

SCO 128-129, 4th floor Sector 34-A, Chandigarh Ph-93160-68310, 93164-88310

# LIC AAO 2025

## ASSISTANT ADMINISTRATIVE OFFICERS

### NOTIFICATION OUT



**350**  
**TOTAL VACANCIES**



**SUBSCRIBE**

**BY SUNNY BHONSLE SIR**

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<b>Activity</b>	<b>Dates</b>
<b>Start date for Online Registration of Applications and Online Payment of Application Fee/Intimation Charges</b>	16.08.2025
<b>Last date for Online Registration &amp; Online Payment of Application Fee/Intimation Charges</b>	08.09.2025
<b>Download of Call Letter for Online Examination</b>	7 days before examination
<b>Dates of Online Examination – Preliminary (tentative)</b>	03.10.2025
<b>Dates of Online Examination – Main(tentative)</b>	08.11.2025

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## TOTAL NO.OF VACANCIES: 350

Reservation for Scheduled Castes, Scheduled Tribes, Other Backward Classes, Economically Weaker Section (EWS) and Persons with Benchmark Disabilities shall be as under:

Reservation	SC	ST	OBC	EWS	UR	TOTAL	PwBD			
							LD	VI	HI	ID/MD
<b>Current Year</b>	51	22	88	38	142	341	4	4	3	3
<b>Backlog</b>	0	6	3	-	-	9	0	0	3	3
<b>Total</b>	51	28	91	38	142	350	4	4	6	6

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## Eligibility Conditions:

Minimum Age shall be **21 years (completed)** as on 01.08.2025. Maximum age shall not be **more than 30 years** as on 01.08.2025 (Candidates born not earlier than 02.08.1995 and not later than 01.08.2004 both days inclusive only are eligible ) Relaxations in upper age limit for Scheduled Caste (SC)/Scheduled Tribe(ST)/Other Backward Community(OBC)/ Ex Servicemen , Commissioned Officers including Emergency Commissioned Officers (ECO) /Short Service Commissioned Officers (SSCO) /Persons with Benchmark Disabilities (PwBD) /Confirmed LIC employees shall be as under :

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<b>SC/ST</b>	5 YEARS
<b>OBC</b>	3 YEARS
<b>PwBD(Gen)</b>	10 YEARS
<b>PwBD(SC/ST)</b>	15 YEARS
<b>PwBD(OBC)</b>	13 YEARS
<b>Ex Servicemen, Commissioned Officers including ECO/SSCO (GEN)</b>	5 YEARS
<b>Ex Servicemen, Commissioned Officers including ECO/SSCO (SC/ST)</b>	10 YEARS
<b>Ex Servicemen, Commissioned Officers including ECO/SSCO (OBC)</b>	8 YEARS
<b>Confirmed LIC employees</b>	Further Relaxation of 5 YEARS

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## Educational Qualification

For AAO (Generalist): “Bachelor’s Degree in any discipline from a recognized Indian University/Institution”.

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**Emoluments and Benefits:** Basic pay of **Rs.88635/-** per month in the scale of **Rs. 88635- 4385(14)-150025- 4750(4) -169025** and other admissible allowances as per rules. Total emoluments at the minimum of the scale, inclusive of House Rent Allowance, City Compensatory Allowance etc. wherever admissible depending upon the classification of the city will be approximately **Rs.1,26,000/- per month** in 'A' Class city. Other benefits are **Defined Contributory Pension, Special Allowance for passing III (Insurance Institute of India) Examination and Actuarial Examination, Gratuity, LTC, Cash Medical Benefit, Group Mediclaim, Group Personal Accident Insurance, Group Insurance , Vehicle Loan (2-wheeler/4 wheeler) as per rules, meal coupon, reimbursement towards cost of Brief case/leather bags, mobile handset, supply of dailies and magazines and tea/coffee, mobile expenses, furniture reimbursement, maid allowance etc.** as per rules. No provision herein shall be construed as creating any vested right in favor of the candidate/employee beyond the date of such modification.

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**Service Conditions:** The service conditions will be applicable as per the prevalent rules of LIC from time to time. The advertised posts are regular and selected candidates on appointment are liable to be posted or subsequently transferred anywhere in India, as per requirement of the Corporation. It may be noted that most of the vacancies are in mofussil branches of LIC. As such, after selection and successful completion of training, candidates will be posted for a **minimum period of five years** in mofussil branches outside their home zones. Request for Allotment / posting / transfer to specific place / office will not be entertained. **Allotment, posting, and transfer decisions made by the Corporation** shall be deemed to be an incidence of service and shall not be open to challenge before any court, tribunal, or other authority, except where such action is alleged to be in contravention of an express statutory provision.

