



RECRUITMENT OF ASSISTANT

1. On-line Applications are invited from eligible candidates who must be Indian Citizens for selection and appointment as Assistants. The region wise vacancy is as under:

REGION	OFFICES LOCATED IN STATES:	VACANCY OF CANDIDATES
CENTRAL	UTTAR PRADESH, MADHYA PRADESDH, CHHATISGARH, UTTARAKHAND	15
EASTERN	BIHAR, WEST BENGAL, ORISSA, JHARKHAND, ASSSAM, SIKKIM	10
NORTHERN	PUNJAB, HARYANA, DELHI NCR, RAJASTHAN, HIMACHAL PRADESH	10
SOUTH CENTRAL	KARNATAKA	20
SOUTH EASTERN	ANDHRA PRADESH	15
SOUTHERN	TAMILNADU, KERALA, PONDICHERRY	15
WESTERN	MAHARASHTRA, GOA, GUJRAT	15
Grand Total		100

- Candidates are allowed to apply for vacancy from only one region.
- The applications of candidates applying for more than one region will be rejected automatically.
- In case of multiple registrations within the region, only last registration will be kept valid.
- Candidates applying for a particular region will be posted in that region only initially and can be transferred to any other region later subject to the requirements and terms and conditions of the organization.

2. REMUNERATION:

The starting basic pay of Rs. 7400/- per month in the scale of **7400-455(1)-7855-495(2)-8845-560(5)-11645-650(2)-12945-790(3)-15315-825(2)-16965** and other admissible allowances as per rules shall be payable. Total emoluments will be approximately **Rs. 15527/-** (depends upon the place of posting) plus Sodexo Coupons as per rules. Other benefits include PF, Gratuity, LTC, Medical Benefit, Group Saving Linked Insurance (GSLI), Group Personal Accident Insurance, PL Encashment, Vehicle Advance (2 Wheeler), Housing Loan, PL Encashment as per rules and **Performance Linked Incentives**.

3. ELIGIBILITY CONDITIONS:

- (i) Graduate in any discipline from a recognized University/Board (with minimum 50% marks).
- (ii) Preference will be given to candidates having knowledge of computer operations.
- (iii) Age Limit: **(As on 01.02.2014)**
Not below 21 years and not above 35 years as on 01.02.2014 i.e. candidates must have been born **not earlier than 02.02.1979 and not later than 01.02.1993 (both dates inclusive).**
- (iv) Candidate must be a citizen of India.

An applicant for recruitment as an Assistant shall possess the Bachelor's Degree from a recognized University in India established under a statute.

4. SELECTION PROCEDURE:

Selection will be made on the basis of On-line test followed by an Interview of candidates who qualify in the On-line test. The candidates found successful in the Interview have to undergo Medical Examination.

1. On-line Test:-

On-line test will be of objective type, multiple choice of two hours duration comprising the following sections:-

Sr. No.	Section	No. of Questions	Maximum Marks
1	English Language	50	50
2	Logical Reasoning	50	50
3	Numerical Ability	50	50
4	General Awareness	50	50
	Total	200	200

The online examination will be in English language only. There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate one fourth or 0.25 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is given by the candidate; there will be no penalty for that question.

LIC HFL reserves the right to fix the minimum cut- off marks section wise as well as on total in the on-line test in order to finalize the number of candidates to be called for the Interview. The corrected scores obtained by each of the candidates in different sessions (if held) will be normalized using equipercentile method.

Decision of the Company in this regard shall be final and binding on the candidates. No correspondence will be entertained in this regard.

2. Interview:

Successful candidate based on merit will be eligible to be called for an Interview. Candidates who do not obtain the minimum qualifying marks in the Interview shall be disqualified from further selection.

3. Medical Examination:

Selected candidate will be appointed as Assistant subject to him/her being found medically fit by the Medical Examiner authorized by LIC HFL for this purpose.

4. Date of On-line Test:

On-line test will be held at the various centres, tentatively on Sunday, 06.04.2014. The list of centres is given **in serial number 8.**

5. HOW TO APPLY

Candidates are necessarily required to apply On-line through LIC HFL's website (www.lichousing.com) under the heading "Careers". No other means/mode of applications will be accepted.

