



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

### **1. NOTIFICATION:**

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

<b>State</b>	<b>Assistant</b>	<b>Assistant Manager</b>
Uttar Pradesh	18	93
Madhya Pradesh	12	
Chattisgarh	3	
Uttarakhand	1	
West Bengal	10	
Assam	1	
Sikkim	0	
Bihar	3	
Odisha	3	
Jharkhand	1	
Delhi	18	
Haryana	6	
Rajasthan	2	
Punjab	1	
Karnataka	20	
Andhra Pradesh	15	
Telangana	6	
Tamil Nadu	30	
Kerala	5	
Maharashtra	36	
Gujarat	5	
Goa	4	
<b>Total</b>	<b>200</b>	

For Assistant:

- Candidates are allowed to apply for vacancy from only one state.
- Candidates applying for a particular state will be posted preferably in that state initially and can be transferred to any other state later subject to the requirement and suitability.

For Assistant Manager:

- Posting may be anywhere in India as per the requirement of the Company.

**2. REMUNERATION:**

Assistant:

The starting basic pay of Rs. 7400/- per month in the scale of **7400-455(1)-7855-495(2)-8845-560(5)-11645-650(2)-12945-790(3)-15315-825(2)-16965** and other admissible allowances as per rules shall be payable. Total emoluments per month will be approximately **Rs. 16335/-** (depends upon the place of posting) plus Sodexo Coupons as per rules. Other benefits include PF, Gratuity, LTC, Medical Benefit, Group Saving Linked Insurance (GSLI), Group Personal Accident Insurance, PL Encashment, Vehicle Advance (2 Wheeler), Housing Loan, PL Encashment and Performance Linked Incentives as per rules.

Assistant Manager:

The starting basic pay of Rs. 17100/- per month in the scale of **17100-875(14)-29350-910(3)-32080** and other admissible allowances as per rules shall be payable. Total emoluments per month will be approximately **Rs. 37745/-** (depends upon the place of posting) plus Sodexo Coupons as per rules. Other benefits include PF, Gratuity, LTC, Medical Benefit, Group Saving Linked Insurance (GSLI), Group Personal Accident Insurance, PL Encashment, Vehicle Advance (2 Wheeler), Housing Loan, PL Encashment and Performance Linked Incentives 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 done upon successful and satisfactory completion of the training period. There will be 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:

Candidates who have qualified the RRBs-CWE-III as per general category cut-off conducted by IBPS in September 2014 for the post of Office Assistant (Multipurpose)/Officer Scale-I can only apply for the post of Assistant/Assistant Manager respectively in LIC Housing Finance Ltd.

The eligibility criteria are as mentioned below:

Eligibility Criteria	Assistant	Assistant Manager
<b>Qualifying Examination</b>	RRBs-CWE-III as per general category cut-off conducted by IBPS in September 2014 for the post of Office Assistant (Multipurpose)	RRBs-CWE-III as per general category cut-off conducted by IBPS in September 2014 for the post of Officer Scale-I
<b>Nationality</b>	Indian	Indian
<b>Age (as on 01.06.2014)</b>	21-28 years	21-28 years
<b>Educational Qualification (as on 09.07.2014)</b>	Graduation (min 50%)	Graduation (min 55%) Candidates having degree either in Information Technology, Management, Law, Economics and Accountancy can only apply
<b>Computer Skills</b>	Yes	Yes
<b>Proficiency in Local Language</b>	Preferable	N.A.

Age Limit (as on 01.06.2014): Not below 21 years and not above 28 years as on 01.06.2014 i.e. candidates must have been born **not earlier than 02.06.1986** and **not later than 01.06.1993 (both dates inclusive)**.

An applicant for recruitment as an Assistant/Assistant Manager shall possess the Bachelor's Degree from a recognized University in India established under a statute.

### 4. SELECTION PROCEDURE:

Name of the Post	Selection Procedure
Assistant	TWS RRBs-CWE-III as per general category cut-off for Office Assistant (Multipurpose) and Interview
Assistant Manager	TWS RRBs-CWE-III as per general category cut-off for Officers Scale I and Interview

TWS - Total Weighted Score

Eligible candidates as per the above eligibility criteria can apply to the Company. Depending upon the number of vacancies, only those candidates who rank sufficiently high in the order of merit based on their respective Total Weighted Score in RRBs-CWE-III for Assistant/Assistant Manager will be called for interview. Final selection will be made on the basis of aggregate marks of Total Weighted Score (50 marks) and Interview (50 marks) strictly according to the merit ranking. The final merit list and selection will be separate for the post of Assistant & Assistant Manager. The Company reserves the right to change the selection procedure, if necessary.

