

**LIFE INSURANCE CORPORATION OF INDIA
CENTRAL OFFICE , “YOGAKSHEMA”, JEEVAN BIMA MARG, MUMBAI 400 021.**

**Recruitment of Assistant Engineers (Civil & Electrical)
and Assistant Executive Engineers (Structural)**

Applications are invited from Indian Citizens for recruitment of 39 Civil, Electrical and Structural Engineers in the following cadres in the Life Insurance Corporation of India.

Post	Vacancies	Cadre
Assistant Engineer (Civil)	10	Assistant Administrative Officer
Assistant Engineer (Electrical)	20	Assistant Administrative Officer
Assistant Executive Engineer (Structural)	09	Administrative Officer

l) Reservation for various categories shall be as under :

a) Post : Assistant Engineer (Civil & Electrical: 30 Posts)

SC	ST	OBC	GEN	Total	OH	HH
04	02	05	19	30	1	1

b) Post : Assistant Executive Engineer (Structural : 09 Posts)

SC	ST	OBC	GEN	Total
1	0	02	06	09

Reservation for Physically Handicapped candidates shall be on horizontal basis and a candidate selected against these reservations shall be placed under the appropriate category (SC/ST/OBC/Gen) under inter-locking of reservation.

Further, under the Physically Handicapped, only the Orthopaedically Handicapped (One Leg Or One Arm affected) and the Hearing Impaired are eligible to apply for the above posts. Further, under the Orthopaedically Handicapped, candidates with disability in One Leg or One Arm can apply for the post of Assistant Engineer (Civil) and candidates with disability in One Leg can apply for the post of Assistant Engineer (Electrical).

Reservation for Emergency Commissioned Officers/Short Service Retrenched Commissioned Officers shall be as per Rules.

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.

II) Eligibility Conditions

A) Age: As on 1st December, 2012.

Post	Minimum Age	Maximum Age
Assistant Engineer (Civil /Electrical)	21	30
Assistant Executive Engineer (Structural)	25	35

Relaxations in upper age limits shall be as under :

SC/ST	5 years
OBC	3 years
PH General	5 years
PH SCST	10 years
PH OBC	8 years
ECO SSRCO	To the extent of service put in the defense service as increased by three years
Confirmed LIC employees	Further relaxation of 5 years

(B) Educational Qualifications and Work Experience

Cadre	Qualification	Experience
AE(Civil)	Bachelor's Degree in Civil Engineering with First Class or 60% marks in aggregate from Govt. recognized Institution/ University	Minimum 2 years with proven track record of independently handling construction activities of Housing Projects, Multistoried/ High rise office & Residential Buildings and Townships, Maintenance of Buildings including preparing tender documents & invitation of tender etc. Preference will be given to candidates having experience in working in a Government/ Semi Government, reputed organization or with reputed architects.
AE (Electrical)	Bachelor's Degree in Electrical Engineering with First Class or 60% marks in aggregate from Govt. recognized Institution/ University	Minimum 2 years in Electrical Engineering with regards to Electrical Installation Works in Multistoried/High-rise office and Residential buildings/Townships including preparing tender documents and invitation of tenders etc. Experience in Air-conditioning, High Tension Installations, Fire Fighting Systems, Maintenance of Electrical Installations, UPS, Data cabling and Awareness of Energy Audit desirable. Preference will be given to candidates having experience in working in a Government/ Semi

		Government, reputed organization or with reputed architects.
AEE (Structural)	ME/M Tech in Structures with first class or 60% marks in aggregate from Govt. recognized Institution/ University	Minimum two years of relevant experience in Structural Design of Multistoried/ High-rise Buildings and Allied Structures, preferably Computer Based Structural Design, Design of Pile Foundations etc. Preference will be given to candidates having experience in working in a Government/ Semi Government, reputed organization or with reputed architects.

