



भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA

CENTRAL OFFICE, "YOGAKSHEMA", JEEVAN BIMA MARG, MUMBAI 400 021.

**Recruitment for the Post of  
ASSISTANT ADMINISTRATIVE OFFICER  
(Generalists /Chartered Accountants/Actuarially Qualified)**

**On-line Applications** are invited from eligible Indian Citizens for appointment to the following posts of Assistant Administrative Officer in Life Insurance Corporation of India:

No	Post	Vacancies
1	Assistant Administrative Officer (Generalists)	400
2	Assistant Administrative Officer (Chartered Accountant)	100
3	Assistant Administrative Officer (Actuarially Qualified)	030
<b>Total</b>		<b>530</b>

Reservation for Scheduled Caste, Scheduled Tribe and Other Backward Classes shall be as under :

Reservation	SC	ST	OBC	General	Total	PH
Current Year	77	41	135	265	518	15
Backlog	07	05	0	0	012	04
<b>Total</b>	<b>84</b>	<b>46</b>	<b>135</b>	<b>265</b>	<b>530</b>	<b>19</b>

**Reservation for Persons with Disabilities:**

19 vacancies which includes 4 backlog vacancies shall be reserved for Persons with Disabilities. Only the Orthopaedically Handicapped and Visually Impaired candidates are eligible to apply. Further, under the Visually Impaired, candidates with Category I Impairment (40-74%) only need apply. Reservation for Persons with Disabilities shall be on horizontal basis. Selected candidates will be placed in the appropriate category.

**Reservation for ECO/SSRCO**

Reservation for Emergency Commissioned Officers/Short Service Retrenched Commissioned Officers shall be as per Rules.

The total number of vacancies including the vacancies for the reserved category may increase or decrease, depending upon the actual vacancies at the time of final selection and availability of successful candidates after the written test.

Eligibility Conditions as on 1<sup>st</sup> March, 2009 shall be as under :

Age	<p>Minimum Age shall be 21 years (completed) as on 1<sup>st</sup> March, 2009. Maximum age shall be 30 years. Relaxations in upper age limit for SC/ST/OBC/ECO/SSRCO/Persons with Disabilities/Confirmed LIC employees shall be as under :</p> <table border="1" data-bbox="483 441 1279 743"> <tr> <td>SC/ST</td> <td>5 Years</td> </tr> <tr> <td>OBC</td> <td>3 Years</td> </tr> <tr> <td>PH(Gen)</td> <td>10 Years</td> </tr> <tr> <td>PH(SC/ST)</td> <td>15 Years</td> </tr> <tr> <td>PH(OBC)</td> <td>13 Years</td> </tr> <tr> <td>ECO/SSRCO (GEN)</td> <td>5 years</td> </tr> <tr> <td>ECO/SSRCO (SC/ST)</td> <td>10 Years</td> </tr> <tr> <td>ECO/SSRCO (OBC)</td> <td>8 Years</td> </tr> <tr> <td>Confirmed LIC employees</td> <td>Further Relaxation of 5 years</td> </tr> </table>		SC/ST	5 Years	OBC	3 Years	PH(Gen)	10 Years	PH(SC/ST)	15 Years	PH(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
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Qualification	<p>AAO(Generalist)</p> <p>AAO (Chartered Accountant)</p> <p>AAO (Actuarially Qualified)</p>	<p>Bachelor/Master's Degree from a recognized Indian or Foreign University with a minimum of 55% marks in the aggregate in either of the Degrees which is relaxable to 45% in case of SC/ST candidates. If any University awards grades instead of marks, applicants should clearly mention the numerical equivalent of the grades in terms of aggregate marks.</p> <p>Preference shall be given to candidates having professional qualification like CFA/CS/FIIRM/MBA from recognized University or Institute.</p> <p>An Associate Member of the Institute of Chartered Accountants of India</p> <p>A pass in Seven or more Subjects (Papers) of the Examinations conducted by the Institute of Actuaries, London or the Actuarial Society of India (excluding Paper - CT9 - Business Awareness Module) as on the date of eligibility.</p>																		

**Emoluments and Benefits**

Basic pay Rs. 11,110/- per month in the scale of Rs.11,110 - 540(14) - 18670 - 560(4) - 20,910 (under revision) and other admissible allowances as per rules. Total emoluments will be approximately Rs. 18,250/- in a city like Mumbai. Other benefits are Non-Contributory Provident Fund, Gratuity, Pension (applicable as per the scheme existing on the date of appointment), LTC, Medical Benefit, Group Savings Linked Insurance (GSLI), Group Term Insurance , Vehicle (2 wheeler/4 wheeler) Advance, etc as per rules of the Corporation.

