



No. 3-2/2005-Rectt
BHARAT SANCHAR NIGAM LIMITED
(A Government of India Enterprise)

Recruitment of Junior Accounts Officers (JAOs) in BSNL

CLOSING DATE OF RECEIPT OF APPLICATION: 15.12. 2009

Bharat Sanchar Nigam Ltd. [BSNL] will recruit about 1000 Junior Accounts Officers (JAOs) through an open competitive examination to be held on All India basis. **The examination is likely to be held in February/March 2010 and the exact date of the examination will be announced later on.**

The details of these 1000 vacancies are given below:

Number of Vacancies	OC	OBC	SC	ST	TOTAL
Junior Accounts Officers (JAOs)	453	253	195	99	1000

3% of the total vacancies (1.5% for Locomotor disability and 1.5% for Hearing Impairment) will be reserved for Physically Handicapped (PH) Quota.

Reservation as per central Govt. guidelines will be applicable for SC/ST/OBC/PH candidates.

In case of PH candidates, only such persons would be eligible for reservation in services/posts who suffer from not less than 40 percent of relevant disability. A person who wants to avail of benefit of reservation would have to submit a Disability Certificate issued by a competent authority in the format given in Annexure-I.

In respect of Physically Handicapped persons, candidates with following physical disability will be permitted:

(i) For Hearing Impairment:

Physical Requirements.	Category of the Disabled suitable for the Job.
(1) S-work performed by Sitting. (2) B-Work performed by Bending (3) SE-Work performed by Seeing. (4) RW-Work performed by Reading & Writing.	(1) PD – Partially deaf. (2) D – The deaf.

(ii) Locomotor disability :

Physical Requirements	Category of the Disabled suitable for the Job.
(1) S-work performed by Sitting. (2) B-Work performed by Bending (3) SE-Work performed by Seeing. (4) RW-Work performed by Reading & Writing.	(1) BL-Both Legs affected but not arms. (2) OA-One Arm affected (R or L). (a) Impaired reach. (b) Weakness of grip. (c) Ataxic. (3) OL-One Leg affected (R or L). (4) BH-Stiff Back and hips (cannot sit or stoop)

1. Scale of Pay: The Junior Accounts Officer shall be appointed in the IDA pay scale [E-1A] of Rs. 16400-40500 with annual increment @ 3% of basic pay. In addition, HRA, Perks, Medical Benefits, LTC etc. will be admissible as per company rules.

The emolument at the minimum of the pay scale will be around Rs.20,500/- excluding HRA, perks, medical benefits, LTC etc.

2. Selection for a Particular Circle & Service liability

BSNL comprises a number of territorial and functional circles. The recruitment will be made centrally by BSNL and JAOs recruited will be allotted territorial circles depending on vacancies, their choice and merit. A list of existing territorial circles appears in **Annexure IIA**.

The Junior Accounts Officer is a Circle based Cadre and the candidates would be allotted a particular circle, keeping their circle-choice & merit in view. Applicants shall be considered for a particular circle (**out of Annexure 'II B' Circles only**) of his/her choice in order of preference given by him/her in the application for examination and his or her position in the merit list. The applicants should exercise their option very carefully and indicate their choice of circles in order of their preference. Applicants may opt for 5 (five) Circles in order of their preference from amongst the Circles at Annexure-'II B'. If applicants have opted for 5 Circles in order of their preference then applicants shall give "Any where in India" as their sixth choice but if the number of Circles opted in order of their preference is less than 5 then one of option shall be "Any where in India". A successful applicant will, however, get appointment in the circle of his choice strictly depending upon his/her position in the merit-list drawn on the basis of his/her performance in All India competitive examination. In case, an applicant does not indicate his/her preference of circle or could not be allotted any of the circles of his/her choice, he/she will be allotted the circle wherever the vacancies remain unfilled, irrespective of his/her position in the merit-list, solely as per the requirements of BSNL. The decision of BSNL in this regard shall be final and binding. Change of preference (in respect of Circle) after submission of application shall not be entertained under any circumstance.

The service conditions, seniority, promotion etc. of selected candidates will be determined as per the prevailing rules of the Company.

