



(A GOVERNMENT OF INDIA ENTERPRISE)

CSS SECTION

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

No.115-1/2005-CSS

Dated, the 24th July, 2012.

OFFICE MEMORANDUM

Sub: Selection of PAs to work as Executive Secretaries in the offices of CMD and Functional Directors, BSNL.

Applications are invited from Personal Assistants (PAs) of BSNL Corporate Office (Cadre of erstwhile CSSS) to work as Executive Secretaries in the offices of CMD and Functional Directors, BSNL. The nature of duties to be performed by the PAs selected to work as Executive Secretary and other terms and conditions of selection are as mentioned in Annexure-I.

2. The willing PAs of BSNL Corporate Office (Cadre of erstwhile CSSS) having requisite experience may apply for selection as Executive Secretaries in the offices of CMD and Functional Directors, BSNL. The applications may be submitted in the prescribed proforma (Annexure-II), alongwith Special Performance Report in the prescribed proforma by the Controlling Officer to the undersigned within two weeks or latest by 07-08-2012. Incomplete applications or applications received after the prescribed date will not be considered.

(A.K. SINHA)

Assistant General Manager (CSS)

To

1. All Branches/Divisions of BSNL Corporate Office.
2. All Offices of CE(Civil)/CE(Elect.)/CE(Arch.)
3. Notice Boards.

Terms and Conditions regarding posting of PAs to work as Executive Secretaries in the offices of CMD and Functional Directors, BSNL.

I) Duties:

The duties to be performed by the PAs selected to work as Executive Secretaries in the offices of CMD and Functional Directors, BSNL will not be limited to the routine matters which are traditionally being performed by or expected of the PAs, but will comprise varied nature of functions requiring greater skills and aptitude, as per the requirements of office automation and business procedures of the highly competitive corporate world.

II) Experience required:

The official concerned should have at least 7 years of service (in the grades of Steno Grade 'D' & PA, both taken together) with three years of experience in independently handling correspondence such as drafting of letters/replying e-mails, arranging briefs and other related papers for the meetings/briefings etc., submitting agenda notes on important papers etc. coordinating replies/work relating to Parliament Questions, attending important business delegations, attending public grievances and various VIP references.

III) Selection Procedure:

The posting will be made by selecting the best amongst the available and willing PAs in BSNL C.O. For this purpose, the experience possessed by suitable and willing candidates and their capacity to shoulder additional and wider array of responsibilities will be judged by way of personal interviews of the willing candidates by an Interview Panel.

IV) Tenure of posting as Executive Secretaries:

The tenure of PAs selected to work as Executive Secretaries will be 02 years under normal circumstances, extendable by one year at a time. However, the Management will have the right to terminate the arrangement at any time during the currency of the tenure.

V) Special Allowance to Executive Secretaries:

The PAs who are deputed for performing the duties of Executive Secretaries in the office of CMD and other Functional Directors of BSNL will be paid Special Allowances @ Rs.2500/- per month, apart from their grade pay.



ANNEXURE-II

Application from PAs to work as Executive Secretaries in the offices of
CMD and Functional Directors, BSNL.

1. Name/ :
HRMS No.
2. Date of Birth :
3. Date of appointment in :
Service and grade
4. Date of appointment as PA :
5. Educational Qualifications :
6. Details of Experience :
Possessed
7. Any other relevant :
Information

Signature of the applicant: _____

Name: _____

Designation and Section: _____

Contact No. _____

Date: _____

Countersigned by the Controlling Officer.

SPECIAL PERFORMANCE REPORT

1. Name of the Executive & Designation -

Sl. No.	Skills	Grading			
		Average	Good	Very Good	Outstanding
1.	Ability to draft letters, minutes, briefs /replying e-mails and ability to prepare summary etc.				
2.	Ability to perform special assignments and suitability for other sphere of work.				
3.	Timely submission of agenda notes on important papers.				
4.	Coordinating replies/work relating to Parliament Questions.				
5.	knowledge of MS Office, MS Excel and ability in replying e-mail etc.				
6.	Attending important business delegations.				
7.	Attending public grievances and various VIP references.				
8.	Initiative and tact in dealing with telephone calls and visitors				
9.	General assistance in ensuring matters requiring attention.				
10.	Trust-worthiness in handling secret and top secret matters and papers.				
11.	Intelligence, keenness and industriousness.				
12.	Punctuality in attendance				
13.	General assessment of personality, character and temperament including relations with fellow employees, amenability to discipline etc.				

Signature of the Controlling Officer :-----

Name : -----

Designation : -----