



ON-LINE EXAMINATION -RECRUITMENT OF ASSISTANTS
INFORMATION HANDOUT

This handout contains details pertaining to various aspects of the online exam you are going to undertake and important instructions about related matters. You are advised to study the handout carefully as it will help you in preparing for the examination.

The on-line examination will comprise the following tests as stated below :

Phase-II : Main Examination: In Part A and B States

| Section | Name of the tests | Number of Questions | Maximum Marks | Medium of Exam | Minimum Qualifying Marks | | Duration |
|---------|---------------------------------------|---------------------|---------------|----------------|--------------------------|--------|---------------------------|
| | | | | | SC/ST/PwBD | Others | |
| 1 | General/ Financial Awareness | 40 | 40 | English/Hindi | 14 | 16 | 30 minutes |
| 2 | General English | 40 | 40 | English | 14 | 16 | 30 minutes |
| 3 | Quantitative Aptitude | 40 | 40 | English/Hindi | 14 | 16 | 30 minutes |
| 4 | Reasoning Ability & Computer Aptitude | 40 | 40 | English/Hindi | 14 | 16 | 30 minutes |
| 5 | Hindi Language | 40 | 40 | Hindi | 14 | 16 | 30 Minutes |
| | Total | 200 | 200 | | | | 2 hours 30 Minutes |

Phase-II : Main Examination: In Part C States

| Section | Name of the tests | Number of Qs. | Maximum Marks | Medium of Exam | Minimum Qualifying Marks | | Duration |
|---------|---------------------------------------|---------------|---------------|----------------|--------------------------|--------|--------------------------|
| | | | | | SC/ST/PwBD | Others | |
| 1 | General/ Financial Awareness | 50 | 50 | English/Hindi | 18 | 20 | 35 minutes |
| 2 | General English | 40 | 40 | English | 14 | 16 | 35 minutes |
| 3 | Quantitative Aptitude | 50 | 50 | English/Hindi | 18 | 20 | 40 minutes |
| 4 | Reasoning Ability & Computer Aptitude | 60 | 60 | English/Hindi | 22 | 24 | 40 minutes |
| | Total | 200 | 200 | | | | 2hours 30 Minutes |

Please note: Candidates are advised to refer the advertisement Notification dt.17.9.2019 of the respective Divisions to determine the Main Examination structure for his/her State

Candidate *MUST* obtain minimum qualifying marks in *each Section* separately and should also obtain minimum marks in the aggregate to qualify for the examination.

The time for the test is 2 hours and 30 minutes; however you may have to be at the venue for approximately 3 hours and 30 minutes including the time required for logging in, collection of the call letters, going through the instructions etc. All Objective type tests will be provided in English and Hindi except the language test. All tests are separately timed. You can attempt any question in a test within the time allotted to that test only. All the questions will have multiple choices. Out of the five answers to a question only one will be the correct answer. **You have to select the most appropriate answer and 'mouse click' that alternative which you feel is appropriate/correct. The alternative/ option that you have clicked on will be treated as your answer to that question. There will be penalty for wrong answers marked by you. For every wrong answer marked by you, 1/4 of the marks assigned to that question will be deducted as penalty.**

The Scores of Online Examination will be 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 Score 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 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 points upto two digits.

Note : Cutoffs may be applied in two stages :

- (i) On scores in individual tests
- (ii) On Total Score

Please note that the types of questions in this handout are only illustrative and not exhaustive. In the actual examination you will find questions of a higher difficulty level on some or all of these types and also questions on the types not mentioned here.

Some sample questions are given below.

SAMPLE QUESTIONS

GENERAL/FINANCIAL AWARENESS

- Q.1.** To combat the menace of money laundering, which of the following financial institutions has introduced the 'Know Your Customer' Scheme ?
(1) IDBI (2) RBI (3) NABARD (4) SIDBI (5) Other than those given as options
- Q.2.** Which of the following sectors contributes maximum in deciding the growth in income of the states in India ?
(1) Energy (2) Tourism (3) Service (4) Transport (5) Agriculture
- Q.3.** Who is the person closely associated with operation flood programmes and was honoured by Padma Vibhushan recently ?
(1) Dr. V. Kurien (2) Dr. M. S. Swaminathan (3) Dr. Amartya Sen
(4) Shri L. K. Advani (5) Other than those given as options
- Q.4.** Monetary policy is concerned with _____
(1) the changes in the supply of money
(2) buying and selling of financial instruments

- (3) reducing unemployment
- (4) All (1), (2) & (3).
- (5) Other than those given as options

- Q.5.** What is general rise in prices of goods known as ?
 (1) Demand-Supply (2) Stagflation (3) Return on Investment
 (4) Inflation (5) None of those given as options
- Q.6.** How does one check the fundamental strength of the company issuing new shares ?
 (1) Check IPO grading (2) Check credit rating
 (3) Check the issue price (4) Check the trading history of the stock
 (5) None of those given as options

GENERAL ENGLISH

This is a test to see how well you know English. Your English language ability would be tested through questions on grammar, vocabulary, sentence completion, synonyms, antonyms, comprehension of a passage, etc. Study and answer the sample questions given below :

Directions : Read each sentence to find out whether there is any grammatical error in it. The error, if any, will be in one part of the sentence. The number of that part of the sentence is your answer. If there is no error, the answer is (5).

