

**BHARAT SANCHAR NIGAM LIMITED**  
( A GOVT OF INDIA ENTERPRISE)  
**CORPORATE OFFICE : BW UNIT**  
10<sup>TH</sup> FLOOR, CHANDRALOK BLDG, NEW DELHI

No. Deptl.Exam/2007/AD(BW-II)Pt

Dated : 23.06.2009.

To

1. **All CGM Telecom Circles.**
2. **All PCE(C)/CE(C) BSNL Civil Zones.**
3. **CGM ALTTC Ghaziabad.**
4. **PGM(IR) BSNL CO, N.D.**

Sub.: Regarding conduct of "Training cum Examination" for Accounts & Law of Contract at ALTTC Ghaziabad for the Executives of Civil/Electrical Disciplines.

In supersession to the earlier instruction issued for conducting the departmental examination for Accounts for SDE(Civil/Elect)/ AEE(Civil/Elect) and departmental examination for Law of Contract for Executive Engineer(Civil/Elect), approval of the competent authority is hereby conveyed for :

- a) Discontinuation of holding of existing procedure of holding of Departmental Examination for Accounts for SDE(Civil/Electrical)/ AEE(Civil/Electrical) & Departmental Examination for Law of Contract for EE(Civil/ Electrical).
- b) Conducting "training cum examination" for Accounts for SDE(Civil/Electrical) /AEE(Civil/Electrical) & "training cum examination" for Law of Contract for EE(Civil/Electrical) at ALTTC Ghaziabad as per the Scheme and Syllabus enclosed herewith.

The training cum examination shall be of six days module comprising of two phases :

- i. Training for five days.
- ii. Conduction of the examination on sixth day.

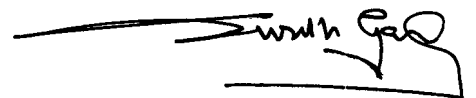
(Note : After imparting training for five days, examination shall be conducted on sixth day by ALTTC in the similar way as is being done for Time bound/ Post based Executive promotion policy for Gr'B' level officers viz. E1-E2 ( JTO-SDE) to E4- E5 (DE- DGM) in accordance to corporate office instructions. Result to be declared and uploaded on CMTS package by ALTTC Ghaziabad).

The copy of recasted scheme and syllabus for SDE(Civil/Electrical) & EE(Civil/Electrical) is enclosed herewith for wide circulation among Executives.

The calendar of training cum examination will be notified by the ALTTC Ghaziabad.

The order is effective from the date of issue.

Encl.: As above.

  
(S.C.Garg)  
DGM(BW-I)

**SCHEME OF DEPARTEMNTAL EXAMINATION**

**A) Departmental Examination for Executive Engineers(C/E) :**

It is proposed to introduce departmental examination in Law Of Contract for the Executive Engineers (Civil/Electrical) , It shall be required to pass this departmental Examination within two years of promotion to the grade. If they fail to clear the examination within two years their second increment in the grade of Executive Engineer will not be drawn until they clear the said examination.

1. Other requirement:

1.1 Duration of Examination: Three Hours

1.2 Pattern : Objective Type Questions With Multiple Choice

1.3 Max Marks: 100 marks

1.4 Minimum Qualifying Marks: 50 %

Syllabus as per Annexure B-I

**B) Departmental Examination for Sub Divisional Engineers(C/E) & Assistant Executive Engineer(C/E):**

It is proposed to introduce departmental examination in Accounts and work Procedures for the AEE(C/E) and SDE(Civil/Electrical) promoted from the grade of JTO(C/E) on the basis of seniority or through LDCE. They shall be required to pass this departmental Examination within two years of promotion to the grade. If they fail to clear the examination within two years their second increment in the grade of AEE(C/E) & SDE(C/E) will not be drawn until they clear the said examination.

1. Other requirement:

1.1 Duration of Examination: Three Hours

1.2 Pattern : Objective Type Questions With Multiple Choice

1.3 Max Marks: 100 marks

1.4 Minimum Qualifying Marks: 50 %

Syllabus as per Annexure B-II

**SYLLABUS FOR EXECUTIVE ENGINEERS (Civil/Elect)**

1. Indian Contract Act Chapter I,II except sections 26,27,30 Chapter III,IV , except section 68 and Chapter VI & X.
2. Indian Arbitration and Conciliation Act.
3. BSNL Agreements and their implication.
4. Law of Limitation
5. Object of Law of Limitation
6. Section 3,9,18,19 of the Indian Limitation Act 1963.
7. Article 1,7,10,14,15,18,19,21,22,26,42,52,54,55,59,64,65,68,69,72,78,80,90,91,93,95,100,112,113,119(a),119(b),136 of the Indian Limitation Act 1963
8. Workmen's Compensation Act
9. Company Act 1956:
  - 9.1 Short title, commencement and extent ,definitions, interpretations of certain words and expressions, definition of 'Company', 'existing company', 'Private Company' & 'Public Company'.
  - 9.2 Prohibition of Association and partnerships exceeding certain numbers, Memorandum of Associations, Article of Association.
  - 9.3 Share Capital and debentures, nature ,numbering and certificate of shares, kinds of share capital.
  - 9.4 Management and proceedings: Register office of Company, Constitution of Board of Directors
  - 9.5 Meetings of Board (section 285 to 290)
10. Indian Partnership Act 1932:

Preliminary : short title, extent and commencement, definitions.  
The nature of Partnership : Definition of partnership, 'partner firm' and 'firm name'. Relation of partner to one another : General duties of Partners, Duty to indemnify for loss caused by fraud, the conduct of Business ,Rights and duties of Partners.

## SYLLABUS FOR SDE (Civil/Elect) &amp; AEE(C/E)

## Account &amp; Works Procedures Paper

- i.) CPWD Works Manual: Measurement Books, Standard measurement Books, Preparation, Examination and /or verification and passing of Bill for payments, Documentation of Accounts, Stages for execution of Works, Deposit works. Preparation of Estimates, Preparation of tender Documents, Publicity of Tenders, Sale of Tender Documents, Receipt ,opening and Acceptance of Tenders, Earnest Money, Security Deposit, Refund of Security Deposit and Performance Security, Extra, Substituted and deviated Items of Work, Chief Technical Examiner's Organisation .
- ii.) CPWD Specifications.(Civil/Electrical)
- iii.) Delegation of Financial Power(Civil & Electrical respectively).
- iv.) Application of various Clauses of BSNL <sup>Form & Rk</sup> (Civil & Electrical respectively)
- v.) CPWD Schedule of rates/DAR/DPAR(Civil&Electrical)
- vi.) P&L Account, Balance Sheet
- vii.) Project Management :
  - a)Introduction: About Project, Project Life Cycle, Triple Constraint, Project Stake holders,
  - b)Scope : About deliverable in Project, Project justification, Scope Statement, Work Breakdown Structure
  - c)Project Estimating: About project Estimate, Life Cycle Cost Statistical Cost Estimating, Difference between estimated Cost and price, Law of diminishing returns, Cost improvement Curve,
  - d)Cost Management: About the Cost baseline, Time value of Money, Fundamental Accounting Equation, Financial measures of ROS,ROA EVA, Depreciation.
  - e)Time Management: Network Diagram, early start, Early finish, Late start, late finish dates of a project schedule, float or Slack in project Schedule, Gantt Chart, CPM, PERT, crashing and fast tracking schedule