1. Candidates satisfying the conditions of eligibility as on 01.02.2014 are required to log in to the LIC HFL's website and click on the "**Careers**" and go to "**Job Opportunities**" to open the page "**RECRUITMENT OF ASSISTANTS**", option is available on the page to view detailed advertisement and also to Apply Online, which will redirect the candidates to the on-line registration page. The candidate is required to keep 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 certificate/mark sheets. At the time of online exam, the acceptable identity proof should also bear the same name.
2. 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 in Annexure- I. See guidelines mentioned in the second last page for scanning photograph and signature.
3. In the event of the candidate not able to fill the data in one go, candidate can save the data already entered. When the data is saved, 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. Email/SMS indicating the provisional Registration Number and Password will be sent. Candidates can reopen the saved data using provisional Registration Number and Password and edit the particulars, if needed. The facility will be available for three times in all. Once the application is filled completely, candidate should submit the data and pay fees to complete the registration process.

6. MODE OF PAYMENT

Application Fee (online payment as well as offline payment)

-Rs. 500/- for all candidates. Applicants have to bear Transaction charges as applicable for online payment.

Candidates have the option of making payment of requisite fee either through the ONLINE mode or OFFLINE mode:-

OPTION I: Payment of Application Fee via ONLINE MODE

- (i) Candidates should fill in the details in the On-Line Application at the appropriate places very carefully and click on **“SUBMIT”** button at the end of the On-line Application format. Before pressing the **“SUBMIT”** button, candidates are advised to verify every field filled in the application. A provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Registration Number and Password. An email & SMS indicating the Provisional Registration number and Password will also be sent. 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. Any change/alteration found may disqualify the candidature. **At the time of On-line exam, the acceptable identity proof should also bear the same name.**
- (ii) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- (iii) The payment can be made by using only Master/Visa Debit or Credit cards or Internet Banking by providing information as asked on the screen.
- (iv) In case candidates wish to pay fee through online payment gateway after the upload of photograph and signature an additional page of the application is displayed wherein candidates may follow the instructions and fill in the requisite details.
- (v) If the online transaction has not been successfully completed then the following message is displayed ‘Your online transaction was unsuccessful.

Please register again.' Candidates may then revisit the 'Apply Online' link and fill in their application details again.

- (vi) On successful completion of the registration, a registration number and password will be generated. Candidates should note their registration number and password.
- (vii) If the online transaction has been successfully completed, an e- receipt will be generated. Candidates are required to take print out of e-receipt.

Note:

- 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.
- For Credit Card users: All prices 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.
- To ensure the security of your data, please close the browser window once your transaction is completed.

OPTION 2: Payment of Application Fee via OFFLINE MODE (at counters of SBI branches)

- (i) **Follow Step (i) given under OPTION- I above**
- (ii) The application fee (non- refundable) payable for all the candidates is Rs. 500/- (Rupees Five Hundred only) **in cash** only. System generated fee payment challan will be used for depositing fee. Fee payment will be accepted from 2nd working day after registration and can be made within three working days then after **at any branch of State Bank of India**. Applicant can refer to SBI website for the address of nearest SBI branch. Once fee is paid, the registration process is completed. Candidate should ensure State Bank of India Branch Code, Journal Number along with Branch Seal on the Candidates copy of the challan. Candidates are advised to preserve the fee payment challan with them for reference and use in future.
- (iii) Candidates will receive confirmation of registration by SMS/Email after two working days from the date of payment of fees. There is also a provision to reprint the submitted application containing fee details, after three days from the date of fee payment.

TIME AND ACTIVITY SCHEDULE

Sr. No	Activity	Date
1	Starting of on-line registration and payment of fees (On-Line)	28.02.2014
2	Starting of payment of fees (Off-line) [Through Pre-printed Challan]	03.03.2014
3	End of on-line registration and payment of fees (On-line)	12.03.2014
4	End of payment of fees (Off-line) [Through Pre-printed Challan]	18.03.2014
5	Downloading of call letters for On-Line Examination	29.03.2014 (tentative)
6	On-Line Examination	06.04.2014 (tentative)

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 Company.

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

In case of any query, an applicant may send an email to careers@lichousing.com.

7. CALL LETTERS

The Centre, venue address, region applied for, date and time for examination and interview shall be intimated in the respective Call Letter.

An eligible candidate should download his/her call letter from the LIC HFL's website www.lichousing.com by entering his/ her details i.e. Registration Number/Roll Number and Password/Date of Birth tentatively from 29.03.2014 onwards. No hard copy of the call letter/ Information Handout etc. will be sent by post/ courier.