- Q.1.** I am twenty / two years old / when I first / joined the bank. No error
 (1) (2) (3) (4) (5)
- Q.2.** To the Hindus / the Ganga is / holier than / any other river. No error
 (1) (2) (3) (4) (5)
- Q.3.** Of all the teachers / in our school / our class teacher / were very strict. No error
 (1) (2) (3) (4) (5)

Directions : In each of the following questions, select from amongst the five alternatives, the word most opposite in meaning of the word given in capitals.

- Q.4.** LIVELY
 (1) simple (2) weak (3) dull (4) angry (5) moron
- Q.5.** INADVERTENT
 (1) adequate (2) available (3) sluggish (4) negligent (5) intentional
- Q.6.** INEPT
 (1) accurate (2) skilful (3) sensible (4) artistic (5) apt

QUANTITATIVE APTITUDE

- Q.1.** Which of the following can be exact multiple of 4 ?
 (1) 27114 (2) 58204 (3) 48402
 (4) 32286 (5) Other than those given as options
- Q.2.** Sohanlal purchased 120 reams of paper at Rs.100 per ream. The expenditure on transport was Rs.480. He had to pay an octroi duty of 50 paise per ream and the coolie charges were Rs.60. What should be the selling price of each ream if he wants a profit of 20% ?
 (1) Rs.126 (2) Rs.115.50 (3) Rs.105
 (4) Rs. 120 (5) Other than those given as options

Q.3-5. Study the following table carefully and answer the questions given below ----

Distribution of 1000 candidates as regards their marks in written examination out of 300 and interview out of 100 in a selection examination

| Written Examination Marks | INTERVIEW MARKS | | | | | |
|---------------------------|-----------------|-------|-------|-------|-------|------------|
| | Below 30 | 30-39 | 40-49 | 50-59 | 60-69 | 70 & above |
| 260 & above | 8 | 18 | 26 | 18 | 26 | 4 |
| 210 to 259 | 5 | 4 | 30 | 22 | 10 | 9 |
| 160 to 209 | 16 | 10 | 45 | 56 | 18 | 9 |
| 110 to 159 | 28 | 42 | 100 | 190 | 15 | 5 |
| 60 to 109 | 35 | 115 | 20 | 8 | 7 | 5 |
| Below 60 | 32 | 32 | 20 | 4 | 6 | 2 |

- Q.3.** How many candidates did obtain more than 69 percent marks and above in both written examination and interview ?
 (1) 22 (2) 49 (3) 13 (4) 9 (5) Other than those given as options
- Q.4.** If approximately 325 candidates were to be qualified in the written examination, what should be the percentage of the qualifying marks ?
 (1) above 20 (2) above 70 (3) above 36
 (4) above 63 (5) Other than those given as options
- Q.5.** About 42 percent of the candidates fall in which of the following ranges of the interview marks ?
 (1) 110-159 (2) 110 & below (3) 50 to 70
 (4) 50 & above (5) Other than those given as options

REASONING ABILITY & COMPUTER APTITUDE

- Q.1.** If the letters in the word TOPS can be rearranged to form a meaningful word beginning with O, the last letter of that word is your answer. If more than one such word can be formed, M is the answer and if no such word can be formed, X is the answer.
 (1) T (2) P (3) M (4) S (5) X
- Q.2.** Some leaders are dishonest. Satyapriya is a leader. Which of the following inferences definitely follows from these two statements ?
 (1) Satyapriya is honest (2) Satyapriya is dishonest
 (3) Some leaders are honest (4) Leaders are generally dishonest
 (5) Satyapriya is sometimes dishonest
- Q.3.** If the letters of the following alphabet interchange positions, so that A takes the place of Z and Z takes the place of A; B takes the place of Y and Y takes the place of B and so on, what will be the 13th letter from the right ?
 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
 (1) M (2) N (3) O (4) L (5) Other than those given as options
- Q.4.** If the first and the second letters in the word 'DEPRESSION' were interchanged, also the third and the fourth letters, the fifth and sixth letters and so on, which of the following would be the seventh letter from the right ?
 (1) R (2) O (3) S (4) I (5) Other than those given as options
- Q.5.** In a row of girls, if Seeta who is 10th from the left and Lina who is 9th from the right interchange their seats, Seeta becomes 15th from the left. How many girls are there in the row ?
 (1) 16 (2) 18 (3) 19 (4) 22 (5) Other than those given as options
- Q.6.** Pick the odd man out.
 (1) Monitor (2) Keyboard (3) Floppy drive (4) Windows (5) Hard-disk drive

