

**Important Instructions:**

- a. Before applying, candidates are advised to satisfy themselves that they fulfill all the eligibility conditions as stipulated in the notification especially age, qualification, caste (for Scheduled Caste/Scheduled Tribe/other Backward Class candidates only). Candidate who do not satisfy the eligibility conditions are liable to be disqualified at any stage of recruitment/selection. 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 enquiries shall be entertained by the Corporation in this regard.
- b. **Original receipt issued by the LIC of India in token of the fees collected will have to be submitted with the call letter at the time of the written test. Without the original receipt, the candidate will not be allowed to appear in the written test. Candidates are required to keep a photocopy of the receipt for future use.**
- c. Candidates are required to have a valid personal e-mail ID. It should be kept active during the currency of this recruitment project. The recruiting agency may send call letters for written test, interview etc. through the registered e-mail ID. Under no circumstances, he/she should share/mention e-mail ID to/of any other person. In case a candidate does not have a personal e-mail ID, he/she should create his/her new e-mail ID before applying On-line. 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.
- d. After applying on-line, the candidates should obtain a system generated 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.
- e. Candidates who are called for interview will have to submit the duly signed System Generated Print-Out of the On-line application form and also produce original and attested Photostat copies of all relevant certificates failing which their candidature shall be liable to be cancelled.
- f. 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.
- g. Application once submitted will not be allowed to be withdrawn and the Application fee once paid will not be refunded under any circumstances nor will it be held in reserve for future recruitment. The eligible candidates will be intimated separately about the exact date & venue of the examination.
- h. 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 Commissioner/Additional Magistrate/Sub-Divisional	Magistrate/Additional Deputy Commissioner/Deputy Magistrate/Taluka	District Magistrate/Collector/1 <sup>st</sup> Magistrate/Executive	Magistrate/Collector/Deputy Commissioner/Deputy Collector/1 <sup>st</sup> Class Stipendary Magistrate/Extra
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	Assistant Commissioner not below the rank of 1 <sup>st</sup> Class Stipendary 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 Competent Revenue Authority only is acceptable.

- i. 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 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.) OBC certificate should not be more than one year old as on the date of application.
- j. 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.
- k. Admission to written 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.
- l. Any request for change of address will not be entertained. Interview call letters for candidates 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.
- m. The candidates will appear for the written examination at the allotted centres at their expenses and risks and the LIC will not be responsible for any injury/losses etc. of any nature.
- n. 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.**