

## **EMPLOYMENT NOTICE - DETAILED**



1. Online Applications are invited from eligible candidates who must be Indian Citizens for selection and appointment as Apprentice Development Officers in the jurisdiction of the various Divisional Offices under 8 Zonal Offices.
2. 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 interview.
3. The recruitment as Apprentice Development Officers is for Urban and Rural Areas and the selected candidates will have to work in these areas.
4. It is, however, likely that some of the selected candidates may be posted in the jurisdiction of nearby Divisional Office/s within the jurisdiction of the zone.
5. An Apprentice Development Officer will have to undergo Theoretical & Field Sales Training and on successful completion of apprenticeship and if found suitable for appointment to the service of the Corporation in accordance with the rules may be appointed as Development Officer on probation subject to conditions framed by the Corporation.

A Probationary Development Officer at a specified Headquarter in the area will be placed in the scale of Rs. 7440-450(2)-8340-520(2)-9380-540(17)-18560 (**Under Revision**) plus allowances and other benefits as per rules in force.

It **is** clarified that appointment as Apprentice Development Officer does not by itself confer any right on the candidates to be appointed as Probationary Development Officer.

### 6. **JOB REQUIREMENT:**

It is primarily a sales supervision job. The selected candidates will be required to recruit agents, train them properly, and help the recruited agents to sell life insurance to maximum number of persons. They will also be required to give prompt after sales service to policyholders. For this purpose considerable movements including tours covering entire area allotted to them are involved.

### 7. **REMUNERATION:**

During the apprentice period, the candidate selected as Apprentice Development Officer will be paid a fixed amount as stipend per month as per rules of the

Corporation. At present the amount of stipend is about Rs.**12421** per month, except in case of candidates selected from LIC Employees category.

On appointment as a Probationary Development Officer, basic pay of Rs. 7440/- per month (except for Employee category candidates) in the scale of Rs. 7440-450(2)-8340-520(2)-9380-540(17)-18560 (**Under Revision**) and other admissible allowances as per rules shall be payable. Total emoluments will be approximately **Rs. 14258**. Other benefits include non-contributory PF, Gratuity, Pension (applicable as per the scheme existing on the date of appointment), LTC, Medical Benefit, Group Savings Linked Insurance (GSLI), Group Personal Accident Insurance, vehicle advance (2-wheeler/4-wheeler) as per rules and on confirmation in service, attractive **performance linked Incentives**.

**8. ELIGIBILITY CONDITIONS:**

a) **Qualifications:**

- i) For Employees category and Agents category in both Urban and Rural area- Applicant shall possess the Bachelor's Degree of a University in India established under a statute or a foreign university approved for the purpose or the Fellowship of Insurance Institute of India, Mumbai.
- ii) An applicant from Others category for recruitment as an Apprentice Development Officer in both Urban and Rural area shall possess the Bachelor's Degree of a University in India established under a statute or a foreign university approved for the purpose or the Fellowship of Insurance Institute of India, Mumbai.

Preference may be given to those applicants who possess Masters Degree in Business Administration in Marketing or Post Graduate Diploma in Marketing from a University in India established under Statute or by an Institute approved by All India Council for Technical Education or a recognized Institution.

**Note:**

Recognized Institution means such Institution as may be recognized by any State Government or the Central Government.

(b) **Age:**

- (i) The applicant shall have completed **21 years of age (in completed years)** and not more than **30 years of age (in completed years)** as on **1.3.2010**.
- (ii) The upper age limit **(in completed years)** as on **1.3.2010** of an applicant belonging to a group given below, shall not exceed the age mentioned below:-

<b>Sl. No.</b>	<b>Category</b>	<b>Age limit in years</b>
(1)	(2)	(3)
1.	Member of a Scheduled Caste or a	35

	Scheduled Tribe.	
2.	Member of an OBCs (other than those in creamy layer).	33
3.	LIC Employee who is not a member of a SC or a ST or OBCs.	42
4.	LIC Employee who is a member of an OBCs (other than those in the creamy layer).	45
5.	LIC Employee who is a member of a SC or ST.	47
6.	LIC Agent who is not a member of SC or ST or OBCs.	37
7.	LIC Agent who is a member of an OBCs (Other than those in the creamy layer).	40
8.	LIC Agent who is a member of a SC or a ST.	42
9.	Ex-serviceman.	30, increased by the number of years of service in the armed forces subject to maximum age of 45 years where he is member of OBCs and 47 years where he is a member of SC or ST and Maximum of 42 years in other than SC, ST, OBC cases.
10.	All Others.	30