III) **Emoluments and Benefits**

- a) For the post of Assistant Engineer (Civil & Electrical)
Basic pay of ₹17240 /- per month in the scale of ₹17240- 840(14) – 29000– 910(4) –32640 (under revision) and other admissible allowances as per rules. Total emoluments at the minimum of the scale inclusive of HRA & CCA wherever admissible will be approximately ₹31680/- per month in a city like Mumbai. Other benefits are Defined Contributory Pension Gratuity, LTC, Medical Benefit, Group Savings Linked Insurance (GSLI), Group Personal Accident Insurance, Group Insurance , Vehicle Loan (2-wheeler/4 wheeler) as per rules.
- b) For the post of Assistant Executive Engineer (Structural)
Basic pay of ₹23120/- per month in the scale of ₹23120-840(7) – 29000– 910(6) –34460 (under revision) and other admissible allowances as per rules. Total emoluments at the minimum of the scale inclusive of HRA & CCA wherever admissible will be approximately ₹42219/- per month in a city like Mumbai. Other benefits are Defined Contributory Pension , Gratuity, LTC, Medical Benefit, Group Savings Linked Insurance (GSLI), Group Personal Accident Insurance, Group Insurance , Vehicle Loan (2-wheeler/4 wheeler) as per rules.

Confirmed LIC Employees, on appointment to the above posts if selected, shall be eligible for fixation of pay as per Rules of the Corporation.

IV) **Application Fees (Non-refundable):**

A crossed Bank Demand Draft for Rs.400/- valid for three months drawn in favour of 'Life Insurance Corporation of India' payable at **MUMBAI** should be enclosed with the Application. SC/ST/PH candidates are not required to pay any fee. Applications with defective demand drafts shall be liable for rejection.

V) **Service Conditions**

These shall be as applicable (to all confirmed employees) in the Corporation from time to time. The selected candidates appointed to the post shall be whole time



salaried employees of the Corporation and shall be liable to be posted or subsequently transferred anywhere in India.

VI) Selection Procedure

Selection will be based on the performance in the Personal interview and/or written test, if required. The Corporation reserves the right to fix the minimum eligibility standards in order to restrict the number of candidates to be called for Interview, commensurate with the number of vacancies. Written test, if required, shall be held to restrict the number of candidates to be called for interview. The decision of the Corporation shall be final and binding on the candidates and no correspondence will be entertained in this regard.

Final selection of candidates shall be based only on the performance in the interview and thereafter their fitness in Pre-Recruitment Medical Examination.

The number of candidates to be called for interview shall be about three times the number of vacancies to be filled in.

Outstation candidates called for interview shall be entitled for re-imbusement of to and fro fare by Railway IInd (Sleeper) / Bus Fare by the shortest route from the place of residence to the place of interview, to be restricted to the fare by Railway IInd Sleeper including Reservation Charges.

VII) Probation : One year, extendable up to 2 years

VIII) Guarantee Bond:

Before joining as a Probationer, 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 probationary period) failing which, he/she will be liable to pay liquidated damages of Rs. 100000/- (Rupees one lakh only) to the Corporation. As such, candidates will have to submit an Indemnity Bond for Rs. 100000/- (Rupees one lakh only) duly stamped. The stamp value of the Bond will be as applicable to the State in which the bond is executed.

Before applying, candidates are advised to satisfy themselves that they fulfill all the eligibility requirements especially age, qualification, caste (for SC/ST/OBC candidates only). If found ineligible on any count, their candidature is bound to be cancelled at any stage of recruitment. Fees paid by ineligible candidates shall be forfeited. Appearing in the interview will not automatically confer any right of being selected for the said post.

Fees paid by candidates who fall below the minimum eligibility standards for interview to be fixed by the Corporation and are not called for interview shall also be forfeited.

GENERAL INSTRUCTIONS

- 1) Candidates applying for more than one post should submit separate application with separate Demand Draft for each post.
- 2) Application should be on A4 Size paper neatly typed or handwritten in CAPITAL LETTERS strictly in the format furnished alongside.