**Probation:** A candidate after appointment as **Assistant Administrative Officer** shall be on probation for a period of one year from the date of joining. This period may be extended **upto two years**. During the period of probation the candidates will be subjected to continuous assessment as per the Corporation extant policy. If any candidate fails to achieve the minimum standard stipulated his/her services may be terminated as per the policy of Corporation in force at the material time. The Corporation's decision regarding satisfactory completion of probation shall be final, binding, and not subject to review, save where required under express statutory provisions.

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**Guarantee Bond:** Before joining as a Probationer, candidates will be required to give an undertaking to serve LIC for a **minimum period of four years** from the date of joining (including probationary period) failing which, he/she or his /her heirs, executors, administrators will be liable to pay liquidated damages of **Rs. 5,00,000 (Rupees Five Lakhs only)**. The candidate will have to submit Deed of Indemnity at his/her cost, duly stamped and notarized, the stamp value of which will be as applicable to the State in which the deed is executed by the candidate.

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**Application fees/ Intimation charges/ Transaction Charges (Non-refundable):** Candidates will have to make the payment of Application Fees/Intimation Charges through the On-Line Mode as under:

<b>For SC/ST/ PwBD candidates</b>	Intimation Charges of Rs. 85/+ Transaction Charges + GST
<b>For all other candidates</b>	Application Fee cum Intimation Charges of Rs. 700 /+ Transaction Charges +GST

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**Selection Procedure:** Selection of Assistant Administrative Officers will be done through a three tiered process involving **Preliminary Exam, Mains 4 Exam and Interview** and subsequent **Pre-recruitment Medical examination**. The marks obtained in the **Preliminary Examination (Phase-I)** will NOT be added for preparing the final merit list for selection. Marks obtained in the **Main Examination** only will be considered for **shortlisting for interview**. Marks obtained in the Main Examination + marks obtained in Interview will be considered for final merit listing of candidates. The decision of LIC in this regard shall be final and binding on the candidates. No correspondence will be entertained in this regard. Candidates qualifying in earlier phase only will be called for further recruitment procedure

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### Phase I: Preliminary Examination:

Section	Name of the test	Number of Questions	Maximum Marks	Medium of Exam	Minimum Qualifying Marks		Duration
					SC/ST/PWBD	Others	
<b>1</b>	Reasoning Ability	35	35	English & Hindi	16	18	20 minutes
<b>2</b>	Quantitative Aptitude	35	35	English & Hindi	16	18	20 minutes
<b>3</b>	English Language with special emphasis on grammar, vocabulary and comprehension	30	30	English	9	10	20 minutes
	<b>Total</b>	100	70				1 hour

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## Phase-II : Main Examination:

Section	Name of the test	Number of Questions	Maximum Marks	Medium of Exam	Minimum Qualifying Marks		Duration
					SC/ST/PWBD	Others	
<b>1</b>	Reasoning Ability	30	90	English & Hindi	40	45	40 minutes
<b>2</b>	General Knowledge, Current Affairs	30	60	English & Hindi	27	30	20 minutes
<b>3</b>	Data Analysis & Interpretation	30	90	English & Hindi	40	45	40 minutes
<b>4</b>	Insurance and Financial Market Awareness	30	60	English & Hindi	27	30	20 minutes
	Total	120	300				2 hours
<b>5</b>	English Language Descriptive Paper (Communication Skills: Emails, Reports, Situation Analysis & Precis Writing)	2	25 **	English	9	10	30 Minutes

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## Phase-III: Interview

Marks obtained in the Main Examination only will be considered for shortlisting for interview.

- i. **Maximum Interview marks are 60** and qualifying marks for **EWS, Unreserved and OBC candidates are 30**. Qualifying marks for **SC/ST/PwBD candidates are 27**. Candidates who do not obtain the minimum qualifying marks shall be excluded from further selection process. The decision of LIC in this regard shall be final and binding on the candidates and no correspondence will be entertained in this regard.
- ii. The number of candidates to be called for **interview will be approximately three times the number of vacancies to be filled in**, subject to the availability of successful candidates in the online main examination and will be as per their ranking in their respective category.

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*Thank  
you*

