

**LIFE INSURANCE CORPORATION OF INDIA**  
**Cuttack Divisional Office.**

**RECRUITMENT OF ASSISTANT**

Life Insurance Corporation of India (LIC) invites online applications from eligible Indian Citizens for empanelment for appointment to the post of Assistant for performing the various duties of Clerical Staff including Cashier, Single Window operator, Customer Service Executive, etc. in Branch Offices of the Corporation under the Cuttack Division against the said vacancies. Candidates should apply through On-line mode only. No other means/mode of application will be accepted.

**1. TOTAL NO. OF VACANCIES:**

Reservation for Scheduled Castes, Scheduled Tribes, Other Backward Classes, Economically weaker sections, Ex-Servicemen and Persons with Benchmark Disabilities shall be as per Rules and vacancies are as under:

Division	State	Number of Vacancies Category wise										
		SC	ST	OBC	EWS	UR	TOTAL	EXSM	PwBD			
									LD	VI	HI	ID/MD
<b>Cuttack</b>	<b>Odisha</b>	<b>39</b>	<b>44</b>	<b>30</b>	<b>24</b>	<b>107</b>	<b>244</b>	<b>35</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Bifurcation of vacancies</b>												
<b>Current Year</b>		<b>39</b>	<b>44</b>	<b>30</b>	<b>24</b>	<b>107</b>		<b>35</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Backlog</b>		---	---	---	---	---		---	---	---	---	---

SC: Scheduled Caste; ST: Scheduled Tribe; OBC: Other Backward Classes; EWS: Economically Weaker Section; EXSM: Ex-Servicemen; UR: Unreserved; PwBD: Persons with Benchmark Disabilities; LD: Locomotor disability; VI: Visual Impairment; HI: Hearing Impairment; ID: Intellectual disability; MD: Multiple Disability

The total number of vacancies and the reserved vacancies are provisional and may vary according to the actual requirements. The reservation under various categories will be as per prevailing guidelines at the time of finalization of result.

This recruitment for the post of Assistant is without prejudice to the entitlement, if any, under the Award dated 18.06.2001 of the CGIT, New Delhi under ID 27/1991.

**Note: Candidate should apply for ONE DIVISION only.**

***Further, in case of multiple applications by a candidate for either different Divisions, or multiple applications for the same Division, the latest application amongst these shall only be considered.***

**Reservation for Persons with Benchmark disability:**

Four percent horizontal reservation has been provided to Persons with Benchmark Disabilities as per section 34 of "Rights of Persons with Disabilities Act, 2016". The persons with under mentioned categories of disabilities may apply:

**A. Locomotor Disability (LD):**

Person with disability of one arm or one leg, one arm and one leg, Leprosy cured person, Cerebral palsy, dwarfism, muscular dystrophy and Acid attack victim as specified in the Schedule of RPwD Act, 2016 would be covered under Locomotor Disability, provided independent mobility is not affected.

**B. Visual Impairment (VI):**

Candidates with Visual impairment as defined under The Schedule of RPwD Act, 2016, are eligible to apply.

**C. Hearing Impairment (HI):**

Persons with "deaf" and "hard of hearing" disability as defined under The Schedule of RPwD Act, 2016, are eligible to apply.

D. Intellectual Disability (ID):

Persons having intellectual disability as defined under The Schedule of RPwD Act, 2016, are eligible to apply.

E. Multiple Disabilities (MD):

Persons with more than one of the above mentioned disabilities as defined under The Schedule of RPwD Act, 2016, are eligible to apply.

Note: only person with benchmark disabilities as defined under section 2 (r) of the Rights of Persons with Disabilities Act, 2016 would be eligible for reservation.

A person who wants to avail the benefit of reservation will have to submit a disability certificate issued by a Competent Authority as prescribed in RPwD Act, 2016. Such certificate will be subject to verification as may be decided by LIC.

