

A candidate after appointment as Assistant Administrative Officer shall be on probation for a period of one year from the date of joining. This period may be extended upto two years.

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.200,000/-only (Rupees Two Lakhs only) or the sum of amount the Executive Director (Personnel) may prescribe from time to time. The candidate will have to submit Deed of Indemnity at his/her cost, duly stamped, 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. 100/- plus Transaction Charges
For all other candidates	Application Fee-cum-Intimation Charges of Rs. 600/- plus Transaction Charges

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	Others	
1	Reasoning Ability	35	35	English & Hindi	16	18	20 minutes
2	Quantitative Aptitude	35	35	English & Hindi	16	18	20 minutes
3	English Language with special emphasis on grammar, vocabulary and comprehension	30	30**	English	9	10	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 for recruitment of AAO (Generalist):

Section	Name of the tests	Number of Questions	Maximum Marks	Medium of Exam	Minimum Qualifying Marks		Duration
					SC/ST	Others	
1	Reasoning Ability	30	90	English & Hindi	40	45	40 minutes
2	General Knowledge,	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	Others	
	Current Affairs						
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
	Total	120	300				2 hours
5	English Language (Letter writing & Essay)	2	25 **	English	9	10	30 Minutes

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

Main Examination for recruitment of AAO (IT/ Chartered Accountant / Actuarial):

Section	Name of the tests	Number of Questions	Maximum Marks	Medium of Exam	Minimum Qualifying Marks		Duration (Total 120 minutes)
					SC/ST	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 Awareness	30	60	English & Hindi	27	30	20 minutes
	Total	120	300				2 hours
5	English Language (Letter writing & Essay)	2	25 **	English	9	10	30 Minutes

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

Main Examination for recruitment of AAO (Rajbhasha):

Section	Name of the tests	Number of Questions	Maximum Marks	Medium of Exam	Minimum Qualifying Marks		Duration
					SC/ST	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 Awareness	30	60	English & Hindi	27	30	20 minutes
	Total	120	300				2 hours
5	Knowledge of	2	25 **	English &	9	10	30 Minutes

Section	Name of the tests	Number of Questions	Maximum Marks	Medium of Exam	Minimum Qualifying Marks		Duration
					SC/ST	Others	
	Language (Descriptive)			Hindi			

** Knowledge of Language test will be of qualifying nature and the marks thereof 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

Candidate **MUST** obtain minimum qualifying marks in **each Section** separately and should also obtain minimum marks in the aggregate to qualify for the examinations (Preliminary and Main) and the interview. Descriptive paper of only those candidates will be evaluated who qualify in the objective part of main examination. 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.

English Language test is of qualifying nature and marks in English Language 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 scores obtained by each of the candidates in different sessions (if held) will be normalized using equi-percentile equating method.

The Scores of 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.

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 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, Biometric data capture, logging in, giving instructions etc.

For Main examination, the duration of examination is two hours and thirty minutes but the candidates may be required to be at the venue for about four hours or more including the time required for completing