- Q.7.** The full form of LAN is ——
 (1) Local Access Network (2) Local Area Network (3) Long Area Node
 (4) Local Area Node (5) Other than those given as options
- Q.8.** ——is an output device of a computer.
 (1) Printer (2) CPU (3) Monitor (4) Keyboard (5) CD
- Q.9.** What is the full form of RAM ?
 (1) Random Adaptive Mouse (2) Random Adaptive Memory
 (3) Random Access Memory (4) Random Access Mouse
 (5) Other than those given as options

HINDI LANGUAGE

इसप्रश्नावलीमेंहिंदीभाषामेंप्रवीणता, शब्दभंडार, वाक्यरचना, शब्दप्रयोग, समानार्थक, विपरीतार्थीशब्द, अनेकार्थीशब्द, वर्तनीत्रुटि, लोकोक्तियां, मुहावरेंआदिसेसंबंधीप्रश्नहोंगे।

- प्र. 1-3.** नीचेदियेगयेप्रश्नोंमेंसेहरेकमेंएकवाक्यदियागयाहैजिसे (1), (2), (3) और (4) भागोंमेंबांटागया है।वाक्यकोपढ़करजातकीजियेकिवाक्यमेंशब्दोंकेगलतप्रयोग, वर्तनीयाव्याकरणकीकोईत्रुटितोनहींहै।त्रुटिअगरहोगीतोवाक्यकेकिसीएकहीभागमेंहोगी।इसभागकाक्रमांकहीआपकाउत्तरहै।अगरवाक्यत्रुटि हीनहैतोउत्तर (5) दीजियेअर्थात्त्रुटिनहीं।

- प्र. 1.** चालीसलडकोंकाएकमिलाजुला / ठहाकाउठाथाऔर / कक्षाकीछतपेटकराकर /
 (1) (2) (3)
 सबकासबएकदममेरेभीतरउतरगयाथा।त्रुटिनहीं
 (4) (5)

- प्र. 2.** सेठपुरुषोत्तमदासपूनाकीसरस्वतीपाठशाला / कामुआयनाकरनेकेबादमें /
 (1) (2)
 बाहरनिकलेतोएकलडकीने / दौडकरउनकादामनपकड़लिया।त्रुटिनहीं
 (3) (4) (5)

- प्र. 3.** वहझपटकरकुरसीसेउठी / औरबड़ेवेगसेकईकमरो / औरबरामदोकोपारकरती /
 (1) (2) (3)
 मैनेजरकेसामनेकोआकरखड़ीहोगई।त्रुटिनहीं
 (4) (5)

प्र. 4-5.

नीचेदिएगएप्रश्नोंमेंसेएकशब्दसमूहयावाक्यांशदियागयाहैऔरफिरउसकेबादपाँचऐसेशब्दसुझाएगएहैजोकिइसपूरेवाक्यांशयाशब्दसमूहकाअर्थएकशब्दमेंस्पष्टकरदेतेहै।आपकोवहशब्दजातकरउसकोउत्तरकेक्रममेंदर्शानाहै।


- प्र. 4.** जिसकाकभीनाशनहो
 (1) अपनाश (2) निरामिष (3) अटल (4) अविनाशी (5) सर्वव्यापक
- प्र. 5.** कमबोलनेवाला
 (1) मिठबोला (2) समदर्शी (3) मृदुभाषी (4) संयमित (5) मितभाषी


(A) Details of the On-line Examination Pattern For Objective Type Test


- (1) The examination would be conducted on-line i.e. on a computer.

- (2) The tests except test for language test will be provided in English and Hindi.
- (3) All the questions will have multiple choices. Out of the five answers to a question only one will be the correct answer. **The candidate has to select the most appropriate answer and 'mouse click' that alternative which he/ she feels is appropriate/ correct. The alternative/ option that is clicked on will be treated as the answer to that question. Answer to any question will be considered for final evaluation, only when candidates have submitted the answers by clicking on "Save & Next" or "Mark for Review & Next".**
- (4) The clock has been set at the server and the countdown timer at the top right corner of your screen will display the time remaining for you to complete the test(s). When the clock runs out the exam ends by default - you are not required to end or submit your exam.
- (5) The question palette at the right of screen shows one of the following statuses of each of the questions numbered:

 You have not visited the question yet.

 You have not answered the question.

 You have answered the question.

 You have NOT answered the question, but have marked the question for review.

 The question(s) "Answered and Marked for Review" will be considered for evaluation.