**2. Schedule of events:**

The tentative schedule of events shall be as under:

Activity	Dates
Start date for Online Registration of Applications and Online Payment of Application Fee/ Intimation Charges	<b>17.09.2019</b>
<b>Last date for Online Registration &amp; Online Payment of Application Fee/Intimation Charges</b>	<b>01.10.2019</b>
Download of Call Letter for Online Preliminary Examination	From 15.10.2019 to 22.10.2019
Dates of Online Examination – Preliminary	<b>21 &amp; 22 October 2019</b>
Dates of Online Examination – Main	Will be informed later

**Candidates are advised to regularly keep in touch with the authorized LIC website [www.licindia.in](http://www.licindia.in) for details and updates.**

**3. Eligibility Conditions:**

Eligibility conditions as on **01.09.2019** shall be as under:

Age	Minimum Age shall be 18 years (completed) as on <b>01.09.2019</b> . Maximum age shall not be more than 30 years (candidates must have been born not earlier than <b>02.09.1989</b> and not later than <b>01.09.2001</b> both days inclusive only are eligible )	
Relaxation in Age	Relaxations in upper age limit for Scheduled Caste (SC)/Scheduled Tribe(ST)/Other Backward Community(OBC)/ Ex-Servicemen/Persons with Benchmark Disabilities (PwBD) /Confirmed LIC employees shall be as under :	
	SC/ST	5 Years
	OBC	3 Years
	PwBD (Gen)	10 Years
	PwBD (SC/ST)	15 Years
	PwBD (OBC)	13 Years
	EX-SERVICEMEN	Actual Period of service in the Defence Services plus 3 years subject to maximum age limit of 45 years. (In case of Disabled Ex-Servicemen belonging to SC/ST/OBC, maximum age limit of 50 years for SC/ST and 48 years for OBC is allowed.

	Confirmed LIC employees	Further Relaxation of 5 YEARS
Educational Qualification	"Bachelor's Degree (10+2+3 pattern) in any discipline from a recognized Indian University/Institution". <u>For Ex-Servicemen:</u> (i) HSC (10+2+3 pattern): who have put in atleast 10 years service (ii) Matric: who have put in atleast 15 years service (iii) Non-Matric: 15 years service+ Indian Army special certificate exam or corresponding examination in Air Force and Navy	

- Candidates should ensure that the educational qualification possessed by them shall be as per the prescribed educational qualifications mentioned in the advertisement and they fulfill the above eligibility criteria. No equivalent educational qualification shall be considered as eligible.
- All the educational qualifications mentioned should be from a University/Institute/ Board recognized by Govt. of India / approved by the Government Regulatory bodies and the result should have been declared on or before **01.09.2019**. Proper documents from Board / University for having declared the result on or before **01.09.2019** have to be submitted at the time of document verification after final selection. The date of passing the examination which is reckoned for eligibility will be the date of passing appearing on the mark sheet / provisional certificate.
- Temporary Employees, who have worked for a minimum period of 85 days or more in a financial year after 01.06.2008 and who are governed by the Life Insurance Corporation of India (Employment of Temporary Staff) Instructions, 1993 and who conform to the required eligibility criteria for regular appointment on the date of this Notification may also apply, for such candidates, relaxation in upper age limit will be allowed.
- Those Temporary Employees who have worked for a minimum period of 85 days or more in any two consecutive calendar years and who are governed by the Life Insurance Corporation of India (Employment of Temporary Staff) Instructions, 1993 and who conform to the required eligibility criteria for regular appointment on the date of their initial temporary appointment and are covered by the Orders/Award of Hon'ble High Courts/ Tribunal relating to age relaxation, may also apply.
- Such candidate has to submit the proof of his/her temporary employment in original at the time of call for document verification during selection process and the onus of proving the same will lie in him/her only. The selection shall be based on the veracity and genuineness of the documents after due verification from office records.

