



EXAMINATION NOTIFICATION

efile noBSNLCO-11/13(11)/5/2023-RECTT-CO

Dated: 06/10/2023

To

**All Chief General Managers
BSNL Telecom Circles**

Sub: Holding of Limited Internal Competitive Examination (LICE) for promotion from Personal Assistant (erstwhile CSSS cadre) to the grade of Private Secretary (erstwhile CSSS cadre) under 33% quota in BSNL Corporate Office [For working eligible BSNL employees only].

STARTING DATE OF ONLINE REGISTRATION OF APPLICATION	Will be communicated separately
LAST DATE OF ONLINE REGISTRATION	Will be communicated separately
EDITING PERIOD	Will be communicated separately
DATE OF ONLINE/OFFLINE EXAMINATION	Will be communicated separately

With the approval of the Competent Authority, it has been decided to hold Limited Internal Competitive Examination (LICE) to fill up the vacant posts in the grade of Private Secretary under 33% quota from the eligible Personal Assistant of BSNL in the light of Recruitment Rules (RR) circulated vide letter no. 27-1/2001-CSS dated 04.07.2003 (ANNEXURE-A) & amendment vide letter no.27-1/2001-CSS dated 19.09.2012 and schemes and syllabus circulated vide letter no. 104-1/2007-CSS dated 31.08.2010 along with revised OM No.104-1/2007-CSS dated 05.03.2013 (qualifying standards read with clarification vide F.No.104-1/2007 dated 14.10.2013 (ANNEXURE-B) by cadre controlling authority, CSS Section, Pers. Branch, BSNL CO.

2. The vacancy position as follows:-

Vacancy Year	UR	SC	ST	Total
2022	01	00	00	01

3. The details of papers and time- table of the examination will be as under:-



Paper	Subject	Marks	Date of Exam	Duration
Paper - I (objective multiple Choice)	i. General Awareness	75	will be communicated later	2 Hours (11 A.M to 01.00 P.M)
	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 10 (ten)minutes	300		1 Hour 20 minutes (English) 1 Hour 30 minutes (Hindi) (2.00 p.m. onwards) Reading – 10 minutes Dictation-10 minutes Transcription (English) -60 Minutes Transcription (Hindi) -70 Minutes

** Only 5% errors will be allowed for Skill Test (Shorthand and typewriting). The Skill test is not envisaged to be of a qualifying nature and the time for skill test will be intimated at the venue.

Syllabus for each Paper has been detailed in **Annexure-B**.

4. The examination for paper –I will be of multiple choice objective type and as such each question will have 4 multiple choices for answer. Only one answer which is the most appropriate has to be selected by the candidate and click the relevant option accordingly. In case of wrong answer, 25% marks of that question will be deducted and as such the candidates are advised not to resort to arbitrary selection of answer. As regards to Paper-II Skill Test will be conducted offline.

5. Minimum qualifying marks prescribed in the LICE will be as follows:-

S.No.	Category	Minimum Qualifying Marks
1	UR	40% in Paper – I, 50% in Paper – II and 45% in aggregate
2	SC/ST candidates	35% in Paper- I, 50% in paper-II and 45% in aggregate

Negative marking shall be adopted in all objective type question papers of LICE and for each wrong answer 25% of the mark of that question should be



deducted. With regard to Skill test in Shorthand, no. of mistakes allowed (5% of 1000 words-50 words) and 3 marks will be deducted for each mistake.

6. The eligibility for appearing in the above mentioned Limited Internal Competitive Examination shall be as per existing Recruitment Rules issued by **Cadre controlling authority** of BSNL CO vide their letter no. circulated vide letter no. 27-1/2001-CSS dated 04.07.2003 (ANNEXURE-A) & amendment vide letter no.27-1/2001-CSS dated 19.09.2012. All the candidates are requested to go through their service particulars from service book/SAP etc. from the custodian competent authority of service book etc. while registration of candidature for the above said LICE to avoid pre/post Exam eligibility discrepancies. In case of any doubt with regard to eligibility, schemes and syllabus of the examination, the Candidates may take up the matter suitably with the **Cadre controlling authority (CSS section)** of the BSNL CO for necessary clarification.

7. The details of examination Center for the said LICE will be communicated separately. The examination will be conducted strictly in accordance with provisions of Standard Operating Procedure (SOP) for conducting Computer based Online examination for Paper –I as well as Skill test type in Paper –II.

8. The Personal Assistant(s), who are eligible in accordance with the eligibility conditions as referred in the Recruitment Rules and who desire to appear in the examination should submit application on-line. Candidates applying for LICE for promotion to the post of Private Secretary are required to apply online for which link shall be provided through BSNL web site www.internalexam.bsnl.co.in. Therefore, candidates are advised to visit BSNL Intranet site (www.intranet.bsnl.co.in) for any updates regarding the LICE. All Personal Assistants applying to appear in LICE for the post of Private Secretary are required to read all the instructions provided on website www.internalexam.bsnl.co.in before filling the online application form. Candidates must have valid Email ID and Mobile Number at the time of online Registration. After submitting the application on-line, the applicant shall retain a hard & soft copy of application form for record.

