



## **RECRUITMENT OF ASSISTANTS & ASSISTANT MANAGERS**

### **1. NOTIFICATION:**

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

<b>Region</b>	<b>State/Union Territory covered under region</b>	<b>Assistant</b>	<b>Assistant Manager</b>
<b>Central</b>	Chhattisgarh	6	30
	Madhya Pradesh		
<b>East Central</b>	Bihar	2	
	Jharkhand		
	Odisha		
<b>Eastern</b>	Assam	3	
	Sikkim		
	Tripura		
	West Bengal		
<b>North Central</b>	Uttar Pradesh	6	
	Uttarakhand		
<b>Northern</b>	Chandigarh	2	
	Delhi		
	Haryana		
	Himachal Pradesh		
	Jammu & Kashmir		
	Punjab		
	Rajasthan		
<b>South Central</b>	Karnataka	4	
<b>South Eastern</b>	Andhra Pradesh	10	
	Telangana		
<b>Southern</b>	Kerala	2	
	Puducherry		
	Tamil Nadu		
<b>Western</b>	Goa	15	
	Gujarat		
	Maharashtra		
<b>TOTAL</b>		<b>50</b>	<b>30</b>

Recruitment for the post of Assistant is based on region-wise merit and Recruitment for the post of Assistant Manager is based on All-India merit.

The total number of vacancies may increase or decrease depending upon the actual vacancies at the time of final selection and availability of successful candidates after the interview.

Recruitment for the post of Assistant Manager has two categories - DME and Others. DME category means an individual who has been appointed as Direct Marketing Executive by LIC Housing Finance Ltd.

Others category means the candidate from the open market.

**Note: Candidates can apply for only one post. Not more than one application for a post should be submitted by any candidate.**

For Assistant:

- Candidates are allowed to apply for vacancy from only one region.
- The centre of online examination for the post of Assistant will be restricted to the region opted by the candidate.
- Candidates applying for a particular region will be posted preferably in that region subject to the requirement and suitability.

For Assistant Manager:

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

### **TIME AND ACTIVITY SCHEDULE**

<b>No.</b>	<b>Activity</b>	<b>Date</b>
1	Start of online registration and payment of fees	04.08.2022
2	End of online registration and payment of fees	25.08.2022
3	Downloading of Call letters for Online Examination	7 to 14 days before exam
4	Online Examination (Assistant) (tentative)	Sep-Oct 2022
	Online Examination (Assistant Manager) (tentative)	Sep-Oct 2022

Candidates are advised to regularly keep in touch with the authorized website of LIC Housing Finance Ltd. [www.lichousing.com](http://www.lichousing.com) for details and update.

## **2. REMUNERATION:**

### Assistant:

The starting basic pay of Rs.22,730/- per month in the scale of **22730-1405(1)-24135-1540(2)-27215-1740(5)-35915-2020(2)-39955-2460(3)-47335-2570(2)-52475** and other admissible allowances as per rules shall be payable. Total emoluments per month will be approximately **Rs.33,960/-** (depends upon the place of posting) plus Lunch Allowance, Provident Fund, Medclaim, Gratuity, LTC, Group Insurance Scheme, Housing Loan, Performance Linked Incentive and other benefits as per rules.

### Assistant Manager:

The starting basic pay of Rs.53,620/- per month in the scale of **53620-2770(14)-92400-2880(3)-101040** and other admissible allowances as per rules shall be payable. Total emoluments per month will be approximately **Rs.80,110/-** (depends upon the place of posting) plus Lunch Allowance, Provident Fund, Medclaim, Gratuity, LTC, Group Insurance Scheme, Housing Loan, Performance Linked Incentive and other benefits as per rules.