#### 4. Emoluments and Benefits:

Basic pay of Rs. 14435/- per month in the scale of Rs. 14435-840(1)-15275-915(2)-17105-1030(5)-22255-1195(2)-24645-1455(3)-29010-1510(2)-32030-1610(5)-40080 and other admissible allowances as per rules. Total emoluments at the minimum of the scale inclusive of Graduation Increment, House Rent Allowance & City Compensatory Allowance wherever admissible, depending upon the classification of the city and meal coupon will be approximately **Rs 30,000/-** per month in 'A' Class city. Other benefits are Defined Contributory Pension, Gratuity, LTC, Cash Medical Benefit, Group Mediclaim, Group Personal Accident Insurance, Group Insurance, Vehicle Loan (2-wheeler) as per rules, etc.

Confirmed LIC employees on appointment as Assistant shall be eligible for fixation of pay as per existing rules of the Corporation.

#### 5. Choice of Divisional Office for appointment:

The candidates will be competing with those candidates who have applied for empanelment for appointment in the Division chosen. No candidate will be considered for the post in the Division other than the one chosen by him/her for appointment. Hence, candidates should carefully select the Divisional office for application. **No change in the Divisional Office will be permissible at a later date. Candidates should submit the application only for ONE division.** Candidates should choose a place specified for his Division as examination centre. **Examination centre other than places specified for that Division shall not be allowed.** However,

Corporation has the right to allot any examination centre to a candidate.

**6. Service Conditions:**

The service conditions will be applicable as per the prevalent rules of the LIC from time to time. The selected candidates, on appointment, are liable to be posted or subsequently transferred to any office of the Corporation. It may be noted that the vacancies are in places as per Annexure I of this advertisement. As such, after selection and successful completion of training, candidates will be posted for a minimum period of three years at these places and no request for any change/transfer will be entertained. Selected candidates will be governed by LIC of India (Staff) Regulations, 1960 and will be required to perform the jobs of Assistant, Cashier, Single Window Operator, Customer Service Executive, etc. as and when required by the Office.

**7. Probation:**

A candidate, after appointment as Assistant, shall be on probation for a period of six months from the date of appointment which can be extended up to one year.

**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/- + GST + Transaction Charges
For all other candidates	Application Fee-cum-Intimation Charges of Rs. 510/- + GST + Transaction Charges

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

**9. Selection Procedure:**

Selection of Assistant will be done through a two tier 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	English Language/Hindi Language**	30	30	English/Hindi	11	12	20 minutes
2	Numerical Ability	35	35	English/Hindi	13	14	20 minutes
3	Reasoning Ability	35	35	English/Hindi	13	14	20 minutes
	<b>Total</b>	<b>100</b>					<b>1 hour</b>

\*\*English/Hindi Language test will be of qualifying nature and marks in Language section will not be counted for ranking.

Adequate number of candidates in each category as decided by LIC (not more than 20 times the numbers of vacancies) will be shortlisted for the Main Examination. Shortlisting for main examination will be on the basis of marks obtained by the candidate in Section 2 and 3 above provided candidate obtain minimum qualifying marks in the Section 1 above i.e. English/Hindi Language.

**Phase-II : Main Examination:**

Main examination will consist of objective tests for 200 marks. The objective test will be online. The objective test will have separate timing for every section.

Section	Name of the tests	Number of Questions	Maximum Marks	Medium of Exam	Minimum Qualifying Marks		Duration
					SC/ST/PwBD	Others	
1	General/ Financial	50	50	English/Hindi	18	20	35 minutes

Section	Name of the tests	Number of Questions	Maximum Marks	Medium of Exam	Minimum Qualifying Marks		Duration
					SC/ST/PwBD	Others	
	Awareness						
2	General English	40	40	English	14	16	35 minutes
3	Quantitative Aptitude	50	50	English/Hindi	18	20	40 minutes
4	Reasoning Ability & Computer Aptitude	60	60	English/Hindi	22	24	40 minutes
	Total	<b>200</b>	<b>200</b>				<b>2hours 30 Minutes</b>

- The candidates are required to qualify each of the Tests. There will be negative marks for wrong answers in the Objective tests for main examination.  $\frac{1}{4}$  marks will be deducted for each wrong answer. If a question is left blank, i.e. no answer is marked by the candidate; there will be no penalty for that question. The marks obtained by the candidate in each section and in the aggregate shall be arrived at after deduction of marks for wrong answers. Candidates will have to qualify in each of the objective tests.
- The marks obtained in the Preliminary Examination (Phase I) will not be added for the selection and only the marks obtained in Main Examination (Phase II) will be taken into account for final selection.
- Candidate **MUST** obtain minimum qualifying marks in **each Section** separately and should also obtain minimum marks in the aggregate as decided by the Corporation to qualify in the examinations (Preliminary and Main).
- 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 main examination 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 marks. It will take only candidates as per vacancy notified.