9. The prescribed examination fee Rs.1000/- (Rupees One thousand only) for the OC candidates, and Rs. 500/- (Rupees Five Hundred only) for the SC/ST candidates shall be paid through online mode i.e. Internet Banking, Credit Card, Debit Card etc. **The amount of the fee shall not be accepted in any other form. Fee once paid for the said LICE shall neither be refunded under any circumstances nor can be held in reserve for any other examination or selection even if exam is not conducted due to any reasons. Therefore, candidates are requested to ensure their eligibility for the said LICE before applying for the same.**

10. Candidates are advised to complete their online registration process well before last date to avoid last day rush/technical glitches/unforeseen



circumstances etc. Online registration process will not be allowed after last date and all incomplete registrations will be treated as rejected. Candidates will have to download their online application form and Admit Card from the BSNL website www.internalexam.bsnl.co.in before the date of the online Test by using their user login credential. **It will not be sent either by post or by E-mail.** BSNL shall not be responsible for server crash problems or delays occurring on last day of registration.

11. The applicants would be admitted to the examination on the basis of data/information furnished by them and captured during online registration of candidature. The said captured data/information shall be sent to Circles for verification of eligibility with respect to service particulars available in Service Book, SAP etc. Candidates are, therefore, once again advised to ensure that they fulfill all eligibility conditions before applying. The applicant must also ensure regarding his parent circle / category while filling the same in online application. In case it is found at a later stage that the information furnished by an applicant is false or an applicant does not fulfil any of the eligibility conditions, the candidature of such applicants shall be cancelled and no correspondence in this regard shall be entertained. Issuance of an admit card/Hall Ticket for the examination will NOT confer candidates any right for promotion/appointment etc. The promotion/appointment will be solely subject to fulfilment of all eligibility conditions & availability of vacancies, provided by concerned authorities.

12. BSNL shall display/provide the questions & provisional answer key (for paper -I objective type questions) on the same portal soon after the Exam, for a stipulated period, wherein candidate shall be provided with a suitable format to submit their online grievances/queries on question/answer options only on chargeable basis to discourage unscrupulous grievances and shall be paid through online mode i.e. Internet Banking, Credit Card, Debit Card etc. On the basis of grievance received from candidates, if any, the final answer key & merit list shall be deployed as per prevailing guidelines .

13. Issuance of candidate response sheet, score card etc. for the said LICE shall NOT confer candidate any right for promotion/appointment etc. The promotion/appointment will be solely subject to fulfilment of all eligibility conditions, magnitude of qualified marks secured vis-à-vis availability of vacancies, provided by concerned authorities. The aspect of Eligibility shall be solely on cadre controlling unit (CSS Section under Pers. Branch) and therefore cadre controlling unit should ensure that Service particulars of candidates are up-to-date in all respect to avoid any kind of pre/post exam discrepancies.

14. The decision of BSNL Corporate office, in all matters relating to eligibility, acceptance or rejection of the applications for false information, mode of selection, conduct of examination(s) and allotment of examination centres will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard. BSNL reserves the right to modify/amend any of the terms & conditions of this recruitment at any point of time. Discrepancies regarding eligibility during exam



or later shall make candidates liable for rejection of candidature. The custodian of service book and other particular of candidates, the Cadre Controlling Authority (CSS Section, Pers. Branch) shall ensure all aspects while verifying the eligibility and shall be the sole responsibility of eligibility verifying authority.

15. Nothing other than specified in Admit card be permitted to be taken inside the examination premises by the candidates. Violation of any of the instructions at any stage will make the candidate liable for disqualification of the candidature without assigning any reason thereof.

16 Promotion on the basis of result of this examination will be subject to the outcome of court cases pending in different courts on the issue related to seniority in feeder grades and also DoP&T instructions issued from time to time as endorsed by concerned Branch of BSNL. Since the Jarnail Singh batch of cases are pending in the Hon'ble Supreme Court of India, any promotion order issued shall be subject to further orders that may be passed by the Supreme Court in the said batch of cases

17. The decision of BSNL in all matters relating to eligibility, acceptance or rejection of the applications for false information, mode of selection, conduct of examination(s) and allotment of examination centres will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard. Discrepancies regarding eligibility during exam or later shall make candidates liable for rejection of candidature. The custodian of the service book shall ensure all aspects while verifying the eligibility and shall be sole responsibility of eligibility verifying authority.

P.K.Jha

(Pravin Kumar Jha)

Assistant General Manager (Rectt)

Encl:-

1. The Recruitment Rules of PS (BSNLCO) (: ANNEXURE- A
2. The Schemes & Syllabus of LICE to the grade of PS (BSNLCO) ANNEXURE- B.

Copy to:

1. PPS to Dir(HR) BSNL Board for kind information please.
2. PGM(Pers) BSNLCO for information please.
3. CGM , (ALTTC) BSNLCO for arranging pre-exam training to all willing applicants please.
4. BSNL Intranet Portal.
5. AGM(OL) for Hindi version.