3. Eligibility

3.1 **Nationality:** Only Indian Nationals would be eligible to apply.

3.2 **Educational Qualifications:** Applicants must possess any one of the following qualifications as on 31.12.2009:

- (i) A qualified Chartered Accountant; or
- (ii) A qualified Company Secretary; or
- (iii) A qualified Cost & Works Accountant; or
- (iv) M.Com (Master of Commerce).

The qualifications must be obtained from the Professional Body concerned viz. Institute of Chartered Accountants of India/Institute of Company Secretaries of India/Institute of Cost and Works Accountants of India in respect of (i), (ii) and (iii) respectively and a recognized Institution/University in respect of (iv).

Note: The appearance of the candidates in the examination will be purely on a provisional basis and failure to produce the certificate as to the above qualification at the time of scrutiny

of documents will make the candidate ineligible in the examination. No extension of time in this regard or any request for relaxation in qualification would be entertained under any circumstances.

4.1 Age: The external candidate should not be less than 20 years and not more than 30 years as on 1st January of the year of examination. However, the upper age-limit is relaxable as per standing instructions of Government of India on this subject for:-

- i) Upto 5 years For Scheduled Castes & Scheduled Tribes candidates;
- ii) Upto 3 years for OBC Candidates who are eligible to avail of reservation applicable ;
- iii) For PH candidates upto 10 years ; (15 years for SC/ST and 13 years for OBC);
- iv) Ex-Service men will get the benefit of age relaxation as per central government rules;
- v) For Residents of J&K – Relaxation shall be in accordance with DoP&T's Notification No.15012/7/1991-Estt.(D) dtd. 7.12.2007 pertaining to "Residents of State of Jammu and Kashmir (Relaxation of Upper Age Limit for Recruitment to Central Civil Services & Posts) Rules 1997".

4.2 The upper age-limit is relaxable upto 5 years for women candidates.

4.3 For BSNL employees the upper age-limit is relaxable by upto 5 years in accordance with the instructions or orders issued by the BSNL.

Note: The date of birth entered in matriculation or Secondary School Leaving Certificate or in a certificate recognized by an Indian University as equivalent to Matriculation or in an extract from a Register of Matriculates maintained by a University which extract must be certified by the proper authority of the University or in the Higher Secondary or an equivalent examination certificate. The certificates are required to be submitted only at the time of appointment. No other document relating to age like horoscopes, affidavit, birth extracts from Municipal Corporation, Service records and the like will be accepted.

5. Mode of selection and nature of Question papers:

The mode of selection is through an All India Competitive Examination. The examination will consist of two papers as per details given below:-

Subject	Paper
(i) General English & General Aptitude/Awareness :	(i) General English & General Aptitude/Awareness
(ii) Financial & Commercial Accounts :	(ii) Financial Management/ Cost Accounting/ Tax & Commercial Laws

Details of the syllabus are available at Annexure 'III'.

6. Minimum qualifying standards

BSNL may fix at its discretion minimum qualifying marks for OC/OBC/SC/ST/PH candidates for each section as well as in the aggregate. Candidates obtaining less than minimum-qualifying marks in any of the sections or in aggregate shall not be considered for inclusion in the merit-list.

BSNL reserves the right to change the number of vacancies of Junior Accounts officer.

Only the selected candidates would be informed of their selection in due course after the selection process and no correspondence on the subject would be entertained. No request for revaluation of answer books shall be entertained under any circumstance. Moreover, the appearance of the name in the merit-list does not confer any right on the candidate for employment. A final call letter/ appointment letter will be issued to the candidate after completion of all other formalities.

7. Choice of Examination Centre

- (i) Applicants are required to indicate their choice of Examination Centre [item no. 9 of application form] at which they wish to appear.
- (ii) An applicant can opt for any of the examination centers indicated in the Annexure 'IIA' and submit the application form to the **DGM(Admn.), O/o CGM Mtce., BSNL, Northern Telecom Region, Room No. 257, 2nd Floor, Kidwai Bhawan, New Delhi -110 001.**
- (iii) The Exam Centre once selected by the applicant can not be changed subsequently.