(c) **Experience:**

The applicant should have the requisite experience as on **1.3.2010** as indicated below:-

Category of Applicant	For Recruitment in Urban Area	For Recruitment in Rural Area
i) LIC Employees	Not less than 3 years of service after confirmation in a Class III post	
ii) LIC agents	Not less than 5 years as an agent and has brought a net First Years Premium Income of not less than Rs. 5,00,000/- during the immediately preceding 5 agency years and a net First Year Premium Income of not less than Rs. 1,00,000/- on 50 lives in each of any 3 of these agency years.	Not less than 4 years as an agent and has brought a net First Years Premium Income of not less than Rs. 1,00,000/- on 50 lives per year in any 3 of the immediately preceding 4 agency years.
iii) Other	Preference would be given to candidates who have at least 2 years experience in life insurance industry.	

**NOTE:**

“Net First Years Premium” means the amount of Premium brought in by an agent either in cash or by Cheque, in latter case which has not been dishonored

subsequently, towards New Business including First Years Renewal Premium during the relevant number of immediately preceding agency years as reduced by the amount of Premium that has lapsed out of such First Years Premium reckoned with reference to the date of the application for recruitment as an Apprentice Development Officer.

- (i) "Rural Area" means an area with an ascertained population of 30,000 or less and the operational area has an ascertained population of not more than one lakh.
- (ii) "Urban Area" means an area which is not a rural area.

## 9. **SELECTION PROCEDURE:**

Selection will be made on the basis of a written test followed by an Interview of candidates who qualify in the written test:

### **Written test:**

The Written Test will be of objective type, multiple choice of two hours duration comprising of the following two papers:

1. Test of Reasoning and Numerical Ability.
2. General Knowledge, Current Affairs and English Language with Special emphasis on Grammar and Vocabulary.

### **Date of Written exam:**

The written test will be held at the following centres, tentatively on **Sunday, 13.6.2010.**

### **Note:**

1. Recruitment Notifications are being issued by all Zonal Offices. **The candidate shall apply to one centre only.** The choice of the examination centre will be taken as the Divisional Office to which the candidate has applied.
2. No change in the choice of examination centre will be entertained under any circumstances. The Corporation reserves the right to add or delete any Centre or alter examination date at its discretion.

### **Interview:**

Successful candidates will be eligible to be called for an Interview.

The Corporation reserves the right to restrict the number of candidates to be called for written test and/or interview commensurate with number of posts to be recruited and the decision of the Corporation in this regard shall be final. No correspondence will be entertained in this regard. Selected candidates will be appointed as

Apprentice Development Officers subject to their being found medically fit by the Medical Examiner authorized by the LIC for the purpose.

**Guarantee Bond:**

Before joining as Apprentice Development Officer, candidates will be required to give an undertaking to serve the Corporation for a minimum period of four years from the date of joining (including apprenticeship period) failing which he/she will be liable to pay liquidated damages of Rs. 25,000 (Rupees Twenty Five Thousand only) to the Corporation. The candidate will have to submit an Indemnity Bond of Rs. 25,000/- (Rupees Twenty Five Thousand only) duly stamped and executed by a Surety of sound financial standing and not related to the candidate. The stamp value of the Bond will be as applicable to the State in which the bond is executed.

10. **HOW TO APPLY:**

Candidates are necessarily required to apply On-line through LIC's website under the heading "Careers" <http://www.licindia.in/careers.htm>. No other means/mode of applications will be accepted. Applicants are first required to go to the LIC's website [www.licindia.in](http://www.licindia.in) and click on the "Careers" to open the link "**ON-LINE APPLICATION FOR LIC ADO's RECRUITMENT EXAM 2009-10**". Thereafter, open the Recruitment Notification and take a print out of the entire Recruitment Notification including the "Fees Payment Challan". The candidate shall visit the nearest LIC Branch Office with the Fee Payment Challan completed in a clear and legible handwriting for payment of fee in cash. The application fee (non-refundable) payable for all the candidates (Other than SC/ST) is **Rs. 300/- (Rupees Three Hundred only) in cash only. No other mode of payment shall be accepted. 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.**

Candidates have to register on-line only after obtaining a receipt for payment of application fee, wherever applicable, at the cash collection centre of LIC. If not, application shall be invalid.

