2 years.

6. 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 or his /her heirs, executors, administrators will be liable to pay liquidated damages of ₹200,000/- The candidate will have to submit Deed of Indemnity at his cost, duly stamped, the stamp value of which will be as applicable to the State in which the deed is executed by the candidate.

7. 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/ PWD Candidates	Intimation Charges of Rs. 50/- plus Transaction Charges
For all Other Candidates	Application Fee-cum-Intimation Charges of Rs. 500/- plus Transaction Charges

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

8. Selection Procedure :

Selection will be made on the basis of performance in the **on-line test** followed by a **personal interview** of short listed candidates and subsequent Pre-Recruitment Medical Examination.

A Competitive Online examination will be held at centers all over India as shown in Annexure II. Applicants will have to appear for the online examination at their own risks and expenses on 11th May, 2014 (tentatively) at the Centre allotted to them and the Corporation will not be responsible for any injury or losses etc. of any nature. The Corporation, reserves the right to change the examination date/add or cancel some Examination Centres depending upon the response, administrative feasibility etc. No request for change of Examination Centre/date/venue/session will be entertained.

The possibility for occurrences of problems in the administration of the examination cannot be ruled out completely which may impact test delivery and/or results from being generated. In such an event, every effort will be made to rectify such problem which may include conduct of another examination, if considered necessary. Decision of the test conducting body in this regard shall be final. Candidates not willing to accept such change shall loose his/her candidature for this exam.

Candidates will be informed accordingly in case of any change in the date /centre/venue of examination by e-mail and SMS.

On-line Test:

On-line test will be of objective type, multiple choice of 120 minutes (2 hrs) duration comprising of the following:

Section	Questions	Number of Questions	Marks	Time (Hrs)
1	Reasoning Ability	40	100	Total Duration of 2 (Two) Hrs.
2	Numerical Ability	40	100	
3	English Language with Special emphasis on Grammar, Vocabulary and Comprehension	40	-	
	Total	120	200	

Candidate **MUST** pass in **each Section** separately and should also obtain minimum marks in the aggregate to qualify for 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 been shared and scores obtained are not genuine/valid, the Corporation reserves the right to cancel the candidature of the concerned candidate and the result of such candidates (disqualified) will be withheld.

The minimum marks to be obtained in each Section and in the aggregate shall be decided by LIC of India. English Language test is of qualifying nature and the marks in English Language will not be counted for ranking. The decision of the Corporation in this regard shall be final and binding on the candidates. No correspondence will be entertained in this regard.

The corrected scores obtained by each of the candidates in different sessions (if held) will be normalized using equi-percentile method.

Appearing in the online examination or mere pass in the online examination shall not vest any right in a candidate to be called for Personal Interview.

Interview

- I. Commensurate to the number of vacancies, the Corporation 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. Candidates who do not obtain the minimum qualifying marks as decided at a later stage shall be excluded from further selection process 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.

- II. 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 online test and will be purely as per their ranking in their respective category. **Candidates will have to obtain the minimum qualifying marks in the interview as will be decided by the Corporation.**
- III. Outstation candidates called for interview shall be entitled for re-imbusement of Second Class Ordinary to and fro Railway/Bus Fare by the shortest route from the place of residence to the place of interview to be restricted to the fare by Railway Second Class Sleeper including the Reservation charges.
- IV. 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 online test and interview and further as per their additional qualification (i.e. the person with higher educational qualification will be placed higher in the merit order) and in case of further similarity in educational qualification merit order will be decided on the basis of age, (i.e. senior in age will be placed higher in merit order).

Pre-Recruitment Medical Examination:

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

9. 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 interview
 - (b) Impersonating or procuring impersonation by any person or

- (c) Misbehaving in the examination hall/interview premises
- (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
he/she in addition to rendering himself/herself liable to criminal prosecution may also be liable to be:
 - i) Disqualified from the examination.
 - ii) Debarred either permanently or for a specified period from any examination/ recruitment to be conducted by the Corporation.

