



BSNL

**BHARAT SANCHAR NIGAM LIMITED**  
[A Government of India Enterprise]  
**CORPORATE OFFICE**  
**PERSONNEL-II SECTION**

*Bharat Sanchar Bhawan, 4<sup>th</sup> Floor, Janpath, New Delhi- 110 001*

No.25-01/2010-Pers-II

Dated:- 22<sup>nd</sup> February, 2011

To

The Heads of All Telecom Territorial Circles/Metro Districts/  
Maintenance Regions/Project Circles/Task Force/Data Network,  
NCES/ALTTC/BRBRAITT/NATFAM/Q&A/T&D/Telecom Stores/  
Telecom Factories/IT Circle, Pune,  
Bharat Sanchar Nigam Limited.

Subject:- Scheme and Syllabus for Limited Internal Competitive Examination (LICE) for promotion to Private Secretary (PS) grade against 33% quota in the Field Units of BSNL.

Sir,

I am directed to say that after the formation of Bharat Sanchar Nigam Limited, Recruitment Rules of Private Secretary of BSNL Field Units were formulated by BSNL vide letter No.20-8/2002-Pers.II dated February, 2004. The quota of 25% earmarked for promotion of Personal Assistant (PA) to the grade of Private Secretary (PS) through LICE in the BSNL RRs for PS of BSNL Field Units was subsequently increased to 33% alongwith other equivalent cadres under Executive Promotion Policy Order dated 18.01.2007, and accordingly, PS level Recruitment Rules stood suo moto modified to this extent. The mode of recruitment to PS grade of BSNL Field Units is 100% by promotion from amongst Personal Assistants as per the following details:-


- a) 67% by promotion on the basis of seniority cum fitness with three years regular service in the grade.
  - b) 33% by Limited Internal Competitive Examination (LICE) from amongst Personal Assistants with three years of regular service in the grade.
2. The Scheme and Syllabus for conduct of Limited Internal Competitive Examination (LICE) for filling the posts of Private Secretary against 33% quota in the Field Units of BSNL are enclosed. The Circles are requested to give wide publicity for the information of all the concerned.

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3. The Cadre of stenographers in the Field Units has been restructured w.e.f. 1-1-2004 and the Recruitment Rules framed for the Private Secretary came into force from 1-1-2004. After the deemed induction of Private Secretaries as per the initial constitution, the remaining posts are to be filled as per the Recruitment Rules. The vacancies as on 1.1.2004 and the vacancies occurred due to retirement; promotion or otherwise in the grade of PS upto 31.03.2011 may be accumulated and processed for filling up as per the Recruitment Rules i.e. 25% through LICE upto the vacancy year 2009-10 and 33% quota for LICE for the vacancy year 2010-11.
4. Personal Assistants of the respective field cadre with 3 years of regular service in the grade as on **01.01.2011** may be permitted to appear in the LICE.
5. All the Recruiting Circles may send their category-wise vacancy position of Personal Secretary for LICE as on **31.3.2011** to DE Section of BSNL C.O. and a copy of the same may be endorsed to AGM(Pers-II), BSNL C.O.
4. The Circles are also requested to take necessary action for filling the posts of Private Secretary in their Circles as per the Recruitment Rules. The exact date and timings of the examination alongwith the relevant procedures to be followed shall be coordinated by DE Branch of BSNL C.O. separately. The instructions in regard to reservations; maintenance of post based reservation rosters etc. may be followed.

Encl.: As above.

  
22.2.11

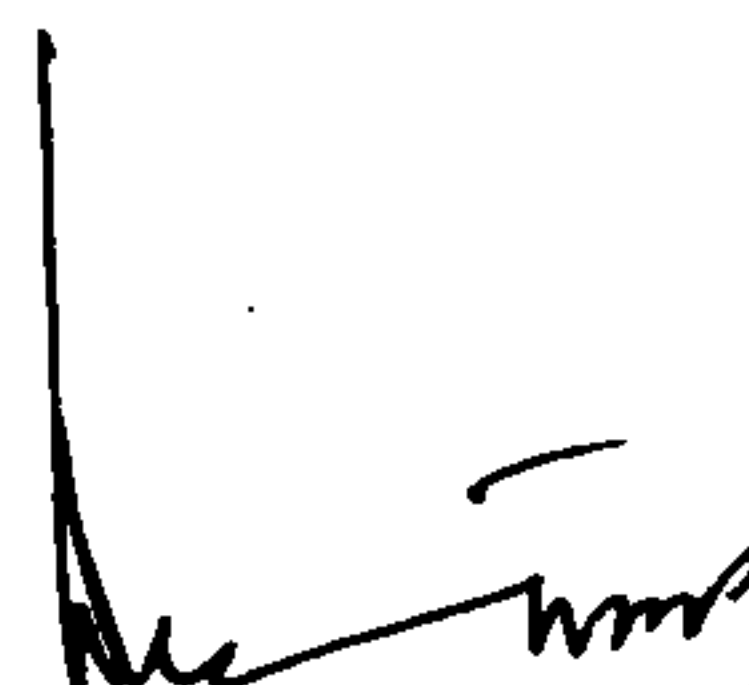
(V. K. SINHA)

ASSISTANT GENERAL MANAGER(PERS-II)

TELE NO. 011-23037191

Copy to:

1. GM(Recruitment), BSNL C.O. :- A copy of the Scheme and Syllabus are enclosed. It is requested to take further necessary action for the conduct of the LICE.
2. PPS to CMD, BSNL.
3. PPS to Director(HR), BSNL.
4. General Secretary, AIBSNLEA/SNEA/AIBSNLOA
5. OL Section for Hindi Version.
6. Office Copy.
7. Guard File