- 3) Super scribe Application for the Post of _____ in LIC - SC/ ST/OBC /GEN/ECO/SSRCO/ PH” (whichever is applicable) at the left hand top corner of the envelope.
- 4) Enclose attested copies of the (i) SSC certificate showing date of birth (ii) Degree/Post Graduation Certificate and Mark Sheet (iii) Certificate showing working experience as mentioned above. (iv) Caste Certificate from the competent authority wherever applicable (v) Discharge Certificate in case of ECO/SSRCO (vi) Certificate issued by Appropriate Authority in appropriate proforma, showing the percentage of disability, in case of Physically Handicapped. (**Originals should not be enclosed**)
- 5) Caste Certificate in respect of SC/ST/OBC must be obtained in the prescribed format from any one of the following authorities:
 - a) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ 1st Class Stipendiary Magistrate/ City Magistrate /Sub-Divisional Magistrate / Taluka Magistrate/ Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary 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) Administrator/Secretary to Administrator /Development Officer (Lakshadweep & Minicoy Islands).
 - f)As far as the candidates belonging to ST category from Tamil Nadu are concerned, the certificate issued by Revenue Divisional Officer only is acceptable and **not** by the Tehsildar.
- 6) For claiming reservation under OBC category, candidates should belong to such caste or community which is 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 8.9.1993 . 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).
- 7) Before dispatch of the Application Form , check if the Bank Draft is in order particularly (a) the Date of issue (b) Signature of the Bank Authorities (c) Address of the Bank/ Branch (d) Amount (Rs.400/-) in words and figures (e) Favoring LIC of India (f) Payable at Mumbai, (g) valid for three months.
- 8) 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.
- 9) Application once submitted will not be allowed to be withdrawn and the fee once paid will not be refunded nor would this fee be held in reserve for future exam/ selection.

- 10) Application not accompanied by relevant certificate(s), wherever necessary or requisite fee or not in the prescribed format or not signed by the candidate or incomplete in any respect will not be entertained.
- 11) Those employed in Govt. / Semi Govt. Departments or in Public Sector Undertakings are required to enclose "No Objection Certificate" from the present employer along with the application form. (Not applicable to LIC employees).
- 12) The Corporation takes no responsibility for delay in receiving the application or for loss in transit as also delay in receiving call letters for interview by the candidates due to postal delay. No communication will be entertained in this regard.
- 13) **Last date for receipt of applications is 14.01.2013**
- 14) Applications received after the last date will not be entertained.

Complete application Super scribed " Application for the Post of _____ in LIC - SC/ ST/OBC /GEN/ECO/SSRCO/ PH" (whichever is applicable) at the left hand top corner of the envelope together with the enclosures mentioned above should be addressed to :

**The Executive Director (Personnel)
Life Insurance Corporation of India,
Central Office, Yogakshema, Jeevan Bima Marg,
Nariman Point, Mumbai 400 021.**

and should reach at the above address on or before 14.01.2013

**CANVASSING IN ANY FORM WILL LEAD TO
DISQUALIFICATION OF CANDIDATURE**

Place : Mumbai

EXECUTIVE DIRECTOR(PERSONNEL)

Date : 14.12.2012

Candidates satisfying the eligibility conditions may send their applications in the format given below:

Name	Occupation	Position /Cadre with Address of Employer	Income for the year 2011-12
Father's			
Mother's			
Total Family Income for the year 2011-12			

For Physically Handicapped Candidates Only

Whether Orthopedically Handicapped/ Hearing Impaired	Degree of Impairment (%)	Whether copy of Medical Certificate in the proper format is enclosed

5. Whether belonging to Minority Community. If yes, please mark (X) below :

Muslims	Christians	Neo Buddhists	Sikhs	Zoroastrians

6. Whether confirmed employee of LIC. YES NO :
 If Yes,

S.R.No.	Designation	Place of Posting	BO/DO/ZO/CO	Date of Joining LIC

7. Date of Birth : DD MM YY

Completed Age as on 1.12.2012 : _____ Years _____ Months

8. Marital Status : Married Unmarried Others (Specify)

9. Father's/Husband's Name : _____

10. Nationality : _____

11. Educational Qualifications:

Examination Passed	Name of the Board/ University	Month & Year of Passing	Aggregate Marks	No. of Attempts
Graduation				
Post Graduation				
Others				

12. Work Experience : No. of Years _____

Name of the Organization	Tenure of Employment		Post occupied	Last Emoluments drawn
	From	To		

14. Details of Application Fee: **(Other than SC/ST & PH Candidates)**

Name & Address of Bank/ Branch Issuing Demand Draft	Demand Draft Number	Date of Draft	Amount

15. Any other Information

DECLARATION:

I hereby declare that all the statements made in this Application hereinabove are true and correct to the best of my knowledge and belief. I understand that in the event of any information being found false, incorrect or incomplete or if I am found ineligible due to non-fulfillment of eligibility criteria, my candidature for the applied post is liable to be cancelled /rejected at any stage of recruitment.

Date:
Place:

(Signature of the Applicant)