

BHARAT SANCHAR NIGAM LIMITED  
(A Govt. of India Enterprise)  
(CORPORATE OFFICE-Departmental Examination Branch)  
222, IInd Floor, Eastern Court, Janpath, New Delhi-110001.

**No.66-1/2011-DE**

Dated: - 31<sup>st</sup> March, 2011.

To

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

**Subject:- Holding of Limited Internal Competitive Examination (LICE) for promotion 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 to fill up the vacancies in the grade of Private Secretary against 33% quota in the field units of BSNL for the recruitment years 2004-05, 2005-06, 2006-07, 2007-08, 2008-09, 2009-10 & 2010-2011. The examination shall be held as per provisions of Recruitment Rules issued vide No. 20-8/2002-Pers-II dated February, 2004 as amended from time to time.

2. The Scheme & Syllabus of examination has been circulated vide letter No. 25-01/2010-Pers-II dated 22<sup>nd</sup> February, 2011. The details of Paper and time-table of the examination is as under:-

Paper	Subject	Marks	Date of Exam.	Duration
Paper-I (Objective, multiple Choice)	i) General Awareness	75	Sunday, the 07 <sup>th</sup> August, 2011	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	Sunday. the 07 <sup>th</sup> August, 2011	2.00 PM English 3.30 PM Hindi Reading time-10 Minutes Transcribing Time English - 40 Minutes Hindi - 55 Minutes

\* Only 5% errors will be allowed for Skill Test (Shorthand and typewriting) i.e. permissible limit of mistake are 35. Correspondingly, 3 marks are deducted for each mistake.

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 Bhawan, Janpath, New Delhi-110001.

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 (5th 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.

7. The minimum qualifying marks will be 50% in Paper-I. In case of SC/ST candidates the minimum qualifying marks will be 45% in paper-I. The total number of marks for skill test in short hand (Paper-II) are 300 and a candidate has to obtain at least 195 marks to qualify the test. There is no provision for any relaxation in the norms. No further relaxation in the standard for the skill test shall be made in favour of any category of candidates. (Please refer to Note 1 to 5 of Pers-II Branch, BSNL C.O. letter No. 25-01/2010-Pers.II dated 22.02.2011, which was circulated to all the heads of circles. In case of any doubt in this regard, it may kindly be addressed to AGM (Pers-II), BSNL Corporate Office.

8. The question Paper for Paper-I, dictation passage (English & Hindi) for skill test, OMR sheet for Paper-I would be arranged centrally by Recruitment Cell 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 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.

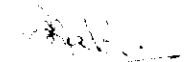
9. The eligible candidates may be advised to submit their application to the Head of Telecom Circle under whose jurisdiction they are working. **The last date of submission of application may be fixed as 02.05.2011. Application received after the last date i.e. 02.05.2011 should not be entertained.**

10. The Heads of Circles are requested to intimate to the Deputy Manager, (DE-I), BSNL, Room No. 222, Eastern Court, Janpath, New Delhi- 110001 the following information **positively by 18.05.2011** in each centre.

- a. Name of Centre.
- b. Name, designation & complete Postal Address/Fax/Telephone Number/ Mobile Number of **Exam. Coordinators and Supervising Officers**.
- c. **Number of candidates** taking the examination.

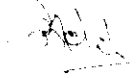
11. This letter may **please be given wide publicity** and receipt of this letter may please be acknowledged.

Hindi version will follow.

  
( R.S.Malik )  
Asstt. General Manager (DE)  
Tel. No. 23734373

Copy to:

1. PS to Director (HR), BSNL Board, New Delhi.
2. GM (Estt.)/GM (Pers), BSNL C.O.
3. AGM (Pers-II) BSNL C.O. w.r.t letter No.25-01/2010-Pers.II dated 22nd February, 2011
4. AGM (R-I), BSNL C.O. for further necessary action.
5. Notice Board.
6. CLO (SCT), BSNL C.O., New Delhi.
7. AD (OL), BSNL C.O. for providing Hindi version.
8. Guard file.



(R.S. Malik)  
Asstt. General Manager (DE)