

interview, if shortlisted. No change in the category of any candidate is permitted after registration of online application. No correspondence/email/phone will be entertained in this regard.

- 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 by LIC of India.**
- 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 01.08.2025. Proper documents from Board / University for having declared the result on or before 01.08.2025 have to be submitted at the time of interview. The date of passing the examination which is reckoned for eligibility will be the date of passing, appearing on the mark sheet / provisional certificate.

4. Emoluments and Benefits:

Basic pay of Rs.88635/- per month in the scale of Rs. 88635- 4385(14)-150025– 4750(4) –169025 and- other admissible allowances as per rules. Total emoluments at the minimum of the scale, inclusive of House Rent Allowance, City Compensatory Allowance etc. wherever admissible depending upon the classification of the city will be approximately Rs.1,26,000/- per month in 'A' Class city. Other benefits are Defined Contributory Pension, Special Allowance for passing III (Insurance Institute of India) Examination and Actuarial Examination, Gratuity, LTC, Cash Medical Benefit, Group Medclaim, Group Personal Accident Insurance, Group Insurance, Vehicle Loan (2-wheeler/4 wheeler) as per rules, meal coupon, reimbursement towards cost of Brief case/leather bags, mobile handset, supply of dailies and magazines and tea/coffee, mobile expenses, furniture reimbursement, maid allowance etc. as per rules. No provision herein shall be construed as creating any vested right in favor of the candidate/employee beyond the date of such modification.

5. Service Conditions:

The service conditions will be applicable as per the prevalent rules of LIC from time to time. The advertised posts are regular and selected candidates on appointment are liable to be posted or subsequently transferred anywhere in India, as per requirement of the Corporation. It may be noted that most of the vacancies are in mofussil branches of LIC. As such, after selection and successful completion of training, candidates will be posted for a minimum period of five years in mofussil branches outside their home zones. Request for Allotment / posting / transfer to specific place / office will not be entertained. Allotment, posting, and transfer decisions made by the Corporation shall be deemed to be an incidence of service and shall not be open to challenge before any court, tribunal, or other authority, except where such action is alleged to be in contravention of an express statutory provision.

6. Probation:

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. During the period of probation the candidates will be subjected to continuous assessment as per the Corporation extant policy. If any candidate fails to achieve the minimum standard stipulated his/her services may be terminated as per the policy of Corporation in force at the material time. The Corporation's decision regarding satisfactory completion of probation shall be final, binding, and not subject to review, save where required under express statutory provisions.

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. 5,00,000 (Rupees Five Lakhs only). The candidate will have to submit Deed of Indemnity at his/her cost, duly stamped and notarized, 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/ Transaction 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 Administrative Officers will be done through a three tiered process involving Preliminary Exam, Mains

Exam and Interview and subsequent Pre-recruitment Medical examination.

The marks obtained in the Preliminary Examination (Phase-I) will NOT be added for preparing the final merit list for selection. Marks obtained in the Main Examination only will be considered for shortlisting for interview. Marks obtained in the Main Examination + marks obtained in Interview will be considered for final merit listing of candidates.

The decision of LIC in this regard shall be final and binding on the candidates. No correspondence will be entertained in this regard. Candidates qualifying in earlier phase only will be called for further recruitment procedure

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). There will be NO negative marks. Candidates will have to qualify in each of the sections separately.

Section	Name of the test	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	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 thereof will not be counted for ranking.

Candidates approximately 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. There will be NO negative marks. Candidates have to qualify in each of the sections separately.

Main Examination:

Section	Name of the test	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	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 Descriptive Paper (Communication Skills: Emails, Reports, Situation Analysis & Precis Writing)	2	25 **	English	9	10	30 Minutes

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

Descriptive paper of only those candidates will be evaluated who qualify in the objective part of main examination.

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 the head 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 Corporation shall have the absolute right to conduct, at any stage, a detailed analysis of candidates' responses—both correct and incorrect—across examinations, for the purpose of detecting patterns indicative of copying, collusion, use of unfair means, or any other malpractice. If, on the basis of such analytical procedures or any other investigative method adopted, the Corporation forms the opinion—whether conclusively proven or not—that a candidate's scores are not genuine or valid, the candidature shall be cancelled forthwith and such candidate shall stand disqualified.

In such cases, the result of the candidate will be withheld permanently, and the Corporation may, at its sole discretion, also debar the candidate from future recruitment processes for such period as it deems appropriate.

The minimum marks to be obtained in each Section is mentioned separately above and cut off marks for each section and in the aggregate shall be decided by LIC. Descriptive test of English Language is of qualifying nature and the 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 number of candidates to be called for interview will be approximately three times the number of vacancies to be filled in, subject to the availability of successful candidates in the online main examination and will be as per their ranking in their respective category.

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.

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 with a photograph affixed on it.
- 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, 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: