

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/- + GST + Transaction Charges
For all other candidates	Application Fee-cum-Intimation Charges of Rs. 700 /- + GST + 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 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.

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

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

- In the Preliminary Examination candidate will have to pass in each of section separately as well as in the aggregate and the cut off marks shall be decided by LIC to the extent of approximately 20 times the number of vacancies in each category subject to availability.
- In the main Examination the candidate will have to pass in each section as per the marks indicated as well as in the aggregate and the cut off shall be decided by LIC to the extent of approximately three times the number of vacancies in each category subject to availability.
- Candidate will have to score minimum qualifying marks in the Interview, as decided by LIC to be included in the final merit list

Descriptive test of English Language in the Main Examination is of qualifying nature and the marks in this test will not be counted for ranking. 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.

- A) Phase I: Preliminary Exam for Recruitment of AAO (Specialists)(Chartered Accountants/ Company Secretary/ Actuarial/ Insurance Specialists/ Engineering):** Preliminary Examination consisting of objective

test will be conducted online. The test will have three sections (with separate timings for each section). Negative marking system is incorporated in Preliminary Examination of AAO (Specialist) (For every wrong answer 1/4th of the mark assigned to that question will be deducted as penalty to arrive at correct score. If a question is left blank, i.e. no answer is marked by the candidate; there will be no penalty for that question. The minimum marks to be obtained in each Section and cut off marks for each section and in the aggregate shall be decided by LIC. Candidates have to qualify in each of the sections separately.

Section	Name of the test	Number of Questions	Maximum Marks	Medium of Exam	Cut Off	Duration (Total 60 minutes)
1	Reasoning Ability	35	35	English & Hindi	Sectional Cut offs will be decided by LIC	20 Minutes
2	Quantitative Aptitude	35	35	English & Hindi		20 minutes
3	English Language with special emphasis on grammar, vocabulary and comprehension*	**30	30	English		20 minutes
Total		100	70			60 Minutes

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

Candidates approximately 20 times number of vacancies in each category, subject to availability, will be shortlisted for main Examination.

- B) Phase II: Main Examination for recruitment of AAO (Specialists)(Chartered Accountants/ Company Secretary/ Actuarial/ Insurance Specialists/ Engineering):** There will be No negative Marking in Main Examination. Main examination will consist of objective tests of 150 marks and descriptive test for 150 marks. Both the objective and descriptive tests will be online. The Examination will be in one sitting and the total duration of the Examination will be of Two hours Thirty minutes. The objective test will have separate timing for every section. Descriptive test will be administered immediately after the completion of the objective test. Candidates have to qualify in each of the sections separately. Candidates will have to answer descriptive test by typing on the computer. Candidate MUST pass in each Section separately and should also obtain minimum marks in the aggregate to qualify for the online Main Examination and the Interview. **The minimum marks to be obtained in each Section is mentioned separately and cut off marks for each section and in the aggregate shall be decided by LIC.**

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	30	English & Hindi	13	15	20 minutes
2	General Awareness with special reference to Insurance and Financial Market Awareness	20	20	English & Hindi	9	10	10 minutes
3	Professional Knowledge	50	100	English & Hindi	45	50	30 minutes
	Total	100	150				60 Minutes
4	Professional Knowledge (Descriptive Paper)	4 out of 6 questions	50 #	English & Hindi	# 45% of Total marks	# 50% of Total Marks	60 Minutes
5	English Language Descriptive Paper(Communication	2	25*	English	9	10	30 Minutes

	Skills: Emails, Reports, Situation Analysis & Precis Writing)						
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50 Marks will be converted to 150 and minimum qualifying marks in Descriptive paper of professional knowledge will also be normalized to 150).

** English Language test 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”

- C) Phase I: Preliminary Exam for Recruitment of AAO (Legal):** Preliminary Examination consisting of objective test will be conducted online. The test will have three sections (with separate timings for each section). Negative marking system is incorporated in Preliminary Examination. For every wrong answer 1/4th of the mark assigned to that question will be deducted as penalty to arrive at correct score. If a question is left blank, i.e. no answer is marked by the candidate; there will be no penalty for that question. The minimum marks to be obtained in each Section and cut off marks for each section and in the aggregate shall be decided by LIC. Candidates have to qualify in each of the three sections separately.

Section	Name of the test	Number of Questions	Maximum Marks	Medium of Exam	Cut Off	Duration (Total 60 minutes)
1	Reasoning Ability	35	35	English & Hindi	Sectional Cut offs will be decided by LIC	20 Minutes
2	English Language	35	35	English		20 minutes
3	General Awareness **	**30	30	English & Hindi		20 minutes
Total		100	70			60 Minutes

** General Awareness Paper will be qualifying in nature and 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.

- D) Phase II: Main Examination for recruitment of AAO (Legal):** There will be No negative marks in Main Examination. Main examination will consist of objective tests of 150 marks and descriptive test for 150 marks. Both the objective and descriptive tests will be online. The Examination will be in one sitting and the total duration of the Examination will be of Two hours Thirty minutes. The objective test will have separate timing for every section. Descriptive test will be administered immediately after the completion of the objective test. Candidates have to qualify in each of the sections separately. Candidates will have to answer descriptive test by typing on the computer. Candidate **MUST** pass in each Section separately and should also obtain minimum marks in the aggregate to qualify for the online Main Examination and the Interview. **The minimum marks to be obtained in each Section is mentioned separately and cut off marks for each section and in the aggregate shall be decided by LIC.**

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	30	English & Hindi	13	15	20 minutes
2	General Awareness with special reference to Insurance and Financial Market Awareness	20	20	English & Hindi	9	10	10 minutes
3	Professional Knowledge	50	100	English & Hindi	45	50	30 minutes
	Total	100	150				60 Minutes

4	Professional Knowledge (Descriptive Paper)	4 out of 6 questions	50 #	English & Hindi	# 45% of Total marks	# 50% of Total Marks	60 Minutes
5	English Language Descriptive Paper (Communication Skills: Emails, Reports, Situation Analysis & Precis Writing)	2	25*	English	9	10	30 Minutes

50 Marks will be converted to 150 and minimum qualifying marks in Descriptive paper of professional knowledge will also be normalized to 150.

** English Language test will be of qualifying nature in Main Exam 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** obtain minimum qualifying marks in **each Section** separately and should also obtain minimum marks in the aggregate as decided by LIC to qualify for the examinations (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 decision of LIC in this regard shall be final and binding on the candidates. No correspondence will be entertained in this regard.

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 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.