### **Probation Period:**

Assistant: 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	Assistant Manager	
		Others	DME
<b>Nationality</b>	Indian	Indian	Indian
<b>Age (as on 01.01.2022)</b>	21-28 years	21-28 years	21-40 years
<b>Educational Qualification (as on 01.01.2022)</b>	Graduate (minimum aggregate 55% marks)  Course completed through correspondence/ distance/part- time are not eligible.	Graduate (minimum aggregate 60% marks) or Post-graduate in any discipline.  Course completed through correspondence/ distance/part- time are not eligible.	Graduate in any discipline with 50% marks or Post- graduate in any discipline.  MBA in marketing/finance will be given preference.
<b>Work Experience</b>	-	-	Completed 3 years as DME in LIC HFL as on 31.03.2022 and continuing as DME or marketing intermediary in LIC HFL.  Achievement of minimum business targets (monthly/ quarterly/yearly) as decided by the Company during initial three years of appointment as DME. The achievement of business target will be verified by the Company and only eligible candidates will be allowed for the further process of recruitment. The decision of Company will be final in this regard.
<b>Computer Skills</b>	Yes	Yes	Yes

DMEs have to upload ‘target achievement certificate’ duly signed and approved by the Competent Authority of LIC HFL. Eligible DMEs shall be given only one chance for appearing for the online examination.

Age Limit (as on 01.01.2022): Example: 21-28 years means ‘not below 21 years and not above 28 years’ as on 01.01.2022 i.e. candidates must have been born **not earlier than 02.01.1994** and **not later than 01.01.2001 (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 01.01.2022.
- Proper document from Board/University for having declared the result on or before 01.01.2022 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	Selection Procedure
Assistant	Online Examination and Interview
Assistant Manager (Others category)	Online Examination and Interview
Assistant Manager (DME category)	Work Experience, 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:

<b>Sr. No.</b>	<b>Section</b>	<b>No. of questions</b>	<b>Maximum Marks</b>	<b>Duration</b>
1	English Language	50	50	35 minutes
2	Logical Reasoning	50	50	35 minutes
3	General Awareness (with special emphasis on Housing Finance Industry)	50	50	15 minutes
4	Numerical Ability (For Assistant)  Quantitative Aptitude (For Assistant Manager)	50	50	35 minutes
	<b>Total</b>	<b>200</b>	<b>200</b>	<b>120 minutes</b>

The online examination will be in English language only. There will be negative marking 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.

#### **Process for Arriving at Scores**

The Scores of Online Examination are obtained by adopting the following procedure:

- (i) Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Scores after applying penalty for wrong answers.
- (ii) The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions (if held) to arrive at the Equated Scores\*  
\*Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.
- (iii) Testwise scores and scores on total is reported with decimal point upto two digits.

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

Commensurate to the number of vacancies, 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.

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 will be called for interview. Candidates who do not attend the Interview or 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, Work Experience, 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 done on the basis of combined marks of Online Examination and Interview for Assistant and Assistant Manager (Others category) & will be done on the basis of combined marks of Work Experience in the Company as DME, Online Examination and Interview for Assistant Manager (DME category).

The final selection will be 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/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 can apply online only from 04.08.2022 to 25.08.2022 through LIC HFL's website ([www.lichousing.com](http://www.lichousing.com)) under the heading "Careers" and no other mode of application will be accepted.**

### **IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION**

Before applying online, candidates should-

- (i) Scan their:
  - Photograph (4.5cm × 3.5cm)
  - Signature (with black ink)
  - Left thumb impression (on white paper with black or blue ink)
  - A hand written declaration (on a white paper with black ink) (text given below)

Candidates should ensure that all these scanned documents adhere to the required specifications as per the specifications given in “GUIDELINES FOR SCANNING AND UPLOAD OF DOCUMENTS” mentioned at the end.

- (ii) Signature in CAPITAL LETTERS will NOT be accepted.
- (iii) The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)
- (iv) 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.”
- (v) 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.
- (vi) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges
- (vii) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. All sort of communication/intimation will be sent to registered email id/mobile no. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying online and must maintain that email account and mobile number.

