



D E Section  
Eastern Court, 2<sup>nd</sup> Floor, Room No.222,  
Janpath, New Delhi-110001

No. 70-1/2013-DE

Dated:-29<sup>th</sup> July, 2013.

To

The CGM, ALTTC, Ghaziabad  
All Pr.CEs/CEs (Civil/Elect)  
All Chief Architect.

**Sub: Holding of Limited Internal Competitive Examination (LICE) for promotion of PA to the grade of PS in BSNL Corporate Office.**

Sir,

It has been decided to hold a Limited Internal Competitive Examination (LICE) to fill up the vacant posts of PS against LICE quota of Private Secretary of BSNL Corporate Office for the recruitment years 2011-12 to 2012-13 in the grade of PS of BSNL C.O. as per the provisions of the Recruitment Rules notified vide BSNL C.O. letter No. 27-1/2001-CSS dated 4<sup>th</sup> July, 2003 & modification vide letter No.27-1/2001-CSS dated 19<sup>th</sup> September, 2012.

2. The scheme and syllabus of the examination has been as circulated vide BSNL C.O.'s O.M. No.104-1/2007 CSS dated 31.08.2010 & amendment vide letter No. 104-1/2007-CSS dated 5<sup>th</sup> March, 2013. The details of papers and time -table of the examination (LICE) will be as under:

Paper	Subject	Marks	Date of Exam.	Duration
Paper-I (Objective, multiple Choice)	i) General Awareness	75	Sunday, the 20 <sup>th</sup> Oct., 2013	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 10(ten) minutes	300	Sunday, the 20 <sup>th</sup> Oct., 2013	Reading- 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.

3. Eligibility to appear in the above examination shall be strictly in accordance with the CSS Branch circular stated in Para 1 and 2 above. Any doubt regarding eligibility for admission to the examination may kindly be addressed to AGM (CSS), BSNL Corporate Office, 4<sup>th</sup> floor, Bharat Sanchar Bhavan, New Delhi. Officials who are eligible in accordance with the eligibility conditions and who desire to appear in this examination should submit their application in the enclosed Proforma to DGM (Pers.-II), BSNL Corporate Office. **Closing date for receipt of application by DGM (Pers-II) BSNL Corporate Office is 19-08-2013.** Application received after the due date, i.e., 19-08-2013 will not be entertained in any circumstances. AGM (CSS) BSNL Corporate Office will, in turn, forward the application of eligible candidates to CGM, ALTTC, Ghaziabad, after determining their eligibility, latest by 31-08-2013 under intimation to DE Section, BSNL CO.

*BK*  
29.07.2013

4. The minimum qualifying marks will be 40% in paper-I, 50% in Paper-II and 45% in aggregate for OC Candidates. In case of SC/ST candidates, the minimum qualifying marks will be 35% in Paper-I, 50% in Paper-II and 45% in aggregate. The result/merit is to be determined on the basis of aggregate marks obtained in both the Written Test and Skill Test taken together.
5. The skill test in shorthand and typing will be conducted through computer. CGM ALTTC Ghaziabad will arrange for computers. APS corporate 2000+++ software may be used for conducting the skill test in Hindi.
6. Shorthand Note Book for dictation and good quality Typing Sheets, with perforation for Secret Code (as given in answer books), shall be supplied for Paper-II by ALTTC. Each such sheet should be signed with rubber stamp by Centre Supervisor. Pencil (for paper-II) is to be brought by candidate.
7. Examination shall be conducted strictly in accordance with the rules laid down in Appendix No. 37 of P&T Manual Vol. IV (Fifth Edition) and instructions issued in this regard from time to time. The examination shall be held in a centralized manner at ALTTC, Ghaziabad. The Chief General Manager, ALTTC, Ghaziabad, will be responsible for actual conduct of the examination.
8. 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. It may be noted that negative marking entailing deduction of 25% marks of the question for each incorrect answer will be invoked.
9. The ALTTC, Ghaziabad may issue the admit cards to the eligible candidates through CSS Section, BSNL Corporate Office and may also communicate the information as detailed below to AGM (DE-I), Eastern Court, 2<sup>nd</sup> floor, Room No.222, New Delhi – 110 001, latest by **11-09-2013** positively.
  - (i) Name/Address/Telephone Nos.(Office, Residence and Mobile)/E-mail Address of the exam Co-ordinator,
  - (ii) Name of the Centre,
  - (iii) Name, Designation and Address of the Supervising Officer, and
  - (iv) List of candidates appearing in the examination alongwith Roll No. allotted.
10. No electronic gadget or mobile phone will be permitted to be taken inside the examination premises by the candidate.
11. Receipt of this letter may please be acknowledged.

Hindi version will follow.

Yours faithfully,

*B/L*  
29.07.2013

(B.L. Gadhwal)

Asstt.General Manager (DE-I)

Tel: 23734373

Copy to:-

1. PPS to Director (HR), BSNL Board, New Delhi.
2. Sr. GM (Pers)/DGM (Pers.), BSNL CO. w.r.t. O.M. No. 104-1/2007-CSS dt. 5th March, 2013. It is requested that this circular may please be given wide publicity and also be brought to the notice of the those eligible officials who are presently on deputation or working in field units.
3. Sr. GM (Estt), BSNL CO.
4. General Secretary, BSNL Employees Union.
5. OL Section, BSNL CO for Hindi version.
6. All Notice Boards in Bharat Sanchar Bhavan, Statesman House, IR Hall for wide publicity amongst the officials of CSSS cadre.
7. Guard file.

**APPLICATION FORM FOR ADMISSION TO THE LIMITED INTERNAL COMPETITIVE EXAMINATION (LICE) FOR PROMOTION OF P.A. TO THE GRADE OF P.S. IN BSNL CORPORATE OFFICE TO BE HELD ON 20.10.2013 as per DE. Section Circular no. 70-1/2013-DE dated 29-07-2013**

1. Name .....
2. Designation of the Official .....
3. Date of Birth .....
4. Educational Qualification .....
5. Date of initial appointment in service .....
6. Date of appointment in the present grade (PA) .....
7. Years of regular service rendered in grade (PA) .....
8. Whether belongs to SC/ST .....
9. Section/Office where posted along with Telephone no. ....
10. Whether wants skill test in shorthand in English/Hindi .....
11. Official where posted and Telephone No. ....

I do hereby declare that the information furnished by me in this application is true and complete to the best of my knowledge & belief and in case any part of the said information is found incorrect or false, my result of the exam, if announced, will be treated as NULL and VOID. In addition, I shall be liable for such action as may be deemed fit by the Company.

Dated.....

Signature of the applicant.....

**VERIFICATION**

Certified that the particulars furnished above have been checked with records and found correct. The official is eligible to appear in the Limited Internal Competitive Examination (LICE) as per the circular of the examination and his/her candidature is recommended for admission to the examination.

Dated:

(Signature of the forwarding authority with Rubber Stamp)

Note:

- i) Candidates posted in BSNL CO should submit their application to DGM (Pers-II), BSNL C.O, Bharat Sanchar Bhavan, New Delhi.
- ii) Candidates posted outside the BSNL C.O. should send their application through their controlling offices.