Candidates who possess two years' post qualification experience as Chartered Accountant in reputed organizations as on the date of eligibility shall be eligible for two advance increments on their appointment as Assistant Administrative Officer (Chartered Accountant) in the Corporation.

**Application Fees (Non-refundable):**

Application Fee of Rs.300/- shall be payable in Cash during cash collection hours at any Cash Collection Center of LIC Offices viz. Satellite/Branch /Divisional /Zonal Office of Life Insurance Corporation of India. Demand Drafts/Cheques shall not be accepted. On-line applications shall be registered only on payment of Application Fee of Rs.300/- in Cash (wherever applicable) . On payment of application fee, candidates will be issued a Miscellaneous Receipt containing details such as Transaction Number, Transaction Date, Branch Code & Miscellaneous Collection Number appearing on the Receipt issued to him/her. The receipt must be carried while filling up the application on-line so that the required details related to payment of fees can be filled correctly.

Before leaving the Cash Collection Centre, candidate should specifically check that the Account Code No.114033 is appearing in the Miscellaneous Receipt issued to him/her. Candidate should also check that his/her name is correctly reflected in the Miscellaneous Receipt .

Scheduled Caste/Scheduled Tribe /Physically Handicapped Candidates are not required to pay any fee.

**Service Conditions**

These shall be as applicable in the Corporation from time to time. These posts are regular and selected candidates, on appointment, are liable to be posted or subsequently transferred anywhere in India.

**Selection Procedure**

**For Assistant Administrative Officer (Generalists)**

A Competitive examination will be held at 37 centers in India. Applicants will have to appear for the written examination on 7<sup>th</sup> June, 2009 (tentative) at the centre chosen by them/ allotted to them at their own expenses. The Corporation, however , reserves the right to change the examination date. Candidates will be informed accordingly in case of any change in the date of examination. Appearing in the written examination will not automatically confer any right for being selected for the said post. Selection will be on the basis of overall performance in the Written Test and Interview. Further, the appointment of candidates will be subject to his/ her being found medically fit in the pre-recruitment medical examination.

**Choice of Examination Centre: (For AAO Generalists only).**

Candidates should indicate the Code Number/Name of the Test Centre in the appropriate column of the online Application form. No change of Centre will be permissible at a later date. The Corporation, for administrative reasons, however, reserves the right to direct the candidate to appear for Written Test at any Centre other than the one chosen by the candidate.

**Proposed Examination Centers**

S. No.	Examination Center	Center Code.
1.	Agra	11
2.	Ahmedabad	12
3.	Allahabad	13
4.	Bangalore	14
5.	Bhopal	15
6.	Chandigarh	16
7.	Chennai	17
8.	Coimbatore	18
9.	Cuttack	19
10.	Dehradun	20
11.	Dharwad	21
12.	Gangtok	22
13.	Guwahati	23
14.	Hyderabad	24
15.	Indore	25
16.	Jabalpur	26
17.	Jaipur	27
18.	Jammu	28
19.	Jalpaiguri	29
20.	Kanpur	30
21.	Kolkata	31
22.	Kozhikode	32
23.	Lucknow	33
24.	Madurai	34
25.	Mumbai	35
26.	Nagpur	36
27.	New Delhi	37
28.	Panaji	38
29.	Patna	39
30.	Pune	40
31.	Ranchi	41
32.	Raipur	42
33.	Shillong	43
34.	Silchar	44
35.	Trivandrum	45
36.	Varanasi	46
37.	Visakhapatnam	47