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](http://www.licindia.in).

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 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 after applying penalty for wrong answers.
- (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 in 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 up to 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 Point 14 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 two 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 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 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 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 may be from any stream.
  - Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfills all the stipulated eligibility criteria for a scribe mentioned above. Further in case it is later transpires that he/she did not fulfill 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.

**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.

**Empanement:**

Recruitment shall be only against the sanctioned vacancies. For this purpose, a ranking list of candidates for appointment shall be prepared. In order to prepare such ranking list the number of persons to be empanelled shall be 20% above notified vacancies. The validity period of the ranking list shall be maximum of two years from the date of publication or till next recruitment notification, whichever is earlier. Only after filling up the notified vacancies, the persons who are remaining in the ranking list shall be considered for appointment against permanent vacancies as and when the need arises, within the validity period mentioned above..

**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 P&IR Department of Divisional Office after submission of online application. The names may be registered till three days after the last date of submitting the 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.

**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 electronic device are not allowed inside the premises where examination 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
  - (b) Impersonating or procuring impersonation by any person or
  - (c) Misbehaving in the examination hall 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 LIC.
  - iii) If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.

**11. Biometric Data – Capturing and Verification**

- a. The biometric data (right thumb impression or otherwise) and photograph of the candidates will be captured and verified during the process of recruitment on the following stages:
  - (i) At the time of entry and exit during Main examination.
  - (ii) At the time of document verification after the Main Examination for final selection based on merit.
  - (iii) At the time of reporting for the training
- b. Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

- c. Refusal to participate in the process of biometric data capturing / verification on any of the above mentioned occasions may lead to cancellation of candidature.
- d. If fingers are coated (stamped ink/ mehandi/ coloured etc.), ensure to thoroughly wash them so that coating is completely removed before the exam / time of document verification after final selection/ joining day.
- e. If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- f. Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- g. If the primary finger (right thumb) to be captured is injured / damaged, immediately notify the concerned authority in the test centre. In such cases impression of other fingers, toes etc. may be captured.
- h. Please note that apart from the occasions mentioned above, LIC reserves the right to capture/ verify biometric data of candidates at other stages as well.

## 12. How to apply:

Detailed guidelines/procedures for –

- A. Application registration
- B. Payment of fees
- C. Document scan and upload

Candidates can apply online only from 17.09.2019 to 01.10.2019 and no other mode of application will be accepted.

### **IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION**

Before applying online, candidates should-

**(i) scan their :**

- photograph (4.5cm × 3.5cm)
- signature (with black ink)
- left thumb impression (on white paper with black or blue ink)
- a hand written declaration (on a white paper with black ink) (text given below)

Ensuring that the all these scanned documents adhere to the required specifications as given under Caption “C” of this Advertisement.

**(ii) Signature in CAPITAL LETTERS will NOT be accepted.**

**(iii) The left thumb impression should be properly scanned and not smudged.** (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)

**(iv) The text for the hand written declaration is as follows –**

***“I, \_\_\_\_\_ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”***

**(v) The above mentioned hand written declaration has to be in the candidate’s hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid.** (In the case of Visually Impaired candidates who cannot write they have to get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)

**(vi) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges**

**(vii) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. LIC may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.**

**APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE) PAYMENT OF FEE ONLINE: 17.09.2019 TO 01.10.2019.**

GST at applicable rate and Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.