  
22/2/11  
(M.K. Chattopadhyay)  
Dy. Manager(Pers-II)  
Tele No. 2303 7235

**The Scheme & Syllabus for the post of Private Secretary of  
Field Units of BSNL**

**SCHEME**

**SCHEME FOR LICE FOR PERSONAL ASSISTANTS OF BSNL FIELD UNITS  
WITH 3 YEARS REGULAR SERVICE**

Paper	Subject	Marks	Duration
I (Objective Multiple Choice)	i) General Awareness	75	2 hours
	ii) General English	75	
	iii) Computer Fundamentals	50	
	<b>TOTAL</b>	<b><u>200</u></b>	
II	Skill Test in shorthand 100 words per minute for 7 minutes	<b><u>300</u></b>	Reading Time – 10 minutes Transcribing Time: English:40 minutes Hindi : 55 minutes

**SYLLABUS**

**SYLLABUS FOR LICE FOR PERSONAL ASSISTANTS OF BSNL FIELD UNITS  
WITH 3 YEARS REGULAR SERVICE**

(i) **Paper –I (Objective, Multiple Choice) -**

**General Awareness:**

The questions shall be designed to test the knowledge and ability of the candidates' general awareness of the environment around him and its application to the society. The test shall broadly include questions relating to India and its neighbouring countries specially pertaining to General Polity, Scientific Research, Culture, Economic Scene, Sports and other current events occurring mostly during the last one year as on the date of issue of the notification of the said examination.

**General English:**

The questions in this component shall be designed to test candidates understanding and knowledge of English language and will be based on error recognition fill in the blanks, (using verbs, prepositions, articles etc.) vocabulary, spelling, grammar, sentence structure, jumbled sentence, synonyms, antonyms, sentence completion, phrases and idiomatic use of words. There will be questions on close passages and comprehension of passages also.



Contd...2/-

(2)

**Computer Fundamentals, including Windows based programmes**

It will cover following topics:

Introduction to computers  
MS Word and Printing  
MS Excel  
Internet  
Email

**(ii) Paper II - Skill Test in Shorthand:**

The candidate shall be dictated a passage from Parliamentary Debates at the speed of 100 words per minute for 7 minutes. The candidates will be given 10 minutes to read the dictation and 40 minutes to transcribe the dictation into English through Computer or Manual Typewriter, as the case may be. Candidates opting for Hindi as a medium for the shorthand test will be given 55 minutes for transcribing either through Computer or Manual Typewriter as the case may be.

**Note 1:** The standard of questions for the General Awareness and General English Tests will be of Higher Secondary / 10 + 2 levels.

**Note 2:** Only 5% errors will be allowed for skill test ( shorthand and typewriting) and there will be 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.

**Note 3:** The total number of marks kept for the Skill Test in Shorthand ( PAPER-II of LICE ) being 300, a candidate has to obtain at least 195 marks to qualify the test. This test, being of 7 minutes duration @ 100 wpm, the permissible limit of mistakes is 35 i.e. 5% of 700 words. Correspondingly, 3 marks are deducted for each mistake. Candidates, who have committed more than 5% mistakes (i.e. more than 35 mistakes amounting to deduction of 105 marks) & as a result scored less than 195 marks, are FAILED.

**Note 4:** The minimum qualifying marks will be 50% in each paper. In case of SC/ST candidates the minimum qualifying marks will be 45% in each paper.

**Note 5:** The candidates should note that it is a competitive examination and not a qualifying examination.





**No.20-05/2009-Pers.II**  
**Bharat Sanchar Nigam Limited**  
**[A Government of India Enterprise]**  
**CORPORATE OFFICE**  
**PERSONNEL-II SECTION**

**Bharat Sanchar Bhawan, 4th Floor, New Delhi - 110 001.**

Dated:- 24<sup>th</sup> November, 2011.

To

All Heads of Telecom Circles/  
 Metro Districts/Maintenance Regions/  
 Projects/Stores/BRBRAITT/ALTTC.  
 All other Administrative Units,  
 Bharat Sanchar Nigam Limited.

Sub:- Modifications in the Scheme & Syllabus of LICE for promotion to the grade of Private Secretary of BSNL field units as per recommendations of the Committee constituted to suggest a comprehensive policy for review of result of failed SC/ST candidates and the changes to be made in the scheme and syllabus of the examination in order to bring uniformity – Reg.

As per the recommendation of the Committee constituted to go into the details of various instructions issued from time to time and suggest a comprehensive policy for review of result of failed SC/ST candidates and the changes to be made in the scheme and syllabus of the examination in order to bring uniformity, the following modifications have been made in the Scheme & Syllabus of LICE for promotion to the grade of Private Secretary of BSNL field units:

(i) Note 4 of the scheme & syllabus of LICE for promotion to the grade of Private Secretary against 33% quota in the field units of BSNL issued vide this office letter No.25-01/2010-Pers-II dated 22<sup>nd</sup> February, 2011 is revised as under:

EXISTING (Note 4)	REVISED (Note 4)
The minimum qualifying marks will be 50% in each paper. In case of SC/ST candidates the minimum qualifying marks will be 45% in each paper.	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.

(ii) Note 6 below Note 5 is added as under:-

“Negative marking may 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”.

These changes are effective from the date of issue of this letter.

This issues with the approval of the competent authority.

*(Signature)*  
24.11.11

(V.K.SINHA)

Assistant General Manager (Pers.II)

Tele No. 2303 7191

Copy to:

- 1.PPS to CMD, BSNL
- 2.PPS to All the Directors, BSNL Board.
- 3.Sr. GM(Estt)/Sr.GM(Rectt.)/PGM(BW).
- 4.General Secretary, Executive Association , BSNL
- 5.OL Section for Hindi Version.
- 6.Spare/Guard File