#### **APPLICATION FEE:**

Post	Application Fee
Assistant	Rs. 800/-
Assistant Manager	Rs. 800/-

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 from **04.08.2022 to 25.08.2022**. Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

#### **A. APPLICATION REGISTRATION**

1. Candidates satisfying the conditions of eligibility are required to log in to the LIC HFL’s website, click on “**Careers**” and go to “**Job Opportunities**” to open the page “**RECRUITMENT OF ASSISTANTS/ ASSISTANT MANAGERS**” and click on the option “**Apply Online**” which will open a new screen. Option is available on the page to view the Detailed Advertisement.
2. To register application, choose the tab “**Click here for New Registration**” and enter Name, Contact details and Email-id. A 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. An Email & SMS indicating the Provisional Registration number and Password will also be sent.

3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the COMPLETE REGISTRATION BUTTON.
5. The Name of the candidate should be spelt correctly in the application as it appears in the valid and acceptable photo identity and the candidate should bring the same identity proof at the time of online examination. The certificate/mark sheets should bear the same name of the candidate. The name of the candidate's father/husband etc. should be spelt correctly in the application as it appears in the certificate/mark sheets. Any change/alteration found in the name of candidate may disqualify the candidature. 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.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature.
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before COMPLETE REGISTRATION.
10. Modify details, if required, and click on 'COMPLETE REGISTRATION' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

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.

## **B. PAYMENT OF FEES**

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

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
3. 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

4. On successful completion of the transaction, an e-Receipt will be generated.
5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required to take a **printout of the e-Receipt** and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful.**
7. For Credit Card users: All charges 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.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. **There is facility to print application form containing fee details after payment of fees.**

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' in the subject of the query.

## **6. 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. 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.

CANDIDATES REPORTING LATE i.e. after the reporting time specified on the call letter for examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the start time of the test. Though the duration of the examination is 2 hours, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

#### **7. 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/ Aadhaar card/ E-Aadhaar Card with a photograph/ Passport/ Permanent Driving Licence/ Voter's Card/ Photo identity proof issued by a Gazetted 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/ 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 and Learner's driving licence are **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.

#### **8. BIOMETRIC DATA / IRIS Scan – Capturing and Verification:**

It has been decided to capture Biometric data or Iris scan on the day of the Online Examination.

### Biometric data

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.

### Iris scan

Photograph and Iris will be captured at the examination venue. The photo captured will be matched with the photo uploaded by the candidate in the application. The appearance of the candidate must NOT change from the photo uploaded by the candidate.

Decision of the IRIS data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates. Refusal to participate in the process of IRIS scanning / verification on any occasion may lead to cancellation of candidature. Please note the following:

- 'LEFT EYE (IRIS)' will be captured for all the candidates.
- Candidates should remove Contact Lenses and Spectacles while capturing IRIS. Candidates are advised to avoid wearing contact lenses and prefer spectacles.
- There is no touch involved in IRIS scanning. Half feet distance between scanner and eye will be maintained.

Any failure to observe these points will result in non-admittance for the examination.

## **9. ONLINE EXAMINATION CENTRE:**

- The examination will be conducted online in venues given in the respective call letters.
- No request for change of centre/venue/date/session for examination shall be entertained.
- 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.
- Candidate will appear for the examination at an examination centre at his/her own risks and expenses and LIC HFL will not be responsible for any injury or losses etc. of any nature.
- Choice of centre once exercised by the candidate will be final.

If sufficient number of candidates do not opt for a particular centre for "Online" examination, LIC HFL reserves the right to allot any other adjunct centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, LIC HFL reserves the right to allot any other centre to the candidate.

