

Syllabus for written examination to be conducted on 26.6.11 for the post of Peon

1. Essay writing (not more than 10 lines) on a given topic

Candidate has to write on any one topic out of 4-5 topics given in the Question Paper

Examples :

- (i) My favorite game
- (ii) Rainy season
- (iii) Deepawali
- (iv) A train journey
- (v) world Cup

2. Letter/Application Writing : marks shall be allotted for proper format of letter /application also

Examples:

- (i) Letter to father asking for money
- (ii) Leave Application
- (iii) Letter to friend inviting him for vacation

Topics mentioned above for Essay/Letter/Application writing are only suggestive in nature

3. Answering Questions from a given passage

4. LIC set up – eg. Nationalisation, CO/ZO/DO/BO/SO, Location of CO & ZOs, Heads of ZO/DO/BO eg.

How many Zones are there in LIC?
Who is the Zonal Manager of your Zone?
Where is the Headquarter of your Zone?
Where is Central Office of LIC located?

5. LIC working – eg. Arranging policy nos. in ascending /descending order
Various Departments, Functions of various Depts. of LIC, Cash Counter timings.
Premium Points, Duties of Peons, working hours of Peon, etc.

6. General Awareness and Current Affairs,e.g.,
Names of local newspapers, Prime Minister, President, Chief Minister, Governor
National Holidays , Names of Private Insurance Companies/Banks, World Cup, IPL, etc.

7. Simple Arithmetic

e.g.

(i) A policyholder tenders Rs 4500/- at the Cash Counter. His Policy premium is Rs.4350 and late fee is Rs.130/-.How much balance amount will be paid by the Cashier to the policyholder?

(ii) A pen costs Rs. 20. How many pens shall be purchased in Rs. 140?

8. Good handwriting – 5 marks