Intimations will be sent by email and/sms to the email ID and mobile number registered in the online application form. Company will not take responsibility for late receipt / non-receipt of any communication e-mailed/ sent via sms to the candidate due to change in the mobile number, email address, technical fault or otherwise beyond the control of Company. Candidates are hence advised to regularly keep in touch with the authorised LIC HFL website (www.lichousing.com) for details, updates and any information which may be posted for further guidance as well as to check their registered e-mail account from time to time during the recruitment process.

Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided (uploaded) during registration. Candidate should ensure that copies of the same are retained for use at various stages of the process. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process/ doubt about identity at any stage could lead to disqualification. Candidate must appear at the examination centre with **(i) Call Letter (ii) Photo Identity Proof as stipulated in the call letter and photocopy of the same Photo Identity Proof as brought in original.** In case identity is in doubt, candidates will not be allowed to appear for the examination.

Candidates are advised to keep ready with them the originals of the following (as applicable) and a set of attested photocopies of each for verification **at the time of Interview** if they qualify in the On-line test.

- (1) Bachelor's degree certificate issued by the University, (2) SSC/HSC Certificate issued by the Board showing date of birth, and (3) Certificate of the Computer Course.

IDENTITY VERIFICATION

In the examination hall as well as at the time of interview, the call letter along with a photocopy of the candidate's currently valid photo identity such as PAN Card/ Passport/ Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/ valid recent Identity Card issued by a recognised college/ university/ Aadhar card with a photograph/ Employee ID/ Bar Council Identity card with photograph should be submitted to the invigilator for verification. 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. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the exam.

8. EXAMINATION CENTRE (Tentative List)

The examination may be held at the following centres and the address of the venue will be advised in the Call letters. LIC HFL, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc. LIC HFL also reserves the right to allot the candidate to any centre other than the one he/she has opted for. Multiple attendance/ appearances in examination will be summarily rejected/ candidature cancelled.

No request for change of centre for examination shall be entertained.

Candidates may be allotted to a centre of examination outside the chosen Region against which vacancies he/she is applying. This reallocation is only for the conduct of examination and the candidate will be considered for vacancies in the Region applied for.

REGION	CENTRES	REGION	CENTRES
Eastern	Kolkata	South Central	Bangalore
	Patna		Mysore
	Ranchi		
	Guwahati	South Eastern	Hyderabad
	Bhubaneswar		Vijaywada
			Vishakhapatnam

Central	Bhopal		
	Lucknow	Western	Mumbai
	Dehradun		Nagpur
	Raipur		Nasik
			Pune
Northern	New Delhi		Ahmedabad
	Jaipur		
	Chandigarh	Southern	Chennai
	Amritsar		Madurai
			Coimbatore
			Kochi
			Trivandrum

Important Instructions:

- a. **Candidates will have to submit the examination call letter and a photocopy of photo-identity proof at the time of examination. Candidate has to bring original photo-identity proof for verification.**
- b. Before applying, candidates are advised to satisfy themselves that they fulfil all the eligibility conditions as stipulated in the notification. Candidates who do not satisfy the eligibility conditions are liable to be disqualified at any stage of recruitment. The fees paid by ineligible candidates shall be forfeited. Decision of the Company 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 Company in this regard.
- c. Candidates are required to have a valid personal email-ID. It should be kept active during the currency of this recruitment project. The recruiting agency may send intimation about the call letters for On-line test, interview etc. through the registered email ID. Under no circumstances he/she should share/mention email 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 email ID before applying On-line. Keep particulars of data of birth, educational qualifications, payment details other personal details etc. Ready as these are required to be entered in the on-line application.
- d. After applying online, 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 LIC HFL.
- e. Candidates who are called for Interview will have to submit the duly signed System Generated Printed – 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. **Not more than one application should be submitted by any candidate. Multiple Applications/Registrations will be summarily rejected/candidature cancelled and the application fee will be forfeited.**
- h. 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 test.
- i. Any resulting dispute arising of this advertisement including the recruitment process shall be subject to sole jurisdiction of the Courts situated at Mumbai.
- j. Any request for change of data provided during registration process will not be entertained.
- k. Candidates serving in any company should produce “No objection Certificate” from their employer at the time of interview, failing which, their candidature may not be considered.
- l. Admission to online test is only provisional without verification of age/qualification of candidate with reference to documents. Candidates should not furnish any particulars that are false, tempered fabricated and/or suppresses any material information while filling up the online application form. If any of these shortcomings is/are detected after appointment in the Company, his/her services are liable to be summarily terminated.
- m. A candidate’s admission to the examination is strictly provisional. The mere fact that the call letter has been issued to the candidate does not imply that his/her candidature has been finally cleared by LIC HFL.
- n. A candidate should ensure that the signatures appended by him/her in all places viz. in his/her call letter, attendance sheet etc. and in all correspondences with the Company in future should be identical and there should be no variation of any kind.
- o. The candidates will appear for the on-line test and/or Interview at the allotted centres at their expense and risk and LIC HFL will not be responsible for any injury/losses etc. of any nature.
- p. Mobile phones, pagers or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations.
- q. Candidates are advised in their own interest not to bring any of the banned items including mobile phones/ pagers to the venue of the examination, as arrangement for safekeeping cannot be assured.

