

9. Selection Procedure:

Selection of Assistant Administrative Officers will be done through a three tiered process involving Preliminary Exam, Mains Exam and Interview and subsequent Pre-recruitment Medical examination.

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

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

Phase I: Preliminary Examination:

Preliminary Examination consisting of objective test will be conducted online. The test will have three sections (with separate timings for each section). There will be NO negative marks. Candidates will have to qualify in each of the sections separately.

Section	Name of the test	Number of Questions	Maximum Marks	Medium of Exam	Minimum Qualifying Marks		Duration
					SC/ST/PWBD	Others	
1	Reasoning Ability	35	35	English & Hindi	16	18	20 Minutes
2	Quantitative Aptitude	35	35	English & Hindi	16	18	20 Minutes
3	English Language with special emphasis on grammar, vocabulary and comprehension	30	30**	English	9	10	20 minutes
	Total	100	70				1 hour

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

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

Phase-II : Main Examination:

Main examination will consist of objective tests for 300 marks and descriptive test for 25 marks. Both the objective and descriptive tests will be online. The objective test will have separate timing for every section. Candidates will have to answer descriptive test by typing on the computer. Descriptive test will be administered immediately after the completion of the objective test. There will be NO negative marks. Candidates have to qualify in each of the sections separately.

Main Examination:

Section	Name of the test	Number of Questions	Maximum Marks	Medium of Exam	Minimum Qualifying Marks		Duration
					SC/ST/PWBD	Others	
1	Reasoning Ability	30	90	English & Hindi	40	45	40 minutes
2	General Knowledge, Current Affairs	30	60	English & Hindi	27	30	20 minutes
3	Data Analysis & Interpretation	30	90	English & Hindi	40	45	40 minutes
4	Insurance and Financial Market Awareness	30	60	English & Hindi	27	30	20 minutes
	Total	120	300				2 hours
5	English Language Descriptive Paper (Communication Skills: Emails, Reports, Situation Analysis & Precis Writing)	2	25 **	English	9	10	30 Minutes

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

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

LIC reserves the right to modify the structure of the examination which will be intimated through its website. Other