8. Application form and Fee for examination

- (i) The specimen of the application form is included in this advertisement and the same can be downloaded from BSNL website: **www.bsnl.co.in.**
- (ii) The completed application form (preferably typed) should be sent by Registered post/Speed post or in person so as to reach **the DGM(Admn.), O/o CGM(Mtce.), BSNL, Northern Telecom Region, Room No. 257, 2nd Floor, Kidwai Bhawan, Janpath, New Delhi-110001** on or before the closing date. The envelope containing application form should be marked "**Application for the post of for Junior Accounts Officers in BSNL**" in bold letters on the top of the envelope.
- (iii) Original advertisement or photocopy of the format in the advertisement published must not be used for applying and in case a candidate submits such an application the same will not be entertained.
- (iv) An examination fee of **Rs 1000/-** (Rupees One Thousand only) is payable in the form of demand draft/Pay Order drawn in favour of **Accounts Officer(Cash), O/o CGM, NTR, New Delhi payable at New Delhi.** The amount of fee shall not be accepted in any other form
- (v) **Fees once paid shall NOT be refunded under any circumstances nor it can be held in reserve for any other examination or selection.**

9. No Fee payable by SC/ST/PH

Applicants belonging to SC/ST/PH categories only are exempted from the examination fee. In the case of Physically handicapped candidates, this exemption will, however, be available to only those handicapped persons who would otherwise be eligible for appointment to the post on the basis of the standards of medical fitness prescribed for the post (including any concessions specifically extended to the physically handicapped) and who enclose with the application form, a necessary certificate from a Govt. Hospital/Medical Board in support of his claim for being handicapped.

10. Traveling Allowance

The applicants belonging to SC/ST categories will be entitled to T.A. as per provisions of Ministry of Finance (Deptt. of Expenditure) O.M. No.19014/3/77-E.IV (B) dated 17.02.1978.

11. Closing date for receipt of Application Forms

- (i) Application forms complete in every respect must reach on or before 15.12.2009. Applications received after the closing date or not accompanied by the demand draft/Pay order [wherever applicable] for the prescribed examination fee or incomplete in any respect shall be summarily rejected and no communication in respect of the rejected application forms shall be entertained. Any cutting or overwriting in any part of the application form will render it liable to be rejected. Candidates are, therefore, advised to take special care while filling the application form.
- (ii) The applicants would be admitted to the examination on the basis of the information furnished by them in their application form. They are, therefore, advised to ensure that they fulfill all eligibility conditions before applying. In case it is found at a later

stage that the information furnished by an applicant is false or an applicant does not fulfill any of the eligibility conditions, the candidature of such applicants would be cancelled and no correspondence in this regard would be entertained. Issuance of an admit card for the examination will NOT confer any right for appointment. Appointment will be solely subject to fulfillment of all eligibility conditions. The decision of BSNL in this regard shall be final & binding.

- (iii) BSNL will NOT be responsible for postal delay or loss of application in transit.

12. Probation-cum-Training and Bond

- (i) All persons selected will be initially kept on probation for a period of 2 years.
- (ii) All candidates shall have to successfully undergo prescribed induction training during probation period as per the training-plan laid down and amended by the BSNL, from time to time.
- (iii) Failure to complete training successfully/misconduct of the JAO on probation may result in extension of the probation period or even in dismissal from the service.
- (iv) All candidates provisionally recruited shall execute a Bond in the format specified by the BSNL indicating their willingness to serve the Corporation, for a period of at least 5 years, from the date of their appointment as JAO.

13. List of enclosures to be submitted alongwith the application

- (i) Four identical passport size photographs out of which two should be pasted (not stapled or pinned) on the application form, and the other two attached to the application (not to be pasted). Applicant must sign in the box provided below space for affixing photograph (at Column 11 of application form). No signature should be on the photograph.
- (ii) Two self addressed unstamped envelopes of 27 x 12 cms size
- (iii) Bank Draft / Pay Order for Rs.1000/- [Not required for SC/ST/PH candidates]
- (iv) Medical certificate in respect of Physically Handicapped candidates.