10. How to Apply

Candidates are necessarily required to apply On-line through LIC's website www.licindia.in under the heading "Careers . No other means/mode of applications will be accepted.

1. Candidates satisfying the conditions of eligibility as on 01.03.2014 are required to log in to the LIC's website (www.licindia.in) and click on the "**Careers**" to open the link "**RECRUITMENT OF AAO(ACTUARIAL) 2014**", it redirects the candidates to the on-line registration page. The candidate is required to keep details about bio-data ready to enable him/her to fill up the application form correctly. The name of the candidate or his/her father/husband etc. should be spelt correctly in the application as it appears in the certificate/mark sheets. At the time of online exam, the acceptable identity proof should also bear the same name.
2. Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given in Annexure- I.
3. In the event of the candidate not able to fill the data in one go, candidate can save the data already entered. When the data is saved, 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. Email/SMS indicating the provisional Registration Number and Password will be sent. Candidates can reopen the saved data using provisional Registration Number and Password and edit the particulars, if needed. The facility will be available for three times in all. Once the application is filled completely, candidate should submit the data and pay fees to complete the registration process.

11 Payment of Application Fee/Intimation Charges

- (i) Candidates should carefully fill in the details in the Online Application at the appropriate places very carefully and click on the “SUBMIT” button at the end of the Online Application Format. Before pressing the “SUBMIT” button, candidates are advised to verify every field filled in the application. **The name of the candidate or his/her father/husband should be spelt correctly in the application as it appears in the certificate/mark sheet. Any change/alteration found may disqualify the candidate. At the time of online examination, the acceptable identity proof should also bear the same name.**
- (ii) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions therein.
- iii) Payment can be made by using only Master/Visa Debit or Credit Cards or Internet Banking by providing information as asked on the screen.
- iv) To pay fees/intimation charges through the online payment gateway **after the upload of photograph and signature** an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.
- v) If the online transaction has been successfully completed, a Registration Number and Password will be generated which shall be preserved by the candidate for future reference.
- vi) If the online transaction has not been successfully completed, then the following message is displayed “Your online transaction was unsuccessful. Please register again”. In case of unsuccessful registration

- the amount of fees debited will be refunded to the account in due course.
- vii) On successful completion of the transaction, an e-receipt will be generated. Candidates are required to take a printout of the e-receipt.
 - viii) For Credit Card Users, all prices are listed in Indian Rupee. If you use a non-Indian Credit Card, your bank will convert to your local currency based on prevailing exchange rates.
 - ix) 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.
 - x) To ensure security of your data, please close the browser window once your transaction is completed.
 - xi) Candidate will receive confirmation of registration by SMS/Email. There is also a provision to reprint the submitted application containing fee details.
 - xii) Candidates can log on for Registration of Applications on the dates mentioned under "Schedule of Events" on the Para 1 of this notification.
 - xiii) Candidates shall be solely responsible for filling up the online applications correctly. In case of invalid applications due to errors committed by the applicant no claims for refund of application money so collected shall be entertained by the Corporation.
 - xiv) To avoid last minute rush, candidates are advised to register on-line and pay the Application Fees /Intimation Charges (wherever applicable) in time.

12. **Issue of Call Letters for on-line test:**

Candidates will have to visit the website under the heading "Careers" <http://www.licindia.in/careers.htm> for downloading call letters for on-line test from the first week of **May, 2014** onwards from the given link hosted on LIC's website. Intimation for downloading call letter will also be sent through e-mail/SMS. Once the candidate clicks the relevant link, he/she can access window for call letter download. The candidate is required to use (i) Registration Number/Roll number, (ii) Password/Date of Birth for downloading the call letter. Candidate should affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) The Call Letter (ii) Photo Identity Proof as stipulated in

the Call Letter and Photocopy of the same Photo Identity Proof as brought in original.

