RECRUITMENT OF ASSISTANTS, ASSOCIATES & ASSISTANT MANAGERS

1. **NOTIFICATION:**

Online Applications are invited from eligible candidates who must be an Indian Citizen for selection and appointment as Assistant/Associate/Assistant Manager. The vacancies are as under:

State/Union Territory	Assistant	Associate	Assistant Manager
Chhattisgarh	5	2	
Madhya Pradesh	11	2	
Bihar	6	2	
Jharkhand	1	0	
Odisha	5	2	
Tripura	1	0	
West Bengal	11	2	
Uttar Pradesh (excluding NCR)	20	3	
Uttarakhand	1	2	
Delhi (including NCR)	8	2	
Haryana (excluding NCR)	1	0	
Himachal Pradesh	1	0	100
Punjab	2	0	
Rajasthan	5	2	
Chandigarh	1	2	
Karnataka	10	4	
Andhra Pradesh	9	4	
Telangana	7	3	
Kerala	0	2	
Puducherry	1	0	
Tamil Nadu	19	8	
Gujarat	8	2	
Maharashtra	17	6	
TOTAL	**150**	**50**	**100**

Note: Candidates can apply for only one post.

For Assistant/Associate:

- Candidates are allowed to apply for vacancy from only one state
- The centre of online examination for the post of Assistant/Associate will be restricted to the state opted by the candidate
- In case of multiple registrations, only latest valid registration will be kept valid
- Candidates applying for a particular state will be posted preferably in that state initially and can be transferred to any other state later subject to the requirement and suitability

For Assistant Manager:

- Posting may be anywhere in India based on the requirement of the Company

2. REMUNERATION:

Assistant:

The starting basic pay of Rs. 13,980/- per month in the scale of **13980 - 860(1) - 14840 - 940(2) – 16720 - 1060(5) – 22020 - 1230(2) – 24480 - 1500(3) – 28980 - 1565(2) - 32110** and other admissible allowances as per rules shall be payable. Total emoluments per month will be approximately **Rs. 22,257/-** (depends upon the place of posting) plus Lunch Allowance, Provident Fund, Mediclaim, Gratuity, LTC, Group Insurance Scheme, Housing Loan, Performance Linked Incentive and other benefits as per rules.

Associate:

The starting basic pay of Rs. 21,270/- per month in the scale of **21270 - 1485(3) – 25725 - 1665(15) - 50700** and other admissible allowances as per rules shall be payable. Total emoluments per month will be approximately **Rs. 33,498/-** (depends upon the place of posting) plus Lunch Allowance, Provident Fund, Mediclaim, Gratuity, LTC, Group Insurance Scheme, Housing Loan, Performance Linked Incentive and other benefits as per rules.

Assistant Manager:

The starting basic pay of Rs. 32,815/- per month in the scale of **32815 - 1685(14) – 56405 - 1755(3) - 61670** and other admissible allowances as per rules shall be payable. Total emoluments per month will be approximately **Rs. 52,200/-** (depends upon the place of posting) plus Lunch Allowance, Provident Fund, Mediclaim, Gratuity, LTC, Group Insurance Scheme, Housing Loan, Performance Linked Incentive and other benefits as per rules.

Probation Period:

Assistant/Associate: 6 months from the date of joining which may be extended for a maximum period of 6 months.

Assistant Manager: Before appointment as Assistant Manager, there will be a training period of 1 year as Management Trainee from the date of joining. A consolidated salary of Rs. 25,000/- per month will be paid during this training period. The appointment to the post of Assistant Manager will be subject to successful and satisfactory completion of the training period. There will be a probation period of 1 year from the date of appointment as Assistant Manager which may be extended for a maximum period of 1 year.

3. ELIGIBILITY CRITERIA:

The eligibility criteria are as mentioned below:

Eligibility Criteria	Assistant	Associate	Assistant Manager
Nationality	Indian	Indian	Indian
Age (as on 01.01.2018)	21-28 years	21-28 years	21-28 years
Educational Qualification (as on 01.01.2018)	Graduate (minimum aggregate 55% marks)	Graduate (minimum aggregate 60% marks) and CA-Inter	Graduate (minimum aggregate 60% marks) and Two years full time MBA/ Two years full time MMS/ Two years full time PGDBA/ PGDBM/PGPM/PGDM in any discipline from a recognized university/ institute/ board (minimum aggregate 60% marks). Course completed through correspondence/part-time are not eligible.
Computer Skills	Yes	Yes	Yes

Age Limit (as on 01.01.2018): Not below 21 years and not above 28 years as on 01.01.2018 i.e. candidates must have been born **not earlier than 02.01.1990** and **not later than 01.01.1997 (both dates inclusive).**

Note:
- All the educational qualifications mentioned should be from a University/ Institute/Board recognised by Govt. of India/approved by Govt. Regulatory Bodies and the final result should have been declared on or before 01.01.2018.

