

HOW TO APPLY:

Detailed guidelines/procedures for -

- A. Application registration.**
- B. Payment of fees.**
- C. Document scan and upload.**

Candidates can apply only online from 21.01.2023 to 10.02.2023 and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should scan the following documents and ensure that all these scanned documents adhere to the required specifications as given under point 'C', viz. the guidelines for document scan and upload.

- 1] photograph (4.5cm × 3.5cm)
- 2] signature (in black ink)
- 3] left thumb impression (on white paper in black or blue ink)
- 4] a hand written declaration (on a white paper in black ink) (text given below).

(i) Signature in CAPITAL LETTERS will NOT be accepted.

(ii) The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)

(iii) The text for the hand written declaration is as follows -

"I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."

(iv) The above mentioned hand written declaration has to be in the candidate's hand writing and only in English. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid.

(v) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges.

(vi) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. LIC may send intimation to download call letters for the examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile number **before applying on-line and must maintain that email account and mobile number.**

A. Application Registration:

Candidates are necessarily required to apply On-line through LIC's website <https://licindia.in/Bottom-Links/careers> . **No other means/mode of applications will be accepted.**

1. Candidates satisfying the conditions of eligibility as on 01.01.2023 are required to log in to the LIC's website - <https://licindia.in/Bottom-Links/careers> .
2. A candidate can apply under multiple categories (i.e. Others category (Open Market) , LIC Agents Category or LIC Employee Category) subject to eligibility criteria prescribed for that particular category with regard to age/qualification/experience.
3. In case candidate applies more than once under a single category (i.e. Others category (Open Market), LIC Agents Category or LIC Employee Category) only the latest application will be considered.
4. To register the application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. The candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent to the candidate.
5. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required.
6. Candidates are advised to carefully fill in and verify the details entered in the online application themselves, as no change will be possible/ entertained after clicking the COMPLETE REGISTRATION button.
7. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
8. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
9. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
10. Candidates can proceed to fill other details of the Application Form.
11. Click on the Preview Tab to preview and verify the entire application form before clicking on COMPLETE REGISTRATION button.
12. Modify details, if required, and click on 'COMPLETE REGISTRATION' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled in, are correct.
13. Click on 'Payment' Tab and proceed for payment.
14. Click on 'Submit' button.

B. Payment of fees :

Application fees / intimation charges (non-refundable) payment online: 21.01.2023 to 10.02.2023.
Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

Candidate will have to make the payment of Application Fees/Intimation Charges (Non-refundable) including GST, only through On-line mode as under:

For SC/ST Candidates	Intimation Charges of Rs.100/- (inclusive of GST) plus the Transaction Charges
Other than SC/ST Candidates	Application Fees-cum-Intimation Charges of Rs. 750/- (inclusive of GST) plus the Transaction Charges

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, UPI, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
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 Provisional 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 containing fee details. **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.

C. Guidelines for scanning and Upload of Documents:

While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph, signature, left thumb impression and hand written declaration.

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and hand written declaration as per the specifications given below.

Photograph Image:

- Photograph must be a recent passport size colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there is no "red-eye".
- If you wear spectacles make sure that there are no reflections and your eyes can be clearly seen.

- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred).
- Size of file should be between 20kb–50 kb.
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.
- If the photo is not uploaded at the place of photo, admission for examination will be rejected/ denied. Candidate himself/herself will be responsible for the same.
- Candidate should also ensure that photo is uploaded only at the place of photo and signature only at the place of signature. If the photo and / signature are not uploaded at the appropriate places, the candidate will not be permitted to appear for the exam.
- Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

Signature, left thumb impression and hand-written declaration Image:

- The applicant has to sign on white paper with Black Ink pen.
- The applicant has to put his left thumb impression on a white paper in black or blue ink.
- The applicant has to write the declaration in English clearly on a white paper with black ink.
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- The signature will be used to affix on the Call Letter and wherever necessary.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Signature / Hand written declaration in CAPITAL LETTERS will NOT be accepted.

Signature :

Signature image in **.jpg or jpeg format.**

Dimensions 140 x 60 pixels (preferred).

Size of file should be between 10kb-20kb.

Size of the scanned image should not be more than 20kb.

Left thumb impression:

- The applicant has to put his/her left thumb impression on a white paper with black or blue ink.
- File type: **jpg / jpeg format.**
- Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
- File Size: 20 KB – 50 KB.

Hand-written declaration:

- Hand written declaration content is to be as mentioned in 15 (iii).
- Hand written declaration should not be written in CAPITAL LETTERS.
- The applicant has to write the declaration in English clearly on a white paper in black or blue ink.

- The hand written declaration should be by the applicant and not by any other person.
- Hand written declaration File type: jpg / jpeg. File Size: 50 KB – 100 KB.
- Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width *Height).

Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour.
- Crop the image in the scanner to the edge of the left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg.
- Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MS Office can easily obtain documents in .jpeg format by using MS Paint or MS Office Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

- If the file size and format are not as prescribed, an error message will be displayed.

Procedure for Uploading the documents:

- While filling in the Online Application Form, the candidate will be provided with separate links for uploading left thumb impression and hand written declaration.
- Click on the respective link "Upload left thumb impression / hand written declaration".
- Browse and Select the location where the Scanned left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it.
- Click the 'Open/Upload' button. Your Online Application will not be registered unless you upload your Left thumb impression and hand written declaration as specified.
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case the uploaded image is not clear / smudged, the same may be uploaded again to the expected clarity / quality.

Note:

- (1) In case the left thumb impression or the hand written declaration is not clear / smudged the candidate's application may be rejected.
- (2) After uploading the left thumb impression / hand written declaration in the online application form, candidates should ensure that the images are clear and have been uploaded correctly. In case the left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her thumb impression / hand written declaration, prior to finally submitting the form.
- (3) After registering online, candidates are advised to take a printout of their system generated online application forms.

Candidates shall be solely responsible for the accuracy of the data / comntaints filled in the online application. In case of invalid applications due to errors, committed by the applicant no claim for refund of application fees shall be entertained by LIC of India.

To avoid last minute rush, candidates are advised to register on-line and pay the Application Fees/Intimation charges (wherever applicable) at the earliest.