



Central Office, Yogakshema, Jeevan Bima Marg, Mumbai 400021

Appointment of Peons in LIC of India

The Hon'ble Supreme Court of India, while disposing the Civil Appeals No. 953-968 – Shri D.V.Anil Kumar & Others Vs. Life Insurance Corporation of India - in its Order dated 18.01.2011 has directed amongst others that-

- (a) The Life Insurance Corporation of India, as a one time measure, recruit all the eligible temporary Class IV employees who are working in LIC of India for more than 5 years as on 18.01.2011 and who had possessed minimum eligible qualification and age at the relevant time of their entry into LIC of India by holding a limited written examination which will be in vernacular language with a limited syllabus to be announced in advance. The successful short listed candidates shall be called for interview. Such of those persons who shall be successful in the interview shall be initially appointed and posted anywhere in the respective Zone.
 - (b) The respondents in the Civil Appeal No.953-968 who are open market candidates who had appeared in the written test for recruitment of Class IV employees in the year 1996 in Hyderabad and Secunderabad Divisions of the Corporation at the relevant time and who were successful in the written test shall be called for interview along with the temporary employees as at (a) above. Such of those candidates who shall be successful in the interview shall be offered appointment.
1. In compliance of the above orders of the Hon'ble Supreme Court of India, the Life Insurance Corporation of India is pleased to invite applications from all eligible temporary employees in Class IV cadre quoted as at (a) above who satisfy the eligibility conditions given below:
 - All Temporary Class IV employees working in LIC of India for more than five years as on 18.01.2011 and who possessed minimum eligible qualification (pass in Standard IX) and age as prescribed by LIC of India in its Recruitment Rules/ Instructions at the relevant time of their entry into LIC of India are eligible to apply. Relevant relaxations in upper

age limit shall be applicable as per rules. **Those who have filed court cases and whose cases are pending for a long time can also apply. However, they shall inform the status of their cases while filling the application forms.**

- The candidate should not have crossed the age of superannuation of 60 years on the date of his /her appointment, if selected.
- Remuneration to such candidates during his temporary employment in LIC should have been paid directly by the Corporation and not through any contractor .
- All appointments shall be against roster points and provisions relating to reservation shall be followed.
- Candidates falling under Category (a) will have to submit copies of proof of working with the Corporation for more than five years as on 18.01.2011, duly signed by the Chief Manager/Sr/Branch Manager In-Charge of the Branch Office, Manager (P&IR)/ Manager (OS) of the respective Divisional Office or the Regional Manager (P&IR)/Regional Manager (OS) in respect of Zones where the candidate is working. The onus of furnishing authentic documentary proof for the same at the time of submission of the application shall be on the candidate.

2. **Emoluments and Benefits**

The Selected candidates shall be placed on the minimum of the scale of pay applicable to the Post of Peon which currently is in the band of ₹6180-250(5)-7430-265(8)-9550-315(1)-9865-325(2)-10515-390(3)-11685 and other allowances & benefits applicable to the Post of Peon .

3. **Application Fee (Non-refundable):**

An amount of ₹250/- shall be payable in cash at any of the Cash Counters of the Corporation at its Zonal/Divsional/Branch Offices under Account Code 114033. A copy of the Miscellaneous Receipt may also be enclosed along with the application form. **SC/ST/PH candidates are not required to pay any fee.** Application Fee shall be

collected in Cash only at the Cash Counters of the Corporation mentioned above . Any other form of payment of application money shall not be accepted.

4. **Divisional Office for employment.**

Candidate should mention in the application form the name of the Divisional Office he is willing to apply in the Zone. No Change in the Divisional Office will be permissible at a later date. However, the Corporation reserves the right to decide the postings on organizational needs , anywhere in any office in the Division /Zone of recruitment.

5. **Selection Procedure**

Written Test

- (i) Applicants falling under (a) above and fulfilling the eligibility criteria mentioned above will have to appear in a one time limited written examination in vernacular language , the syllabus shall be placed on the website www.licindia.in under "Careers" shortly.

The written examination shall be conducted on 26.06.2011 at the allotted centres and candidates are required to appear for the examination at the allotted centre at their own expenses .

- (ii) Candidates successful in the written test as stated above will be shortlisted and called for interview. Candidates will have to obtain the minimum qualifying marks as will be decided by the Corporation to qualify for the interview . Final selection shall be on the basis of performance in the written test and interview taken together. Further, the appointment of candidates will be subject to his/her being found medically fit in the pre-recruitment medical examination. On the candidate being found medically fit in the pre-recruitment medical examination, he/she shall be appointed and posted anywhere in the zone of recruitment . Such of those temporary Class IV employees who do not apply and or are not successful shall cease to be in the employment. Those temporary persons working in Class IV cadre who are not governed under this notice of employment shall also cease to be in employment.

Those who are appointed shall be governed by the Rules and Regulations as applicable to regular Class IV employees of the Corporation and they shall not be entitled to claim any other benefit regarding their past service rendered as temporary employees.