14. Disqualifications:

No person –

- 14.1 who has entered into or contracted a marriage with a person having a spouse living, or
 - 14.2 who, having a spouse living, has entered into or contracted marriage with any person;
- shall be eligible for appointment to the post of JAO.

Provided that BSNL may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

- 14.3 Violation of any of the instructions issued to candidates alongwith the admission certificate or at any other stage will liable the candidate to be disqualified in the examination.

- 15. No request for withdrawal of candidature received from a candidate after he has submitted his application will be entertained under any circumstances. Any dispute in regard to the recruitment of successful candidates will be subject to the Courts/Tribunals having jurisdiction over Circle office of BSNL which the candidate is allotted consequential to the examination. Any dispute in regard to the recruitment of unsuccessful candidates will be subject to the Courts/Tribunals having jurisdiction over the Circle office of BSNL where the candidate opts for appearing in the examination.

NOTE :

1. Candidates in their interest are advised to refer to the BSNL website (www.bsnl.co.in) from time to time for any further instruction/information.
2. For any Inquiry, the applicant may contact on tele-fax number 011-23766441 during office hours.

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL

Certificate No.....

Date.....

DISABILITY CERTIFICATE

Recent Photograph of the candidate showing the disability duly attested by the Chairperson of the Medical Board.
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This is certified that Shri/Smt/Kum.....
son/wife/daughter of Shri..... age.....sex.....
identification marks(s) is suffering from permanent disability of following category:

- A. Locomotor or cerebral palsy :
- (i) BL – Both legs affected but not arms.
 - (ii) BA - Both arms affected (a) Impaired reach
(b) Weakness of grip
 - (iii) BLA – Both legs and both arms affected.
 - (iv) OL – One leg affected (right or left) (a) Impaired reach
(b) Weakness of grip
(c) Ataxic
 - (v) OA – One arm affected (a) Impaired reach
(b) Weakness of grip
(c) Ataxic
 - (vi) BH - Stiff back and hips (Cannot sit or stoop)
 - (vii) MW – Muscular weakness and limited physical endurance.
- B. Blindness or Low Vision:
- (i) B : Blind
 - (ii) PB : Partially Blind
- C. Hearing Impairment :
- (i) D - Deaf
 - (ii) PD - Partially Deaf

(Delete the category whichever is not applicable)

2. This condition is progressive/non-progressive/likely to improve/ not likely to improve.
Re-assessment of this case is not recommended/ is recommended after a period of _____ years _____ months*.

3. Percentage of disability in his/her case is percent.

4. Sh./Smt./Kum. meets the following physical requirements for discharge of his/her duties:-

- | | | |
|--------|--|--------|
| (i) | F-can perform work by manipulating with fingers. | Yes/No |
| (ii) | PP-can perform work by pulling and pushing. | Yes/No |
| (iii) | L-can perform work by lifting. | Yes/No |
| (iv) | KC-can perform work by kneeling and crouching. | Yes/No |
| (v) | B-can perform work by bending. | Yes/No |
| (vi) | S-can perform work by sitting. | Yes/No |
| (vii) | ST-can perform work by standing. | Yes/No |
| (viii) | W-can perform work by walking. | Yes/No |
| (ix) | SE-can perform work by seeing. | Yes/No |
| (x) | H-can perform work by hearing/speaking. | Yes/No |
| (xi) | RW-can perform work by reading and writing. | Yes/No |

(Dr. _____) (Dr. _____) (Dr. _____)

Member
Medical Board

Member
Medical Board

Chairperson
Medical Board

Countersigned by the
Medical superintendent/CMO/Head of
Hospital (with seal)