The Marked for Review status simply acts as a reminder that you have set to look at the question again. *If an answer is selected for a question that is Marked for Review, the answer will be considered in the final evaluation.*

- (6) To select a question to answer, you can do one of the following :
 - (a) Click on the question number on the question palette at the right of your screen to go to that numbered question directly. Note that using this option **does NOT save your answer** to the current question.
 - (b) Click on '**Save & Next**' to save answer to current question and to go to the next question in sequence.
 - (c) Click on '**Mark for Review and Next**' to save answer to current question, mark it for review, and to go to the next question in sequence.
- (7) To select your answer, click on one of the option buttons.
- (8) To change your answer, click another desired option button.
- (9) To save your answer, you **MUST** click on **Save & Next**.
- (10) To deselect a chosen answer, click on the chosen option again or click on the **Clear Response** button.
- (11) To mark a question for review click on **Mark for Review & Next**. *If an answer is selected for a question that is Marked for Review, the answer will be considered in the final evaluation.*
- (12) To change an answer to a question, first select the question and then click on the new answer option followed by a click on the **Save & Next** button.
- (13) **Questions that are saved or marked for review after answering will ONLY be considered for evaluation.**
- (14) Test name(s) will be displayed on the top bar of the screen.

- (15) After clicking the **Save & Next** button on the last question for a test, you will be taken to the first question of the (next) test only after the time allotted to that test elapses.
- (16) You can move the mouse cursor over the test names to view the status of the questions for that test.
- (17) You can shuffle between tests and questions during the examination as per time allocated to test(s).
- (18) The candidates are requested to follow the instructions of the "Test Administrator" carefully. If any candidate does not follow the instructions / rules, it would be treated as a case of misconduct/ adoption of unfair means and such a candidate would be liable for debarment from appearing for examinations for a period as decided by LIC.
- (19) The candidates may ask the Test Administrator about their doubts or questions only before the commencement of the test. No query shall be entertained after the commencement of the examination.
- (20) After the expiry of time allotted to a particular test the candidates will not be able to attempt any question or check their answers. The answers of the candidate would be saved automatically by the computer system even if he/ she has not clicked the "Submit" button.
- (21) **Please note :**
 - (a) **Candidates will not be allowed to "finally submit" unless they have exhausted the actual test time.**
 - (b) **Under no circumstances should a candidate click on any of the 'keyboard keys' once the exam starts as this will lock the exam.**

B] General Instructions:

- (1) Please note date, time and venue address of the examination given in the call letter.
- (2) You may visit the venue one day before the Online Examination to confirm the location so that you are able to report **on time** (as printed on the call letter) on the day of the examination. Late comers will not be allowed.
- (3) The call letter should be brought with you to the examination venue along with your recent passport size photograph duly pasted on it. (Preferably the same photograph as was as uploaded).
- (4) You must scrupulously follow the instructions of the Test Administrator and LIC Representative at the examination venue. If you violate the instructions you will be disqualified and will be asked to leave the examination venue.
- (5) No use of calculators (separate or with watch), books, note books or written notes, cell phones (with or without camera facility), or any other electronic device will be allowed during the examination.
- (6) Please bring this call letter with your 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/Permanent Driving Licence/Voter's Card/Bank Passbook with photograph/Photo Identity proof issued by a Gazetted Officer on official letterhead alongwith photograph/Valid recent Identity Card issued by a recognized College/University/Aadhaar Card/E-Aadhaar Card with a photograph/Employee ID/Bar Council Identity card with photograph**. **Please Note - Ration Card and Learner's Driving License will NOT be accepted as valid ID proof for this purpose**. 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 original Gazette notification/their original marriage certificate/affidavit in original.
- (7) Biometric data (thumb impression and photograph) will be captured at the examination venue both

before and after exam. 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 it.
- (d) If the primary finger 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)
- (e) If the Biometric data captured does not match with Biometric data captured in next stages of recruitment the candidature is liable to be declined.
- (8) 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. Any candidate who is found copying or receiving or giving assistance or engaging in any behaviour unbecoming of a candidate will not be considered for assessment. The Life Insurance Corporation of India may take further action against such candidates as deemed fit by it.
 - (9) You should bring with you a ball-point pen. A sheet of paper will be provided which can be used for rough work or taking down the question number you would like to review at the end of the test before submitting your answers. After the test is over you **MUST** hand over this sheet of paper to the Test Administrator before leaving the venue.
 - (10) 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.
 - (11) 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.
 - (12) 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.
 - (13) 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.
 - (14) 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 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.

IMPORTANT POINTS TO REMEMBER

You are advised to bring with you the following:

- (i) Call letter with photo affixed thereon and photo ID card in **Original** and photocopy as mentioned in point 6.
- (ii) One Ball point pen

WISH YOU GOOD LUCK