

BHARAT SANCHAR NIGAM LIMITED

A Govt. of India Enterprise

Corporate Office: B-148, Statesman House, Barakhamba Road, New Delhi

PUBLISHED BY PERSONNEL-II BRANCH OF BSNL CORPORATE OFFICE

RECRUITMENT RULES OF PRIVATE SECRETARY

Issue No.-10

F.No. 27-1/2001-CSS

Dated 17th July, 2003 at New Delhi - 1

1 **Short title and commencement:-**

- iv) With the approval of BSNL Board, the following rules regulating the method of recruitment to the post of **Private Secretary** in BSNL are hereby made.
- v) These rules may be called the **Private Secretary**, Recruitment Rules, 2002 (Issue:10).
- vi) They shall come into force with effect from 02.01.2003.

2 **Definition :-** In these rules, unless the context otherwise requires,

- ii) **Company:-** means Bharat Sanchar Nigam Limited (A Government of India Enterprise) having its Registered Office at Sanchar Bhawan, New Delhi.
- iii) **Board:-** means the Board of Directors of the Company and includes in relation to the exercise of powers any Committee of the Board/ Management or any Officer of the Undertaking to whom the Board delegates any of its powers.

3 **Application :-** These rules apply to the post specified in Column(1) of the Schedule annexed to these rules.

4 **Number of Post, classification and scale of pay:-** The number of the said post, its classification and the scale of pay attached thereto shall be as specified in column 2 to 4 of Schedule annexed to these rules.

5 **Method of Recruitment, age limit, qualifications etc.:-**The method of recruitment, age limit, qualification and other matters relating to the said post shall be as specified in columns 5 to 11 of the said Schedule.

6 **Disqualification:- No person,**

- a) Who has entered into or contracted a marriage with a person having a spouse living, or
- b) Who having a spouse living, has entered into or contracted marriage with any person, shall be eligible for appointment to the said post.

MC Shukla
9/7/03

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Provided that the Central Government permit a Government servant to enter into, or contract, any such marriage as is referred to in clause (a) or clause (b), if it is satisfied that -

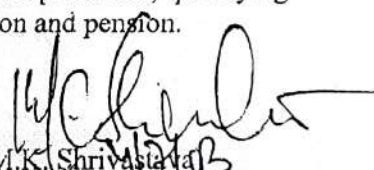
- (i) such marriage is permissible under the personnel law applicable to such Government servant and the other party to the marriage; and
- (ii) there are other grounds for so doing.

7 **Service under the Territorial Army:-** A Private Secretary who has not completed the age of 40 years if so required, will be liable to serve in the Territorial Army subject to the provisions of Section 6A of the Territorial Army Act, 1948 (58 of 1948) and the rules made thereunder.

8 **Saving :-** Nothing in these rules shall affect reservation, relaxation of age limit and other concession required to be provided for the Scheduled Caste, Scheduled Tribes, other Backward Classes, Ex-service man and other special category of persons in accordance with the orders issued by the Central Government from time to time in this regard.

9 **Initial constitution:-**

- (i) All officers holding the post of Private Secretary in the erstwhile DOT/DTS/DTO before commencement of these rules and those who have been absorbed in Bharat Sanchar Nigam Limited shall be deemed to have been appointed as **Private Secretary**.
- (ii) The continuous regular service of officers referred to in sub-rule 9(i) above before the commencement of these rules shall count for the purpose of probation, qualifying service for promotion, confirmation and pension.


(M.K. Shrivastava)
Assistant Director General (Pers. II)

SCHEDULE


Name of Post	Number of Posts	Classification	Scale of Pay	Whether selection or non-selection post	Age limit for direct recruits	Whether benefit of added years of service admissible	Educational and other qualification required for Direct Recruits
1 Private Secretary	2 *39 (up to 2002) * subject to variation dependent on workload	3 Executive	4 IDA Pay Scale corresponding to the CDA scale of Rs 7500-250-12000 in BSNL.	5 Non-selection	6 Not applicable	7 Not applicable	8 Not applicable

M. S. Das
14/11/2012

Whether age and essential qualification prescribed for direct recruits will apply in case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer or by absorption and percentage of vacancies to be filled by various methods	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer to be made	If a BSNL Promotion Committee exists, what is its composition.	REMARKS
9	10	11	12	13	14
Not applicable	Not applicable	75% by promotion on the basis of seniority cum fitness. 25% by Limited Internal Competitive Examination	Promotion: 75% by promotion from amongst Personal Assistants with three years regular service in the grade. 25% by Limited Internal Competitive Examination. Those Personal Assistants who have completed three years of regular service are eligible to undertake the LICE. 2 The crucial date for determining the eligibility shall be 1st of July of year to which the vacancies pertains.	1. Sr DDG (Pers.) DDG (Pers.)-Chairman 2. H DDG(Pers.)-Member 3. ADG(Pers.-II)-Member Note : Appointing authority will be Dir. (HRD), BSNL Board	-----

(M.K. Srinivasan)
Assistant Director General (Pers. II)



 **Bharat Sanchar Nigam Ltd.**
(A GOVERNMENT OF INDIA ENTERPRISE)
CSS SECTION

4th Floor, Bharat Sanchar Bhavan,
Harish Chandra Mathur Lane, Janpath, New Delhi - 110001

No.27-1/2001-CSS

Dated, the 14th September, 2012.

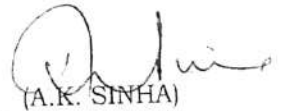
All Heads of Telecom. Circles/
Metro Districts/Maintenance Regions/Projects
All other Administrative Units,
Bharat Sanchar Nigam Limited.

Subject: Recruitment Rules of Section Officers (now Deputy Managers)/Private Secretaries of BSNL Corporate Office - Amendment therein.

Reference is invited to Recruitment Rules of Section Officers (now Deputy Managers)/Private Secretaries of BSNL Corporate Office issued vide this office letter of even No. dated 4th July, 2003. Approval of the BSNL Board held in 143rd meeting is hereby conveyed for substituting the numeral "75%" and "25%" appearing at columns 11 & 12 of the Schedule of existing Recruitment Rules of Deputy Manager (then Section Officer)/Private Secretary as 67% and 33% respectively so that it is read as 67% by promotion on the basis of seniority-cum-fitness and 33% by Limited Internal Competitive Examination.

2. Posts to be filled up under the LICE will be governed to the extent of these amendments in terms of Part-II (iii) & (iv) of this office O.M. No. 400-61/2004-Pers.I/302 dated 18-01-2007.

3. This issues with the approval of the competent authority.



(A.K. SINHA)
Assistant General Manager (CSS)

Copy to:

1. PPS to CMD, BSNL, New Delhi
2. Sr. PPS/PPS to all Directors, BSNL, New Delhi
3. All Executive Directors, BSNL C.O., New Delhi
4. The CS & Sr. GM (Legal), BSNL C.O. w.r.t. his memo No. BSNL/SECTT/EXTRACT/143/BM/10 dated 06-09-2012.
5. All Officers/Sections in BSNL C.O.
6. Rajbhasha Adhikari, BSNL C.O. for Hindi version
7. Order Bundle.