The candidates found successful in the Interview have to undergo Medical Examination. Selected candidate 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. INTERVIEW CENTRE:**

The interview centres will be intimated to the candidates called for interview at a later stage. Expenses incurred for attending the interview will not be reimbursed by the Company.

#### **6. 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.

#### **7. IDENTITY VERIFICATION:**

The candidate while appearing for the interview should produce for verification in original and submit photo copies of (i) the photo identity card, such as PAN card, passport, Driving License/Voters Card/Company Pass book with photograph, (ii) application made to IBPS for the Common Written Examination for Assistant/Assistant Manager in RRBs. If the identity of the candidate is in doubt the candidate will not be allowed for the interview.

## **8. APPLICATION FEE:**

### **Application Fee (online payment):**

<b>Post</b>	<b>Application Fee</b>
Assistant	Rs. 150/-
Assistant Manager	Rs. 150/-

The above application fee is for all candidates and non-refundable. Applicants have to bear the Transaction charges as applicable for online payment.

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

- a. Candidates working in Govt /Semi-Govt /Central undertaking / Public undertaking will be required to produce **No Objection Certificate** from their employer if called for interview, in the absence of which, his/her candidature shall not be considered.
- b. Before applying, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement.
- c. In case, it is detected that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/ certificate/ documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcoming/s is/are detected even after appointment, his/her services are liable to be terminated and the fees paid by the ineligible candidates shall be forfeited.
- d. All candidates will have to produce copy of the online application submitted to IBPS for RRBs-CWE-III for Assistant/Assistant Manger along with original as well as attested photocopies of certificates regarding Qualification, Computer Course (if any), Date of Birth, etc. in support of their eligibility at the time of interview, failing which their candidature will be cancelled and the candidate will not be allowed for the interview.
- e. Action against candidates found guilty of misconduct: Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated or should not suppress any material information while filling up the application.
- f. The 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)).

## **10. HOW TO APPLY:**

1. Candidates are necessarily required to apply On-line through LIC HFL's website ([www.lichousing.com](http://www.lichousing.com)). No other means/ mode of application will be accepted. The candidates will be required to provide registration number and password of RRBs-CWE-III for Assistant/Assistant Manager while registering.
2. The valid personal email ID and Contact No. (the same email ID and Contact Number as registered with IBPS) should be kept active during the currency of this recruitment process. Company may send intimation for joining through registered email id. Under no circumstances, he/she should share/ mention email ID to/ or of any other person.
3. Candidates satisfying the conditions of eligibility as mentioned earlier are required to log in to the LIC HFL's website ([www.lichousing.com](http://www.lichousing.com)) and click on "Careers" and go to "Job Opportunities" to open the page "RECRUITMENT OF ASSISTANT/ASSISTANT MANAGER", option is available on the page to view detailed advertisement and also to Apply Online, which will redirect the candidates to the on-line registration page.
4. 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.
5. The Application printout along with the fee payment receipt and required copies of documents should be kept ready for submission if shortlisted for Interview.

## **11. MODE OF PAYMENT:**

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 by providing information as asked on the screen.
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 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. **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.**

Note:

Application once made will not be allowed to be withdrawn and fees once paid will not be refunded on any count nor can it be held in reserve for any other recruitment or selection process. Merely satisfying the eligibility criteria norms do not entitle the candidate to be called for interview. The Company reserves the right to reject any application/ candidature at any stage or cancel the conduct of interview/ process without assigning any reason.

Decision of the Company in respect of all matters pertaining to this recruitment would be final and binding on all candidates.

Detailed advertisement can be viewed at our website – ([www.lichousing.com](http://www.lichousing.com)).

**12. IMPORTANT DATES:**

<b>No.</b>	<b>Activity</b>	<b>Tentative Date</b>
1	Start Date for Online Registration / Fee Payment	18.04.2015
2	End Date for Online Registration / Fee Payment	30.04.2015
3	Tentative Date for Interview	25.05.2015 onwards

**GM (IT, HR, OS & Estates)**