- Proper document from Board/University for having declared the result on or before 01.01.2018 has to be submitted at the time of interview. The date of passing the eligibility examination will be the date appearing on the mark-sheet or provisional certificate issued by University/Institute. In case the result of a particular examination is posted on the website of the University/Institute and web based certificate is issued then proper document/certificate in original issued and signed by the appropriate authority of the University/Institute

indicating the date of passing properly mentioned thereon will be reckoned for verification and further process.

- Candidate should indicate the percentage obtained in Graduation/Post-graduation calculated to the nearest two decimals in the online application. Where CGPA/OGPA is awarded, the same should be converted into percentage and indicated in online application. If called for interview, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.

- Calculation of Percentage: The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all semester(s)/year(s) by aggregate maximum marks (in all the subjects irrespective of honours/optional/additional optional subject, if any) multiplied by 100. This will be applicable for those Universities also where Class/Grade is decided on basis of Honours marks only.
  The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.

4. SELECTION PROCEDURE:

Name of the Post	Selection Procedure
Assistant	Online Examination and Interview
Associate	Online Examination and Interview
Assistant Manager	Online Examination and Interview

A. Online Examination:

Online examination will be of objective type, multiple choice of total two hours duration comprising the following sections:

Sr. No.	Section	No. of questions	Maximum Marks	Duration
1	English Language	50	50	35 minutes
2	Logical Reasoning	50	50	35 minutes
3	General Awareness	50	50	15 minutes
4	Numerical Ability	50	50	35 minutes
	Total	**200**	**200**	**120 minutes**

The online examination will be separate for Assistant, Associate and Assistant Manager. It will be in English language only. There will be penalty for wrong answers in the online examination. For every wrong answer to a question 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 online examination 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.

B. Interview:

Depending upon the number of vacancies, only those candidates who rank sufficiently high in the order of merit based on their respective Marks in Online Examination for Assistant/Associate/Assistant Manager will be called for interview. Candidates who do not obtain the minimum qualifying marks in the Interview shall be disqualified from further selection.

Shortlisting of candidates for interview will be provisional without verification of documents. Candidature will be subject to verification of all details/documents with the original when a candidate reports for interview (if called). In case a candidate is called for interview and is found not satisfying the eligibility criteria (Age, Educational Qualification, etc.) he/she will not be allowed to appear for the interview.

C. Final Selection:

The final merit list and selection of candidates will be separate for each post of Assistant, Associate & Assistant Manager and will be done on the basis of combined marks of Online Examination and Interview strictly according to the merit ranking, subject to minimum qualifying marks in the Interview. The Company reserves the right to change the selection procedure, if necessary.

D. Medical Examination:

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

5. HOW TO APPLY:

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

A. Candidates satisfying the conditions of eligibility as on 01.01.2018 are required to log in to the LIC HFL's website and click on **"Careers" and go to "Job Opportunities" to open the page "RECRUITMENT OF ASSISTANTS/ ASSOCIATES/ASSISTANT MANAGERS".** Option is available on the page to view the detailed advertisement and also to Apply Online, which will redirect the

candidates to the online 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 and 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 examination, the acceptable identity proof should also bear the same name.

B. Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and handwritten declaration (text given below) as per the specifications given in "GUIDELINES FOR SCANNING AND UPLOAD OF DOCUMENTS" mentioned at the end. Signature in CAPITAL LETTERS will NOT be accepted. The left thumb impression should be properly scanned and not smudged. 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."

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.

C. In the event of the candidate not being 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 on the mobile number and email address provided during registration. 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.

D. A valid personal Email ID and Mobile No. should be kept active during the currency of this recruitment process. All sort of communication/intimation will be sent to registered email id/mobile no.

E. Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

6. **APPLICATION FEE:**

Post	Application Fee
Assistant	Rs. 500/-
Associate	Rs. 500/-
Assistant Manager	Rs. 500/-

GST @ 18% will be charged on Application Fee.

The above fee is applicable to all candidates and non-refundable. Candidates should pay the requisite fee through the online mode only. Applicants have to bear the transaction charges as applicable for online payment.

7. **MODE OF PAYMENT:**

Payment of Application Fee via ONLINE MODE: Candidates have to pay the Application Fee through ONLINE MODE only.

(i) Candidates should fill in the details in the Online Application at the appropriate places very carefully and click on **"SUBMIT"** button available at the bottom of the Online Application page. 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 on the mobile number and email address provided during registration. The name of the candidate and 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 Online examination, 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 Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets by providing information as asked on the screen.

