

**BHARAT SANCHAR NIGAM LTD**

Recruitment Branch  
Eastern Court, 2<sup>nd</sup> Floor, Room No.222,  
Janpath, New Delhi-110001

No. 66-1/2013-DE

Dated:- 28th Aug., 2014.

To

All CGMs, BSNL Telecom Circle,  
CGM Chennai/Kolkata Telephones Distt. BSNL  
CGM Maintenance, NTR, BSNL, New Delhi.

**Subject:- Holding of Limited Internal Competitive Examination (LICE) for promotion of PA to the grade of Private Secretary against 33% quota in the field units of BSNL.**

Sir,

It has been decided to hold a Limited Internal Competitive Examination (LICE) to fill up the vacancies in the grade of Private Secretary grade against 33% quota in the field units of BSNL for the recruitment years 2011-12, 2012-13 & 2013-14. The examination shall be held as per provisions of Recruitment Rules issued vide No. 20-8/2002-Pers.II dated February, 2004 and as amended vide No. 20-34/2010-Pers.II dated 17<sup>th</sup> Feb., 2011 and 20-08/2013-Pers.II dated 25-06-2013.

2. The scheme and syllabus of the examination has been as circulated vide letter No.25-01/2010-Pers.II dated 22<sup>nd</sup> February, 2011 as amended and issued vide No. 20-05/2009-Pers.II dated 24-11-2011, 20-05/2009-Pers.II dated 29-11-2011 and 20-5/2009-Pers.II dated 11-09-2012. The details of papers and time -table of the examination (LICE) will be as under:-

Paper	Subject	Marks	Date of Exam.	Duration
Paper-I (Objective, multiple Choice)	i) General Awareness	75	Sunday, the 30th Nov., 2014	2 Hours (10.00 A.M. to 12.00 Noon)
	ii) General English	75		
	iii) Computer Fundamentals	50		
Paper-II Skill Test	Skill Test in shorthand (English or Hindi Medium) @100 w.p.m. for 7(seven) minutes	300		Reading Time - 10 Minutes Transcription Time (English)-40 Minutes (Hindi) - 55 Minutes

Exam is to be held on the specified date to maintain a uniform standard of question paper and to ensure annual timely conduction of exam.

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3. Eligibility to appear in the above examination shall be strictly in accordance with the Pers.II Branch circulars stated in Para 1 above. In case of any doubt regarding eligibility for admission to the examination, it may kindly be addressed to AGM (Pers.II), BSNL Corporate Office, 4<sup>th</sup> floor, Bharat Sanchar Bhavan, New Delhi-110 001.

4. All arrangements for conducting the examination will be made by the circles strictly in accordance with the rules laid down in Appendix No. 37 of P & T Manual Vol-IV (5<sup>th</sup> Edition) and instructions issued in this regard from time to time. The Heads of Telecom Circles will be responsible for actual conduct of the examination including conduct of Exam in respect of the candidates permitted to appear by the Heads of other Administrative offices situated within their territorial jurisdiction. For the candidates of Chennai Telephones & Kolkata Telephones, the examination will be conducted by the concerned Telephone District. In Delhi, Chief General Manager, Maintenance, NTR, New Delhi will conduct the examination.

5. Examination (Paper-I) will be OMR (Optical Mark Reader) answer sheet based. Each question will have four options for answer. Only one answer which is the most appropriate has to be selected by the candidate. Candidate is required to darken the relevant bubble by a black ball point pen only in the OMR answer sheet accordingly.

6. Paper-II i.e. the skill test in shorthand and typing will be conducted through computer. Centre Supervisor will arrange for computers. APS corporate 2000+++ software may be used for conducting the skill test in Hindi. Skill Test will be taken by a professional or an officer who has good experience in giving dictation.

7. The minimum qualifying marks will be 40% in paper-I & 50% in Paper-II and 45% in aggregate for OC candidate. In case of SC/ST candidates, the minimum qualifying marks will be 35% in Paper-I & 50% in Paper-II and 45% in aggregate. The total number of marks for skill test in shorthand (Paper-II) is 300 and a candidate has to obtain at least 150 marks to qualify the test. Only 5% errors will be allowed for Skill Test (Shorthand and typewriting). i.e. permissible limit of mistake are 35. Correspondingly, 4.29 marks are deducted for each mistake. No relaxation in the standard for the skill test shall be made in favour of any category of candidates. Please refer to scheme & syllabus issued and amended from time to time and circulated to all the heads of circles.

8. The question Paper for Paper-I (Objective multiple choice) and Paper-II (Skill test) would be arranged centrally by Recruitment Branch of Corporate Office. Answer sheets for Paper-I (OMR Sheets) and Paper-II dictation passage (English & Hindi) for skill test would be arranged centrally by Recruitment Branch of Corporate Office. All post examination work such as nomination of examiners, evaluation of answer books by such examiners, preparation and declaration of result, etc. will be undertaken by

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the respective Telecom Circles as being done in a decentralized examination. For Paper-II, Shorthand Note Book for dictation and good quality Typing Sheets, with perforation for Secret Code (as given in answer books), shall be supplied by respective circles. Each such sheet should be signed with rubber stamp by Centre Supervisor. Pencil (for Paper-II) is to be brought by candidate.

9. The eligible candidates may be advised to submit their application to the Head of Telecom Circle under whose jurisdiction they are working. **The last date of submission of application may be fixed as 09-10-2014. Application received after the last date i.e. 09-10-2014 should not be entertained.**

10. The Heads of Circles are requested to intimate to the AGM(DE-I)., BSNL, Room No.222, , 2<sup>nd</sup> floor, Eastern Court , Janpath, New Delhi – 110 001, the following information positively by **24-10-2014** in each centre.

- (i) Name of the Centre,
- (ii) Name/Address/Telephone Nos.(Office, Residence and Mobile)/E-mail Address of the Exam. Co-ordinator.
- (iii) Name, Designation and Complete Postal Address/Fax/Telephone & Mobile Number of Supervising Officers.
- (iv) List of candidates appearing in the examination alongwith Roll No. allotted.

11. This letter may please be given wide publicity and receipt of this letter may please be acknowledged.

Hindi version will follow.

Yours faithfully,

*B.L. Gadhwal*  
28.08.2014

(B.L. Gadhwal)

Asstt.General Manager (DE-I)

Tel: 23734373

Copy to:-

1. PPS to Director (HR), BSNL Board, New Delhi.
2. GM (Pers.)/ GM (Estt), BSNL CO.
3. AGM(Pers.II) BSNL C.O. w.r.t. letter No. 25-01/2010-Pers.II dated 10<sup>th</sup> Oct., 2013 & 28<sup>th</sup> April, 2014
4. CLO (SCT), BSNL C.O., New Delhi.
5. AD (OL) Section, BSNL CO for Hindi version.
6. Notice Boards.
7. Guard file.

*[Signature]*  
28/08/2014  
Deputy Manager (DE-I)