Candidates satisfying the conditions of eligibility as on **1.3.2010** are required to log in to the LIC's website under the heading "Careers" <http://www.licindia.in/careers.htm>. for submission of applications on-line. Once the candidate clicks the relevant on-line application link titled "**ON-LINE APPLICATION FOR LIC ADO's RECRUITMENT EXAM 2009-10**", it redirects the candidates to the on-line registration page of the recruiting agency. The candidate is required to keep the details about bio-data ready to enable him/her to fill up the application form correctly. The name of the candidate or his/her father/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. The candidate is provided the option to recheck the data or submit the form after completing the details. Any change/alteration found may disqualify the candidature. While filling the 'Fee Details' in the online application form, candidates are required to enter and check the following:

- a) LIC Branch Code (Upper Left Hand Corner of the Miscellaneous Receipt) – Maximum 4 characters (Alpha Numeric).
- b) Miscellaneous Collection Number – Maximum 6 Digits (appearing in the shaded portion of the Box).
- c) Transaction Number (Tr. No.) – Maximum 8 Digits (appearing on the Left Hand Corner of the Receipt).
- d) Transaction Date (appearing on the Upper Left Hand Corner of the Receipt).

A specimen of the Miscellaneous Receipt showing the above fields is shown below for reference.

LIFE INSURANCE CORPORATION OF INDIA	
*Branch:	
*Date:	
*Tr. No.:	
<u>Miscellaneous Receipt</u>	
Received with thanks Rs.300/- in cash from Smt/Ms/Sri	
_____ towards the following:	
*Miscellaneous Collection No.: _____	
Account Code No.: 114033	
Rupees Three hundred only	
Signature	

Fields marked \* are required to be filled in the on-line application. Correct Branch Code and Date of deposit of application money should be filled in by the candidate correctly.

On successful acceptance of appropriate validations in the online application form, a unique Registration number and Password is generated and displayed to the candidate and he/she is asked the provision to print the same for future reference. At the same time the Registration Number and Password are also e mailed to the candidate. The candidate is given the option to print the application form after completing the application to keep for his/her reference. The candidate can also reprint the application subsequently by providing (i) Registration Number, (ii) Password (iii) Date of Birth.

Candidates will not be able to modify any information after submitting the application, but need to apply afresh for any changes he/she wants to incorporate. In such a case, Latest Registration will be taken into account and all other Registrations will be treated as cancelled.

Candidates can log on for Registration of Applications on the dates given below:

<b>Programme</b>	<b>Date</b>
Opening date of acceptance of application money at Cash Collection Centres of LIC.	<b>17.3.2010</b>
Opening Date of On-Line Registration	<b>17.3.2010</b>
Last Date for acceptance of Application Money.	<b>17.4.2010</b>
Closing Date for On-line Registration.	<b>17.4.2010</b>

Candidates shall be solely responsible for filling up the online applications correctly. In case of invalid applications due to errors committed by the applicant no claims for refund of application money so collected shall be entertained by the Corporation.

To avoid last minute rush, candidates are advised to pay the application fees (wherever applicable) and register on-line at the earliest.

**Issue of Call Letters for written examination:**

Candidates will have to visit the website under the heading “Careers” <http://www.licindia.in/careers.htm> for downloading call letters for written examination from **19.5.2010** onwards from the given link hosted on LIC’s website. Candidate is also sent the intimation through e-mail for downloading call letter. Once the candidate clicks the relevant link, he/she can access the application form. The candidate is required to use (i) Registration Number, (ii) Password (iii) Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph and signature on the call letter and appear at the exam centre with (i) Call Letter, (ii) Original Fee Receipt and (iii) Photo Identity Proof (PAN card/Driving License, etc.).

The candidates are advised to keep ready with them the originals of the following and a set of attested photocopies of each for verification **at the time of Interview** if they qualify in the written test.

- (1) Bachelor’s degree certificate issued by the University and/or Certificate of Fellowship of the Insurance Institute of India, Mumbai, in case of applicants belonging to Employees and Agents category, (2) Bachelor’s degree certificate issued by the University and/or Certificate of Fellowship of the Insurance of India, Mumbai and/or Masters Degree Certificate in Business Administration in Marketing or Post Graduate Diploma Certificate in Marketing from a University or by an Institute approved by All India Council of Technical Education in case of applicants belonging to others category, (3) SSC/HSC Certificate issued by the Board showing the date of birth, (4) Caste certificate issued by the Competent authority in the case of SC/ST/OBC candidates, (5) Certificate of at least 2 years sales/administrative experience in Life Insurance Industry, (6) Discharge certificate in case of Ex-serviceman.

## 11. 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 Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1 <sup>st</sup> Class Stipendary
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	Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra 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.**

Date:

**ZONAL MANAGER**