(iv) 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.

(v) On successful completion of the registration, a registration number and password will be generated. Candidates should note their registration number and password.

(vi) If the online transaction has been successfully completed, an e- receipt will be generated. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Registration Number and Password and repeat the process of payment.

(vii)   Candidates are required to take a printout of the e-Receipt and online Application Form. Please note that if the same is not being generated, online transaction might not have been successful.

(viii)   There is a facility to print application form containing fee details after payment of fees.

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 in order to avoid double charge.
- 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 the transaction is completed.

TIME AND ACTIVITY SCHEDULE

No.	Activity	Date
1	Start of online registration and payment of fees	21.08.2018
2	End of online registration and payment of fees	06.09.2018
3	Downloading of Call letters for Online Examination	24.09.2018
4	Online Examination for Assistant (tentative)	06.10.2018 or 07.10.2018
	Online Examination for Associate (tentative)	06.10.2018 or 07.10.2018
	Online Examination for Assistant Manager (tentative)	06.10.2018 or 07.10.2018

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 online at the earliest.

Note: In case of any query while filling up the online application form, payment of fee/intimation charges, etc., the applicant may send the query at http://cgrs.ibps.in/ Kindly mention 'LICHFL – Recruitment 2018' in the subject of the query.

8. **CALL LETTER FOR ONLINE EXAMINATION:**

The Centre, venue address, date and time for online examination 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 24.09.2018 onwards. No hard copy of the call letter/ Information Handout etc. will be sent by post/ courier.

Intimations will be sent by email/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 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 should 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 online 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 online examination.

9. **IDENTITY VERIFICATION:**

In the examination hall as well as at the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazzetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhar card/ E-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 online examination.

Ration Card is **not** valid id proof for this recruitment.

Note: Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Online Examination Call Letter/ Interview Call Letter while attending the online examination/ interview respectively, without which they will not be allowed to take up the online examination/ interview. 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 names indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the online 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.

10. BIOMETRIC DATA – Capturing and Verification:

It has been decided to capture the biometric data (thumb impression) and the photograph of the candidates on the day of the Online Examination for the candidates who appear for the online examination. The biometric data and photograph will be verified subsequently. Decision of the Biometric data verification Authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates. Candidates are requested to take care of the following points in order to ensure a smooth process.

- If fingers are coated (stamped ink / mehndi / coloured etc.), ensure to thoroughly wash them so that coating is completely removed before the examination / interview / joining day.
- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- If the primary finger (thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre. In such cases impression of other fingers, etc. may be captured.

11. ONLINE EXAMINATION CENTRE:

The online examination will 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 Online Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc. Candidates may be allotted to any centre of online examination other than the one he/she has opted for. Multiple attendance/ appearances in online examination will be summarily rejected and the candidature will be cancelled. No request for change of centre/ venue/date/session for online examination shall be entertained. Expenses incurred for attending the online examination will not be reimbursed by the Company.

Company reserves the right to allot the candidate to any centre other than the one he/she has opted for.

State/Union Territory	Online Examination Centre
Chhattisgarh	Raipur
Madhya Pradesh	Bhopal, Indore
Bihar	Patna, Muzaffarpur
Jharkhand	Ranchi
Odisha	Bhubaneswar, Rourkela
Assam	Guwahati
Sikkim	Gangtok-Bardang
Tripura	Agartala
West Bengal	Kolkata, Siliguri
Uttar Pradesh (excluding NCR)	Lucknow, Meerut, Allahabad, Gorakhpur
Uttarakhand	Dehradun
Delhi (including NCR)	Delhi NCR
Haryana (excluding NCR)	Hissar, Chandigarh-Mohali
Himachal Pradesh	Shimla
Punjab	Amritsar, Chandigarh-Mohali
Rajasthan	Jaipur, Jodhpur
Chandigarh	Chandigarh-Mohali
Karnataka	Bangalore, Mysore
Andhra Pradesh	Hyderabad, Vijayawada, Visakhapatnam
Telangana	Hyderabad
Kerala	Kochi, Trivandrum
Puducherry	Puducherry
Tamil Nadu	Chennai, Madurai, Coimbatore
Goa	Panaji
Gujarat	Ahmedabad-Gandhinagar, Rajkot
Maharashtra	Mumbai/Navi Mumbai/Greater Mumbai/Thane, Nagpur, Pune, Aurangabad

Note: Candidates applying for the post of Assistant/Associate are allowed to apply for vacancy from only one state. The centre of online examination for the post of Assistant/Associate will be restricted to the state opted by the candidate. For example, a candidate who will apply for the post of Assistant/Associate from Maharashtra will have to choose the centre of online examination from Maharashtra only.