<b>Region</b>	<b>State/Union Territory covered under region</b>	<b>Online Examination Centre</b>
<b>Central</b>	Chhattisgarh	Raipur
	Madhya Pradesh	Bhopal, Indore
<b>East Central</b>	Bihar	Patna, Muzaffarpur
	Jharkhand	Ranchi
	Odisha	Bhubaneswar, Rourkela
<b>Eastern</b>	Assam	Guwahati
	Sikkim	Gangtok
	Tripura	Agartala
	West Bengal	Kolkata, Siliguri
<b>North Central</b>	Uttar Pradesh	Lucknow, Meerut, Allahabad, Gorakhpur
	Uttarakhand	Dehradun
<b>Northern</b>	Chandigarh	Chandigarh-Mohali
	Delhi	Delhi NCR
	Haryana	Ambala, Chandigarh-Mohali
	Himachal Pradesh	Baddi, Bilaspur
	Jammu & Kashmir	Jammu
	Punjab	Amritsar, Chandigarh-Mohali
	Rajasthan	Jaipur, Jodhpur
<b>South Central</b>	Karnataka	Bangalore, Mysore
<b>South Eastern</b>	Andhra Pradesh	Hyderabad, Vijayawada, Visakhapatnam
	Telangana	Hyderabad
<b>Southern</b>	Kerala	Kochi, Trivandrum
	Puducherry	Puducherry
	Tamil Nadu	Chennai, Madurai, Coimbatore
<b>Western</b>	Goa	Panaji
	Gujarat	Ahmedabad-Gandhinagar, Rajkot
	Maharashtra	Mumbai/Navi Mumbai/Greater Mumbai/Thane, Nagpur, Pune, Aurangabad

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

#### **10. INTERVIEW CENTRE:**

The interview centres will be intimated to the shortlisted candidates called for interview at a later stage. No request for change of centre/venue/date/time for interview shall be entertained. Expenses incurred for attending the interview will not be reimbursed by the Company.

#### **11. CALL LETTER FOR INTERVIEW:**

Call letters for interview will be made available to shortlisted candidates on LIC HFL's website ([www.lichousing.com](http://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](http://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.

#### **12. GENERAL TERMS AND CONDITIONS:**

- 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 legal proceedings in respect of any matter of claim or dispute arising out of this advertisement including the recruitment process and/or an application in response thereto can be instituted only in **Mumbai** and courts/tribunals/forums at **Mumbai** only shall have sole and exclusive jurisdiction to try any cause/dispute.
- 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 exam hall where the examination is being conducted. After 'Aarogya Setu' status display at the entry gate, candidates will be required to switch off their mobile phones, and deposit it at the designated location, to be collected while exiting.
- 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 of occurrence 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 movement of candidates, delay in examination. Conduct of a re-examination is at the absolute discretion of examination conducting body. Candidates will not have any claim for a re-examination. Candidates not willing to move or not willing to participate in the delayed process of examination delivery shall be summarily rejected from the process.
- v. Detailed advertisement can be viewed at our website – ([www.lichousing.com](http://www.lichousing.com)). Decision of the Company in 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](http://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 to 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.

**LIC Housing Finance Ltd. reserves the right to alter/modify/change or even cancel the whole or part of the recruitment/selection process at any stage of the process without any notice and without assigning any reason.**

**The candidates are advised to visit LIC Housing Finance Ltd website regularly. Notice/information, corrigendum, etc., if any, shall be published on our website [www.lichousing.com](http://www.lichousing.com) only.**

**Date: 04.08.2022**

**General Manager (HR)**

**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**

### **(i) Photograph Image: (4.5cm × 3.5cm)**

- 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.

### **(ii) Signature, left thumb impression and hand-written declaration Image:**

- The applicant has to sign on white paper with Black Ink pen.
  - Dimensions 140 x 60 pixels (preferred)
  - Size of file should be between 10kb – 20kb. Ensure that the size of the scanned image is not more than 20kb
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
  - File type: jpg / jpeg
  - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm \* 3 cm (Width \* Height)
  - File Size: 20 KB – 50 KB
- The applicant has to write the declaration in English clearly on a white paper with black ink.
  - File type: jpg / jpeg
  - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm \* 5 cm (Width \* Height)
  - File Size: 50 KB – 100 KB
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- 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.

- 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 Colour to True Colour
- 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.

**(iv) Procedure for Uploading the documents:**

- While filling in 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 / Upload 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'.
- 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.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.

**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 or left thumb impression or the hand written declaration, prior to submitting the form.
3. 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.
4. Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
5. If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate himself/herself will be responsible for the same.
6. Candidates should ensure that the signature uploaded is clearly visible.
7. After registering online candidates are advised to take a printout of their system generated online application form.