#### **A. Application Registration**

1. Candidates satisfying the conditions of eligibility as on **01.09.2019** are required to go to the LIC's website [www.licindia.in](http://www.licindia.in) and click on the 'Careers' to open the link " Recruitment of Assistant 2019". Candidates are requested to click on the Zone link and thereafter on the Division link for registering his application. The link redirects the candidates to the online registration page.
2. To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A 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. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.
5. The Name of the candidate or his /her Father/ Husband/Mother etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
10. Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

#### **B. Payment of fees**

##### **Online mode**

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
3. 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
4. On successful completion of the transaction, an e-Receipt will be generated..
5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required to take **a printout of the e-Receipt** and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful.** The candidates are requested to preserve both the printouts till the entire process is complete
7. For Credit Card users: All charges 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.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. **There is facility to print application form containing fee details after payment of fees.**

### **C. Guidelines for scanning and Upload of Documents:**

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 below.

#### **Photograph Image:**

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes and ears can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.
- If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
- Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

#### **Signature, left thumb impression and hand-written declaration Image:**

- The applicant has to sign on white paper with Black Ink pen.
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- The applicant has to write the declaration in English clearly on a white paper with black ink
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

#### **Signature :**

Signature image in .jpg format

Dimensions 140 x 60 pixels (preferred)

Size of file should be between 10kb-20kb

Size of the scanned image should not be more than 20kb

#### **Left thumb impression:**

- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- The hand written declaration should be of the applicant and not by any other person.
  - File type: jpg / jpeg
  - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e. 3 cm \* 3 cm (Width \* Height)
  - File Size: 20 KB – 50 KB

#### **Hand-written declaration:**

- Hand written declaration content is to be as expected.
- Hand written declaration should not be written in CAPITAL LETTERS.
- The applicant has to write the declaration in English clearly on a white paper with black or blue ink.
- The hand written declaration should be of the applicant and not by any other person.
- Hand written Declaration
  - File type: jpg / jpeg
  - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e. 10 cm \* 5 cm (Width \* Height)
  - File Size: 50 KB – 100 KB

**Scanning the documents:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour.
- Crop the image in the scanner to the edge of the left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg
- Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain documents in .jpeg format by using MS Paint or MS Office Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

- **If the file size and format are not as prescribed, an error message will be displayed.**
- **While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph, signature, left thumb impression and hand written declaration.**

**Procedure for Uploading the documents**

- While filling in the Online Application Form the candidate will be provided with separate links for uploading left thumb impression and hand written declaration.
- Click on the respective link "Upload left thumb impression / hand written declaration".
- Browse and Select the location where the Scanned left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it.
- Click the 'Open/Upload' button Your Online Application will not be registered unless you upload your Left thumb impression and hand written declaration as specified.
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

**Note:**

- (1) In case the left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
- (2) After uploading the left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her thumb impression / hand written declaration, prior to submitting the form.
- (3) After registering online candidates are advised to take a printout of their system generated online application forms The candidates are requested to preserve the printout till the entire process is complete

**13. Issue of Call Letters for on-line examination:**

Candidates will have to visit the website under the heading "Careers" <http://www.licindia.in/careers.htm> for

downloading call letters for on-line Preliminary examination from **15.10.2019** to **22.10.2019** 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.

#### **14. 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 letterhead/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. E-Aadhar card and ration card are **not** valid id proofs for this process.

**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. The photo identity proof must contain exactly the same name as it appears on the call letter. In case of any discrepancy in identity i.e. mismatch in name, photograph and signature the candidate may not be permitted to appear for the examination. In case of candidates who have changed their name, they will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original**

**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 time of the test including the time required for completion of various formalities such as verification and collection of various requisite documents, biometric data capture, logging in, giving of instructions.

#### **15. 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), criteria for reservation under Economically Weaker Section. 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 LIC 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 LIC 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 till the entire process is complete. Please **do not** send this print out to Life Insurance Corporation of India. The option for printing the online application will be available up to **22.10.2019** only.
- iii) **Candidates who are called for final selection as per merit after Main Examination 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 self attested Photostat copies of all relevant certificates at the time of document verification after final selection, 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 and Certificate of Income and Asset Certificate for Economically Weaker Sections (not covered under the reservation scheme for SC/ST/OBC) must be obtained in the prescribed format from any one of the following authorities and submitted at the time of document verification after final selection:-

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.

