

[\(Click to Print\)](#)

**CALL LETTER FOR PHASE-I : PRELIMINARY EXAMINATION FOR RECRUITMENT OF
ASSISTANT ADMINISTRATIVE OFFICERS (GENERALIST)**

ROLL NO. / USER ID : 1501007819

PASSWORD : 75613621

CATEGORY : UR

NAME AND ADDRESS :

DEEPAK GIRISH KALYANI
2 3B1 MAIN 11TH CROSS RHCS LAYOUT
HEALTH LAYOUT SRIGANDHAKAVAL PARK
ANNAPORNESHWARI NAGAR
BENGALURU
KARNATAKA 560091

REGISTRATION NO. : 252450827

VENUE CODE : 15051

VENUE OF EXAMINATION :

ION DIGITAL ZONE IDZ
KUMBALGODU RAJARAJESWARI
COLLEGE OF ENGINEERING 14
RAMOHALLI CROSS MYSORE ROAD
KUMBALGODU BENGALURU 560074

PLEASE AFFIX YOUR
RECENT PASSPORT
SIZE COLOUR
PHOTOGRAPH & SIGN
ACROSS



DATE OF EXAMINATION : 20/02/23 Monday
REPORTING TIME : 08:00 AM

Madam / Sir,

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, photocopy of the ID proof stapled with call letter and same currently valid Photo identity proof in original. - THIS IS ESSENTIAL. 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 License/Voter's Card with photograph/Bank Passbook with photograph/Photo Identity proof issued by a Gazetted Officer on official letterhead along with photograph/Photo Identity proof issued by a People's Representative on official letter head along with photograph/Valid recent Identity Card issued by a recognized College/ University/Aadhaar Card/E-Aadhaar Card with a photograph/ Employee ID in original/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.** You must report at the examination venue 15 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.

Handwriting Sample (to be copied from screen as instructed)

Left Thumb Impression (in the presence of the invigilator at the time of examination; you may bring your own ink stamp pad for this purpose)	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 : Your photograph affixed on the call letter should match the one uploaded in the online application form, failing which you may not be allowed to appear for the examination. You must NOT change your appearance from the photo uploaded by you. Your signature should tally with the signature uploaded. In case of discrepancy, you will not be allowed to appear for the examination. Late comers will not be allowed to take the test.

Candidates coming without stipulated currently valid photo ID card in original (containing exactly same name as mentioned above) and photocopy of the same ID proof which is brought in original stapled with the call letter will not be allowed to take the test. Photo ID should be valid as on the day of exam. The name on ID proof should exactly match the name exactly printed in the Call Letter. In case of

candidates who have changed their name will be allowed only if they produce ORIGINAL Gazette Notification or their ORIGINAL Marriage certificate or affidavit in ORIGINAL.

The examination will be conducted online. You will be required to enter USER ID and Password to enter the On-Line exam site. Please ensure that your name and other details which will subsequently appear on the screen are correct. Disclosure of User ID & Password to third party shall be at the risk & responsibility of the candidate.

Sd/-

Executive Director (Personnel)

➤ **Please print and read the attached instructions from next page carefully.**

INSTRUCTIONS

1. The examination will be conducted online. You will be required to enter Login ID (user ID) and Password to enter the On-Line exam site. Please ensure that your Name and other details which will subsequently appear on the screen are correct.
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.**
3. A handout giving information about the type of examination is available on the website of the LIC. Please download the handout and study it carefully.
4. Candidates should sign in the respective space provided on the call-letter in the presence of the invigilator.
5. You must bring a ball point pen with you. You may bring your personal ink stamp pad (blue/black).
6. 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.
7. **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.**
8. **You must report at the examination venue 15 minutes before the reporting time as printed on this call-letter. Candidates arriving late will not be permitted to appear for the on-line examination.**
9. Use of books, notebooks, calculators, watch calculators, pagers, mobile phones and other electronic gadgets. is not permitted in this examination. Candidates are advised not to bring any of the banned items including 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.
10. Any request for change of date / session / centre / venue will not be entertained.
11. You may please note that this call-letter does not constitute an offer of employment with the LIC.
12. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to their selection/recruitment shall be considered as DISQUALIFICATION.
13. 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.
14. 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.
15. 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.
- 16.

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.

17. Person with Benchmark Disability should contact the Test Centre Administrator of the test venue at least 30 minutes before the time of examination for assistance in seating, if needed.

18. Please read instructions related to Social Distancing given on next page.

INSTRUCTIONS WITH REGARD TO SOCIAL DISTANCING

- 1 **Candidate is required to report at the exam venue strictly as per the time slot mentioned in the Call Letter. Late comers will not be allowed to take the test.**
- 2 **Mapping of 'Candidate Roll Number and the Lab Number' will NOT be displayed outside the exam venue, but the same will be intimated to the candidates individually at the time of entry of the candidate to the exam venue.**
- 3 **Items permitted into the venue for Candidates**
Candidates will be permitted to carry only certain items with them into the venue.
 - a. **Mask**
 - b. **Personal hand sanitizer (50 ml)**
 - c. **A simple pen and ink stamp pad (blue/black)**
 - d. **Exam related documents (Call Letter and Photocopy of the ID card stapled with it, ID Card in Original)**
 - e. **In case of Scribe Candidates - Scribe form duly filled and signed with Photograph affixed.****No other Items are permitted inside the venue.**
- 4 **Candidate should not share any of their personal belonging/material with anyone.**
- 5 **Candidate should maintain safe social distance with one another.**
- 6 **Candidate should stand in the row as per the instructions provided at venue.**
- 7 **If candidate is availing services of a scribe, then scribe also should bring their own Mask.**
- 8 **On completion of examination, the candidates should move out in an orderly manner without crowding as instructed by the venue staff.**

WISH YOU GOOD LUCK