- r. Candidates are not permitted to use or have in possession calculators in examination premises.
- s. The possibility for occurrences 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 the conduct of another examination if considered necessary. Decision of the test conducting body in this regard shall be final. Candidates not willing to accept such change shall lose his/her candidature for this exam.

Canvassing in any form will lead to disqualification of candidature.

Date: 28.02.2014

GM (HR, OS & Estates)

ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application.

At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been) found

guilty of –

- (i) using unfair means or
- (ii) impersonating or procuring impersonation by any person or
- (iii) misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- (iv) resorting to any irregular or improper means in connection with his/ her candidature or
- (v) obtaining support for his/ her candidature by unfair means, or
- (vi) carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :
 - (a) to be disqualified from the examination for which he/ she is a candidate
 - (b) to be debarred either permanently or for a specified period from any recruitment conducted by the Company
 - (c) for termination of service, if he/ she has already joined the Company.

Important:

Company would be analysing the responses (answers) of individual candidates with other candidates to detect patterns of similarity of right and wrong answers.

If in the analytical procedure adopted by the Company in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, Company reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

GUIDELINES FOR SCANNING THE PHOTOGRAPH AND SIGNATURE

- (I) Photograph Image:
- Photograph must be a recent passport size colour picture.
 - The picture should be in colour, against a light-coloured, preferably white background
 - Look should be straight at camera with a relaxed face
 - If the picture is taken on a sunny day, have the sun behind you or place yourself in a shade, so that you are not squinting and there are no harsh shadows
 - If flash is to be used, ensure there is no “red eye”
 - If candidate wear glasses make sure that there are no reflections and eyes can be clearly seen
 - Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover face
 - Dimensions 200x230 pixels (preferred)
 - Size of file should be between 20kb-50kb
 - Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50KB then adjust the setting of the scanner such as the DPI resolution, number of colours etc., during the process of scanning.
- (ii) Signature Image:
- The applicant has to sign on white paper with Black Ink Pen.
 - The signature must be signed only by the applicant and not by any other person
 - The signature will be uploaded to put on the Call letter and wherever necessary.
 - If the applicant’s signature on the answer script at the time of the examination does not match the signature on the call letter, the applicant will be disqualified
 - Dimensions 140x60 pixels(preferred)
 - Size of file should between 10kb-20kb
 - Ensure that the size of the scanned image is not more than 20 kb.
- (iii) Scanning the Photograph and Signature:
- Set the scanner resolution to a minimum of 200 dpi (Dots per inch)
 - Set colour to True Colour
 - File size as specified above.

- Crop the image in the scanner to the edge of the photograph/signature then use upload editor to crop the image to the final size (as specified above)
- The image file should be JPG or JPEG format. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

Candidates using MS Windows/MS Office can easily obtain photo and signature in jpeg format not exceeding 50KB and 20 KB respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in jpeg format by using 'Save as' option in the File menu and size can be reduced below 50 KB (photograph) and 20 KB (signature) by using crop and then resize option (please see point (i) and (ii) above for pixel size) in the 'image' menu. Similar options are available in other photo editor also.

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 should fill all his details on Page 1. After verifying that the details he has filled in are correct and clicking on the 'Submit/Next' button a link will be provided on Page 2 of the online application form to upload his photograph and signature.

Procedure for Uploading the Photograph and Signature

- (i) There will be two separate links for uploading Photograph and Signature.
 - (ii) Click on the respective link "Upload Photograph/Signature"
 - (iii) Browse and Select location where the Scanned Photo/Signature file has been saved.
 - (iv) Select the file by clicking on it.
 - (v) Click the "Upload" button.
- Your Online Application will not be registered unless you upload your photo and signature as specified.

Note:

- (a) In case the face in the photographs or signature is unclear the candidate's application may be rejected.
- (b) Candidates are advised to take a printout of their system generated online application forms after registering.
- (c) In case the photograph or signature is unclear, the candidate may edit his application and reupload his photograph or signature.