



**CALL LETTER FOR ONLINE EXAMINATION FOR RECRUITMENT OF
ASSISTANT ADMINISTRATIVE OFFICERS (GENERALIST)**

ROLL NO. : 3150603575
REGISTRATION NO. : 940694697
CATEGORY : ST-VI
NAME AND ADDRESS :
CHIRANJEEVI DHARAVATH
8-80
CHINNAMADUR
DEVARUPPLA
WARANGAL
TELANGANA
506303

VENUE CODE: 12508
VENUE OF EXAMINATION :
EDU SURGE NACHARAM BRANCH OPP.
HP PETROL PUMP CDC TOWERS
A-BLOCK 1ST FLOOR ROAD NO.5
INDUSTRIAL AREA NACHARAM
RANGAREDDY DT.HYDERABAD-500076

Login ID : 3150603575
Password : 41484237

DATE OF EXAMINATION : 05/03/16 Saturday
TIME * : 12:45 PM

PLEASE AFFIX
YOUR RECENT
PASSPORT SIZE
COLOUR
PHOTOGRAPH &
SIGN ACROSS



Madam / Sir,

Re : Online Examination for recruitment of Assistant Administrative Officer (Generalist)

With reference to your Application for the above recruitment, you are hereby admitted provisionally to the online examination on the date and time at the venue mentioned above. **Please bring this call letter with your recent photograph affixed thereon, currently valid Photo identity proof in original and a photocopy of the same ID proof which you bring in original - THIS IS ESSENTIAL. Please hand over this call-letter alongwith photocopy of photo identity proof duly stapled together to the invigilator. Currently valid photo identity proof may be PAN Card/Passport/Driving Licence/Voter's Card/Bank Passbook with photograph/Photo Identity proof issued by a Gazetted Officer on official letterhead /Photo Identity proof issued by a People's Representative on official letterhead/Valid recent Identity Card issued by a recognised College/University/Aadhar Card with a photograph/Employee ID/Bar Council Identity card with photograph. Please Note - Ration Card and E-adhar Card will NOT be accepted as valid ID proof for this project.** You must report at the examination venue 30 minutes before the time as printed on this call-letter. Candidates reporting later than the time mentioned above will not be allowed to appear for the online examination. The candidates will not be allowed to leave the examination hall without the permission of the test administrator.

Left thumb impression (should be clearly affixed in the presence of the invigilator at the time of examination)	Candidate's Signature (To be signed in the presence of the invigilator at the time of examination).	Invigilator's Signature (Candidate's signature and Left thumb impression obtained in my presence and photograph verified by me).

IMPORTANT : The candidate's photograph affixed on the call letter should match the one uploaded in the online application form failing which the candidate may not be allowed to appear for the examination. The Candidate's signature should tally with the signature uploaded in the application. In case of discrepancy, candidate will not be allowed to appear for the examination.

Candidates coming without stipulated currently valid photo ID card in original and photocopy of the same ID proof which is brought in original will not be allowed to take the test. Photo ID should be valid as on the day of exam.

* Late comers will not be allowed to take the test.

Executive Director (Personnel)

INSTRUCTIONS

1. The examination will be conducted online. You will be required to enter Login ID and Password, as given above, to enter the On-Line exam site. Please ensure that your Name and other details which will subsequently appear on the screen are correct. You must maintain secrecy of the username & password.
2. **You are required to bring this call letter along with photo affixed thereon and currently valid photo identity proof in original and photocopy of the photo identity proof. Please note that your name as appearing on the call letter (provided by you 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 name indicated in the Call Letter and Photo Identity Proof you will not be allowed to appear for the exam. In case of candidates who have changed their name will be allowed only if they produce Gazette notification/their marriage certificate / affidavit.**
3. A handout giving information/instructions about the type of examination is available on the website of LIC. Please download the handout and study it carefully.
4. Candidates should put their Left Thumb Impression clearly and sign in the respective space provided on the call-letter in the presence of the invigilator.
5. Biometric data (left thumb impression) will be captured at the examination venue. With regards to the same, please note the following :
 - (a) If fingers are coated (stamped ink/mehndi/coloured...etc), ensure to thoroughly wash them so that coating is completely removed before the exam day.
 - (b) If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
 - (c) Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
 - (d) If the primary finger (left thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre.

(Any failure to observe these points will result in non-admittance for the examination)
6. You must bring a ball point pen with you.
7. The mere fact that the call letter has been issued to you does not imply that your candidature has been finally cleared by LIC or that the entries made by you in your application for examination have been accepted by LIC as true and correct. It may be noted that LIC will take up verification of eligible candidates, i.e., age, educational qualifications and category with reference to original documents, only at the time of interview of candidates who qualify on the basis of result of the online examination. You may therefore please note that if at any stage you do not satisfy the eligibility criteria as given in the advertisement or the information furnished by you in the application is incorrect, your candidature is liable to be cancelled forth-with and/or such further actions as LIC may like to take.
8. You are called for the on-line examination **without verifying** your personal details viz age, qualification etc. with your certificates. Before appearing for the on-line examination, you must ensure that you fulfill the eligibility criteria stipulated by the LIC in all respects.
9. **Your responses (answers) will be analysed with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted in this regard, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, your candidature may be cancelled and/or the result withheld.**
10. **You must report at the examination venue 30 minutes before the time as printed on this call-letter. Candidates arriving late will not be permitted to appear for the on-line examination.**
11. Use of books, notebooks, calculators, watch calculators, pagers, mobile phones etc. is not permitted in this examination. Candidates are advised not to bring any of the banned items including mobile phones/pagers to the venue of examination as safety arrangement cannot be assured. Any candidate found resorting to any unfair means or malpractice or any misconduct while appearing for the examination including giving/receiving help to/from any candidate during the examination will be disqualified. The candidate should be vigilant to ensure that no other candidate is able to copy from his/her answers.
12. Any request for change of date/session/centre/venue will not be entertained.
13. You may please note that this call-letter does not constitute an offer of employment with LIC.
14. Candidates should bear their own travelling and other expenses to attend online examination and the candidates have to make their own arrangements for boarding/lodging.
15. Any canvassing by or on behalf of the candidates or to bring any influence with regard to their selection/recruitment shall be considered as DISQUALIFICATION.
16. The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test 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 test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
17. If the 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 are required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.
18. 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 recruitment process of the LIC in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.
19. Anyone found to be disclosing, publishing reproducing, transmitting, storing or facilitating transmission and storage of test contents in any form or any information therein in whole or part thereof or by any means verbal or written, electronic or mechanical or taking away the papers supplied in the examination hall or found to be in unauthorised possession of test content is likely to be prosecuted.
20. Please note that a candidate is allowed to appear only once in the online examination. Multiple appearance in online examination will result in cancellation of candidature. In case more than one call letter has been generated, candidates are advised to appear only once on the date and at the time mentioned on the respective call letter. All other call letters are to be surrendered.