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/ Scheduled Tribes/Other Backward Classes, Certificate of Income and Asset Certificate for Economically Weaker Sections and Disability certificates for Persons with Disabilities shall be available on our website.
- viii) Caste Name mentioned in certificate should tally letter by letter with Central Government and the State Government list / notification.
- ix) Candidates serving in Government / Public Sector Undertakings should produce "No Objection Certificate" from the employer at the time of document verification after final selection, 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 examination 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) The examination will be conducted online in venues given in the respective call letters. **No request for change of centre/venue/date/session for Examination shall be entertained.**
- xv) LIC, however, reserves the right to cancel any of the Examination Centers and/ or add some other Centers, at its discretion, depending upon the response, administrative feasibility, etc.
- xvi) LIC also reserves the right to allot the candidate to any centre other than the one he/she has opted for. Candidate will appear for the examinations at an Examination Centre at his/her own risks and expenses and LIC will not be responsible for any injury or losses etc. of any nature. Candidate should select only one centre and indicate the name of the centre in the application form. Choice of centre once exercised by the candidate will be final.
- xvii) If sufficient number of candidates does not opt for a particular centre for "Online" examination, LIC reserves the right to allot any other adjunct centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, LIC reserves the right to allot any other centre to the candidate.
- xviii) Candidates will be informed accordingly in case of any change in the date /centre/venue of examination by e-mail and SMS.

- xix) The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates to another centre, re-scheduling of date/time of test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of conduct of test shall be summarily rejected from the process.
- xx) Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead of disqualification of the candidate from the selection process and he/she will not be allowed to appear in any LIC recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.
- xxi) The candidate should not conceal or suppress any material fact regarding his/her arrest for any reasons or conviction or commitment to prison or having been subjected to preventive detention or to any penalties by any previous employer or having been adjudicated insolvent. In such instances the candidate shall be liable for disqualification from the selection process as stated above in point (xx).
- xxii) Appointment of selected candidates is subject to document verification and 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.
- xxiii) Call Letters for shortlisted candidates for final selection 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.
- xxiv) 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.
- xxv) LIC reserves the right to cancel the above recruitment process at any stage of the process without assigning any reason thereof.
- xxvi) In case of any dispute on account of interpretation of this advertisement in version other than English, the English version shall prevail.
- xxvii) CANVASSING IN ANY FORM WILL LEAD TO DISQUALIFICATION OF CANDIDATURE.

Place: Cuttack  
Date:17.09.2019

**Sr./ Divisional Manager  
LIC of India,  
Cuttack Division**

**Refer [www.licindia.in/careers](http://www.licindia.in/careers) for further details and Annexures.**

**Annexures:**

- 1)List of Branches where vacancies of Assistants exist
- 2) Scribe Declaration Form
- 3) Proposed Examination Centres
- 4) Form Of Caste Certificate
- 5) Format Of Certificate To Be Produced By Other Backward Classes Applying For Appointment To Posts Under The Government Of India
- 6) Declaration For Candidates Seeking Reservation As Obc
- 7) Income & Asset Certificate To Be Produced By Economically Weaker Sections
- 8) Certificate Of Disability

**Annexure-I**

**Branches under Cuttack Division where vacancies of Assistants exist**

<b>Sl. No.</b>	<b>Branch</b>
1	ANGUL
2	BALASORE
3	BARIPADA
4	BHADRAK
5	BARBIL
6	DHENKANAL
7	JAGATSINGHPUR
8	JALESWAR
9	JAJPUR
10	KENDRAPARA
11	KEONJHAR
12	PARADEEP
13	PATTAMUNDAI
14	RAIRANGPUR
15	TALCHER

**Annexure: 2 to 8**

**Kindly see the main application page**