6. Probation : Successful candidates shall be given appointment as per the merit of the candidate. On appointment, candidates shall be placed on probation for a period of six months from the date of appointment which can be extended upto one year.
7. How to apply: Candidates satisfying the above eligibility conditions shall submit their Application in the format given herewith which shall be either handwritten or typewritten on foolscap size paper only and send it to the Divisional Office concerned between 24th May, 2011 to 3rd June, 2011 .
8. Application Form shall accompany the following;
 - i) Proof of Service in LIC of India (duly attested) as mentioned above. (ii) Proof of Age
 - iii) Proof of educational qualification (iv) Caste Certificate issued by the Competent Authority in the case of SC/ST/OBC candidates. (v) Discharge certificate in the case of Ex-Servicemen
 - vi) Certificate issued by Appropriate Authority in appropriate proforma, showing the percentage of disability, in case of Physically Handicapped. (vii) Two recent, recognizable Passport size photographs – One copy to be affixed on the application form & duly signed across and the other for Hall ticket purpose (viii) Copy of Miscellaneous Receipt (wherever applicable) issued by LIC of India for receipt of application money of ₹250/-

Respondents of the Civil Appeal No. 953-968 of 2005

As per the directives of the Hon'ble Supreme Court delivered in the above case on LIC of India, the respondents in the Civil Appeal No.953 - 968 of 2005 who are open market candidates who appeared for the written test for recruitment of Class IV employees in Hyderabad and Secunderabad Divisions in 1996 and who were successful in the same will be called for interview along with the temporary Class IV employees who qualify in the limited examination and are called for interview. Such of those candidates who shall be successful in the interview by obtaining the minimum qualifying marks as will be decided

by the Corporation shall be offered appointment and the same conditions as applicable to temporary persons in so far as offer of appointment is concerned shall also be applicable to the open market candidates as well. The open market candidates who had appeared in the written test at the relevant time and who were successful in the same are eligible to be called for interview and they shall be intimated at the appropriate stage.

9. General Instructions:

- a) Original certificates should not be sent. Only Photostat copies duly attested by a confirmed Class I Officer of LIC of India should be sent along with application form.
- b) The Corporation takes no responsibility for any delay in receiving the Application Form at the Divisional Office.
- c) Application not in accordance with the prescribed form or incomplete/unsigned form or received without the prescribed Fee (wherever applicable) and the attested copies of the Certificates mentioned above shall not be considered.
- d) Application Fee once paid will not be refunded under any circumstances, nor will it be held in reserve for future recruitment.
- e) Candidates who do not satisfy the eligibility conditions are liable to be disqualified at any stage of selection.
- f) Application complete in all respects and filled in a closed envelope, and super scribed "APPLICATION FOR THE POST OF PEON, _____ Division" should be submitted to the concerned Divisional Office.
- g) Last date for receipt of Application Forms at the concerned Divisional Office will be 3rd June, 2011.

Place : Mumbai
Date : 20th May, 2011.


Executive Director (Personnel)

APPLICATION FOR THE POST OF PEON IN
LIFE INSURANCE CORPORATION OF INDIA

_____ Division

(To be filled in by the applicant in his own handwriting)

Affix latest
passport size
photograph

1. Name in full Block Letters : _____
2. Father's Name : _____
3. Postal Address for communication : _____

4. Address of LIC Office where
Currently employed. : _____

5. Period of temporary employment in LIC : ____ Years ____ Months ____ Days
Since When : _____ (dd/mm/yyyy)
6. Nationality : _____
7. Category
(Please tick whichever applicable) : General/SC/ST/OBC/Ex Service Men/PH
8. Date of Birth : _____
(DD/MM/YYYY)
- Age as on date of entry in LIC : ____ Yrs ____ Months ____ days
9. Educational Qualifications : _____
10. Certificates Enclosed :

(i)	Proof of Date of Birth	
(ii)	Educational Qualification	
(iii)	Proof of Past Temporary Service in LIC Showing duration & period of employment.	
(iv)	Caste Certificate	
(v)	Disability Certificate in case of PH candidates as per prescribed format (enclosed)	
(v)	Discharge Certificate in case of Ex-Servicemen.	

11. **Nature of pending court case (if any) with details:
Along with current status of the case.**

I _____ solemnly declare and affirm that the answers given in this form are true to the best of my knowledge and belief. I hereby agree that if any untrue answers be contained in this form or the above declaration is found to be untrue the Corporation shall disqualify me and if appointed, dismiss me from the services of the Corporation.

Place : _____

Date _____

Signature of the Applicant

LIFE INSURANCE CORPORATION OF INDIA

_____ OFFICE.

Affix latest
passport size
photograph

ADMIT CARD FOR WRITTEN EXAMINATION FOR APPOINTMENT OF PEONS

Date of Examination	Time of Examination	Venue
26 th June, 2011	10 Hrs to 12 Hrs.	

Name of Candidate	Roll Number	Signature of Candidate with Date.(to be signed in the presence of invigilator)

Issuing Authority