***Strike out which is not applicable.**

List of Territorial Telecom Circles & Examination Center

Sr. No.	Name of the Territorial Circle	Examination Centre City
1.	Andhra Pradesh	Hyderabad
2.	Andaman & Nicobar	Port Blair
3.	Assam	Guwahati
4.	Bihar	Patna
5.	Calcutta Telephones District	Kolkata
6.	Chattisgarh	Raipur
7.	Chennai Telephone District	Chennai
8.	Gujarat	Ahmedabad
9.	Haryana	Ambala Cantt
10.	Himachal Pradesh	Shimla
11.	Jammu & Kashmir	Jammu
12.	Jharkhand	Ranchi
13.	Karnataka	Bangalore
14.	Kerala	Thiruvananthapuram
15.	Madhya Pradesh	Bhopal
16.	Maharashtra	Mumbai
17.	Northern Telecom Region [New Delhi]	New Delhi
18.	North East-I [Meghalaya, Mizoram & Tripura]	Shillong
19.	North East-II [Arunachal Pradesh, Nagaland & Manipur]	Dimapur
20.	Orissa	Bhubaneswar
21.	Punjab	Chandigarh
22.	Rajasthan	Jaipur
23.	Tamil Nadu	Chennai
24.	Uttar Pradesh [East]	Lucknow
25.	Uttar Pradesh [West]	Meerut
26.	Uttaranchal	Dehradun
27.	West Bengal	Kolkata

ANNEXURE-II B**List of Territorial Telecom Circles for choice of Circles**

Sr. No.	Name of the Circle
1.	Andhra Pradesh
2.	Andaman & Nicobar
3.	Assam
4.	Bihar
5.	Calcutta Telephones District
6.	Chattisgarh
7.	Chennai Telephone District
8.	Gujarat
9.	Haryana
10.	Himachal Pradesh
11.	Jammu & Kashmir
12.	Jharkhand
13.	Karnataka
14.	Kerala
15.	Madhya Pradesh
16.	Maharashtra
17.	North East-I
18.	North East-II
19.	Orissa
20.	Punjab
21.	Rajasthan
22.	Tamil Nadu
23.	Uttar Pradesh [East]
24.	Uttar Pradesh [West]
25.	Uttaranchal
26.	West Bengal

ANNEXURE-III

Scheme and Syllabus for Direct Recruitment of Junior Accounts Officers in BSNL

The Direct Recruitment of Junior Accounts Officers will be conducted on the following scheme of examination.

Scheme: There would be two papers as per the details given below:

Details of Paper	Subjects		Marks	Duration
Paper-I	General English	Objective type	100	3 hour
	General Aptitude/Awareness	Objective type	50	
Paper-II	Financial Management / Cost Accounting / Tax and Commercial Laws	Objective type	300	3 hour
	Total		450	

SYLLABUS

Paper –I : General English & General Aptitude/Awareness:

- a) **General English:**
Comprehension of given passages and Grammar, usage and vocabulary.
- b) **General Aptitude/Awareness :**
Current events of national and international importance: Indian polity & economy; General Mental ability; Test of reasoning & Quantitative Technique.

Paper-II : Financial and Commercial Accounts

I) Advanced Accounting:

- 1. Company Accounts introduction; shares & debentures etc.
- 2. Company Accounts; final Accounts
- 3. Cash and fund flow statements

II) Auditing

- 1. Nature, objective and basic principles of auditing
- 2. Techniques of auditing physical verification, examination of documents and vouching, direct confirmation, analytical review.
- 3. Planning and audit, audit programmes, working papers, audit process
- 4. Valuation of internal controls.
- 5. Various types of Audit.

III) Financial Management – an over view:

- 1. Goals of Financial Management.
- 2. Key activities of Financial Management.
- 3. Relationship of Finance to Accounting and Audit
- 4. Organisation of Finance Function.

IV) Financial Statements:

1. Basic concepts underlying accounting.
2. Balance Sheet
3. Profit and Loss Accounts
4. Source and usage of final statements
5. Financial topics related to balances received and profit and loss accounts
6. Analysing financial performance
7. Financial ratios
8. Applications of financial analysis
9. Problems in financial statements and analysis
10. Break-even analysis and leverages.

V) Financial Management in Public Sector Enterprises:

2. Capital Budgeting
3. Long term financing
4. Working Capital Management
5. Memorandum of Understanding
6. Financial Management & Control

VI) Bare Acts:

1. Company's Act 1956 (with amendments)
2. Contract Act.
3. Partnership Act
4. Payment of Gratuity Act.
5. Consumer Protection Act.
6. Industrial Dispute Act.
7. Sales Tax Act.
8. Payment of Bonus Act