12. **INTERVIEW CENTRE:**

The interview centres will be intimated to the shortlisted candidates called for interview at a later stage. Expenses incurred for attending the interview will not be reimbursed by the Company.

13. <u>CALL LETTER FOR INTERVIEW</u>:

Call letters for interview will be made available to shortlisted candidates on LIC HFL's website (www.lichousing.com). Candidates will be required to download the same. An intimation regarding availability of call letters on LIC HFL's website will be sent by email/sms. Intimations will be sent to the email ID and mobile number registered in the online application form. Call letters will not be sent to the applicant by Post/ courier. 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. 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.

14. <u>GENERAL TERMS AND CONDITIONS</u>:

a. Candidates will have to submit the online examination call letter and a photocopy of photo-identity proof at the time of online examination. Candidate has to bring original photo-identity proof for verification.

b. Before applying, candidates are advised to check and 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 process. The recruiting agency may send intimation about the call letters for online examination, 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 email ID, he/she should create his/her new email ID before applying Online. Candidates are required to keep particulars of date of birth, educational qualifications, payment details, other personal details etc. ready as these are required to be entered in the online 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 Print-Out of the online application form and also produce original and attested Photostat copies of all relevant certificates/documents 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. **Candidates can apply for only one post**. If a candidate applies for more than one post, only the latest valid (completed) application/registration (higher registration number) will be retained and the application fee/intimation charges paid for the other multiple registration(s) will stand forfeited.

h. **Not more than one application for a post should be submitted by any candidate**. In case of multiple applications/registrations, only the latest valid (completed) application/registration (higher registration number) will be retained and the application fee/intimation charges paid for the other multiple registration(s) will stand forfeited.

i. 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 online examination.

j. Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to sole jurisdiction of the Courts situated at Mumbai.

k. Any request for change of data provided during registration process will not be entertained.

l. Candidates currently serving under any employment should produce "No Objection Certificate" from their employer at the time of interview, failing which, their candidature may not be considered.

m. Admission to online examination is only provisional without verification of age/qualification of candidate with reference to documents. Candidates should not furnish any particulars that are false, tampered 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.

n. A candidate's admission to the online 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 accepted by LIC HFL.

o. A candidate should ensure that the signatures appended by him/her in all places viz. in his/her application form, 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.

p. The candidates will appear for the online examination 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.

q. 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.

r. 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.

s. Candidates are not permitted to use or have in possession calculators in examination premises.

t. If the online examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session is required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.

u. The possibility for occurrences of some problem in the administration of the examination cannot be ruled out completely which may impact examination 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 online examination conducting body in this regard shall be final. Candidate not willing to accept such change shall loose his/her candidature for this examination.

v. Detailed advertisement can be viewed at our website – (www.lichousing.com). Decision of the Company in respect of all matters pertaining to this recruitment would be final and binding on all candidates Company reserves the right to change the selection procedure, if necessary. The change, if any, shall be communicated through Company's website (www.lichousing.com).

w. LIC HFL would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by LIC HFL in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, LIC HFL reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

x. 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 HFL 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 affect.

y. Canvassing in any form will lead to disqualification of candidature.

Date: 20.08.2018   **General Manager (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 online 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 online 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:

- to be disqualified from the examination for which he/ she is a candidate
- to be debarred either permanently or for a specified period from any recruitment conducted by the Company
- 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 AND UPLOAD OF DOCUMENTS

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and hand-written declaration as per the specifications given below.

i. 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 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

ii. 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 or blue 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
- Dimensions:
  Signature: 140 x 60 pixels (preferred)
  Left thumb impression: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e. 3 cm * 3 cm (Width * Height)
  Hand-written Declaration: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e. 10 cm * 5 cm (Width * Height)
- Size of file:
  Signature: 10kb – 20kb
  Left thumb impression: 20kb – 50kb
  Hand-written Declaration: 50kb – 100kb
- Hand written declaration content is to be as expected
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted

iii. **Scanning the documents:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/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 MSOffice 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 (Please see point (i) & (ii) above for the pixel size and file size) in the 'Image' menu. Similar options are available in other photo editor also.

iv. **Procedure for Uploading the documents:**

- While filling the online application form, the candidate will be provided with separate links for uploading photograph, signature, left thumb impression and hand written declaration
- Click on the respective link "Upload Photograph / signature / left thumb impression / hand written declaration"

- Browse and Select the location where the Scanned Photograph / signature / 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 photograph, signature, 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 face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.**

(2) **After uploading the Photograph / signature / 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 photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form.**

After registering online, candidates are advised to take a printout of their system generated online application form.