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Identity Verification for Online Examination.

The candidate is required to affix his/her recent recognizable photograph on the call letter and appear at the exam centre with the Call Letter and Photo Identity Proof **in original**

In the examination hall, the call letter along with the photocopy of the candidate's currently valid photo identity such as PAN Card/Passport/Driving License/Voter's Card/Bank Passbook with photograph/Photo Identity Proof issued by a Gazetted Officer on official letter head/valid recent Identity Card issued by a recognized College /University/Aadhar Card with a Photograph/Employee ID/Bar Council Identity card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt, the candidate may not be allowed to appear for the examination.

Note : **Candidates have to produce in original the photo identity proof and submit photo copy of the photo identity proof along with Examination Call Letter while attending the examination without which they will not be allowed to take up the examination. Candidates must note that the name as appearing on the Call Letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof, the candidate will not be allowed to appear for the exam.**

14. **Important Instructions**

- (i) Before applying, candidates are advised to satisfy themselves that they fulfill all the

eligibility conditions 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/intimation Charges 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 enquiries shall be entertained by the Corporation in this regard.

- (ii) 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.
- (iii) **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 attested Photostat copies of all relevant certificates at the time of interview, failing which their candidature shall be liable to be cancelled.
- (iv) 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
- (v) 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.
- (vi) 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/ 1st Class Stipendiary Magistrate/ Sub- Divisional Magistrate / Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner not below the rank of 1st 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 not by the Tehsildar.
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For claiming reservation under OBC category, candidates should belong to such caste or community which are common to both the lists in respect of Central 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 OM No.36012/22/93-Estt. (SCT) 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.)

- (vii) Formats of Caste Certificates for Scheduled Castes/Tribes/Other Backward Classes and Disability certificates for Physically Handicapped Candidates shall be available on our website.
- (viii) Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification
- (ix) Candidates serving in Government / Public Sector Undertakings should produce "No Objection Certificate" from the employer at the time of interview, failing which, their candidature may not be considered.
- (x) Candidates shall not be permitted to use calculators, mobile phones, pagers or any other instruments in the examination hall.
- (xi) Admission to on-line test is only 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 suppress any material information while filling up the online application form
- (xii) Any request for change of details submitted during the process of registration will not be entertained whilst the recruitment exercise is in progress.
- (xiii) Call letters will not be dispatched by post or any other mode. Candidates will be required

to download the call letters from the referred website.

- (xiv) Candidates will appear for the online 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.
- (xv) 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.
- (xvi) Interview Call Letters for shortlisted candidates shall be sent by e-mail address given by the candidate at the time of on line application. Requests for sending letters to different address subsequently shall not be entertained.
- (xvii) 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.
- (xviii) In case of any dispute on account of interpretation of this advertisement in version other than English, the English version shall prevail.
- (xix) CANVASSING IN ANY FORM WILL LEAD TO DISQUALIFICATION OF CANDIDATURE.

Place: Mumbai.

Executive Director (Personnel)

Date:19.03.2014

ANNEXURE – I – DECLARATION BY THE CANDIDATE AND SCRIBE

ANNEXURE – II – LIST OF EXAMINATION CENTRES

**ANNEXURE – III GUIDELINES FOR SCANNING THE PHOTOGRAPH AND
SIGNATURE**

ANNEXURE II

PROPOSED EXAMINATION CENTRES – AAO (ACTUARIAL) 2014

The examination will be conducted at the following eight Zonal Centres of the Corporation on **11th May 2014** (tentative)

No.	ZONE	Examination Centre (city)
1	Central	Bhopal
2	East	Kolkata/Greater Kolkata
3	East Central	Patna
4	North	Delhi/NCR
5	North Central	Kanpur
6	South	Chennai
7	South Central	Hyderabad/Rangareddy
8	West	Mumbai/Greater Mumbai/Navi Mumbai/Thane