

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 Engineers and 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	English Language with special emphasis on grammar, vocabulary and comprehension	30	30**	English	9	10	20 minutes
3	Quantitative Aptitude	35	35	English & Hindi	16	18	20 minutes
	Total	100	70				1 hour

** 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	Professional knowledge	30	90	English & Hindi	40	45	40 minutes
4	Insurance and Financial Market	30	60	English & Hindi	27	30	20 minutes

Section	Name of the tests	Number of Questions	Maximum Marks	Medium of Exam	Minimum Qualifying Marks		Duration
					SC/ST/PwBD	Others	
	Awareness						
	Total	120	300				2 hours
5	English Language (Letter writing & Essay)/ Legal drafting for AAO(Legal)	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.

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 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 been shared and scores obtained are not genuine/valid, LIC 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 cut off marks for each section and in the aggregate shall be decided by LIC. Descriptive test of English Language etc. is of qualifying nature and marks in this test will not be counted for ranking. The decision of LIC 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 equating method.

The Scores of Online Examination are obtained by adopting the following procedure:

- (i) Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Score.
- (ii) The score so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores*
* Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.
- (iii) Test wise scores and scores on total is reported with decimal point upto two digits.

Marks obtained in the Main Examination only will be considered for shortlisting for interview and marks obtained in Main Examination + marks obtained in Interview will be considered for final merit listing of candidates.

Guidelines for online examination (Preliminary and Main examination):

Please note that candidates will not be permitted to appear for the online examination without the following documents:

- 1) Valid Call letter for the respective date and session of Examination
- 2) Photo Identity proof (as specified) in original bearing the same name as it appears on the call letter / application form and
- 3) Photo copy of photo identity proof (as mentioned in (2) above)

Candidates reporting late i.e. after the reporting time specified on the call letter for examination will not be permitted to take the examination.

The reporting time mentioned on the call letter is prior to the start of the examination. Though the duration of duration of preliminary examination is one hour, candidates may be required to be at the venue for about three hours or more including the time required for completing various formalities such as verification and collection of various requisite documents, logging in, giving instructions etc.

For Main examination, the duration of examination is two hours but the candidates may be required to be at the venue for about four hours or more including the time required for completing various formalities such as verification and collection of various requisite documents, Biometric data capture, logging in, giving instructions etc.

Guidelines for Persons with Benchmark Disabilities using a scribe:

(i) The visually impaired candidates and the candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination (Preliminary and Main). In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his/her own scribe at his/her own cost.
- The scribe arranged by the candidate should not be a candidate for the same examination .If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.
- A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- The scribe should not be a current/Ex-employee of LIC of India.
- The scribe should be from an academic stream different from that prescribed for the post.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
- Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

(ii) Guidelines for Candidates with locomotor disability and cerebral palsy:

A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40%impairment).

(iii) Guidelines for Visually Impaired candidates:

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.
- The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

(iv) Guidelines for candidates with Intellectual Disability

A Compensatory time of twenty minutes per hour of examination, either availing the services of a scribe or not, shall be permitted to the candidates with more than 40% Intellectual Disability and Multiple disability.

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.
The declaration of candidates using scribe has to be as per Annexure-II.

Phase-III: Interview

Marks obtained in the Main Examination only will be considered for short listing for interview.

- I. Commensurate to the number of vacancies, LIC 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. Maximum Interview marks are 60 and qualifying marks for EWS, Unreserved, OBC are 30. Qualifying marks for SC /ST/PwBD candidates are 27. Candidates who do not obtain the minimum qualifying marks as decided by LIC shall be excluded from further selection process. The decision of LIC 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 main examination and will be purely as per their ranking in their respective category.
- III. 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 main examination and interview and further as per their additional post graduation 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). LIC will not be bound to take all the candidates with similar mark. It will only take candidates as per vacancy notified.
- IV. Outstation candidates called for interview shall be entitled for re-imburement 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.
- V. There will be no contingency/waiting list for candidates not declared successful in the main list.

Marks obtained in Main examination plus marks obtained in interview will be considered for final merit listing.

Pre-Recruitment Medical Examination:

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

Pre-exam training for OBC/SC/ST/PwBD candidates:

SC/ST/OBC/PwBD candidates who wish to avail the benefit of pre examination training may register their name and other details with the Divisional Office of LIC convenient to them after submission of online application. The Divisional Office will inform the registered candidates, the date and venue of the training. Such candidates would have to attend the training at their own cost on the appointed dates and at the venue advised to them. Candidates are required to refer to the website under the tab "Careers" for address of the Divisional Offices of LIC.

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. Use/Possession of Mobile phone, pager, calculators or any such devices are not allowed inside the premises where examination/ interview is being conducted. Candidates are advised not to bring any of the prohibited items including mobile phones etc to the venue of examination as arrangement for safekeeping cannot be assured.
- III. 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