

HR Section
O/o The CGMT,
ARTTC Building Ranchi – 835217
☎: 0651-2210009 📠: 2210030
Website : www.jharkhand.bsnl.co.in



भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

To,

1. All Sr.GMs/GMs/Addl.GMs/DGM/IFA,C.O,Ranchi.
2. All SSA Heads.
3. DGM(Mtce.) ,ETR/ETP,Ranchi.
4. CE(Civil/Electrical) BSNL,Ranchi.
- 5.Principal ARTTC,Ranchi.

No:JTC/LICE/Private Secretary/33% Quota/2013

Dated: 04.09.2014

Subject: Holding of Limited Internal Competitive Examination(LICE) for promotion of PA to the grade of Private Secretary against 33% quota in the field units of BSNL.

In pursuance of BSNL New Delhi Letter No. 66-1/2013-DE dated: 28th August 2014 regarding above mentioned subject,it is intimated that it has been decided to hold LICE for promotion of PA to the grade of Private Secretary against 33% quota in the field units of BSNL for the Recruitment Years 2011-12,2012-13 & 2013-14.

The examination shall be held as per Recruitment Rules issued vide letter No.20-8/2002-Pers-II dated: February ,2004 and as amended vide No.20-34/2010-Pers.II dated 17th Feb.,2011 and 20-08/2013-Pers.II dated 25.06.2013 .The Syllabus/Scheme of examination has been circulated vide letter no.25-01/2010-Pers.II dated 22nd February,2011 as amended and issued vide 20-5/2009-Pers.II dated 24.11.2011,20-05/2009-Pers.II dated 29.11.2011 and 20-5/2009.Pers.II dated:11.09.2012.

Detailed time-table of the examination is given below:

Paper	Subject	Marks	Date of Exam	Duration
Paper-I (Objective Multiple choice)	i)General Awareness	75	Sunday,the 30 th Nov,2014	(2Hours) 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		Reading Time-10 Minutes Transcribing Time English-40 Minutes Hindi-55 Minutes

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पंजीकृत एवं नियमित कार्यालय : भारत संचार भवन, हरिश्चन्द्र माथुर लेन, जनपथ, नई दिल्ली-110001
Regd. & Corporate Office : Bharat Sanchar Bhawan. H. C. Mathur Lane, Janpath, New Delhi-110001
Website – www.bsnl.co.in

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Paper-I will be OMR(Optical Mark Reader) answer based.Paper-II i.e the skill test in shorthand and typing will be conducted through computers.Negative marking will be adopted in Paper-I of LICE and for each wrong answer 25% of the mark of that question will be deducted.

The minimum qualifying marks will be:

40% in each Paper-I & 50% in Paper-II and 45 % in aggregate for OC candidates.
35% in each Paper-I & 50% in Paper-II and 45 % in aggregate for SC /STcandidates.

Only 5% errors will be allowed for Skill Test(Shorthand and Typewriting) i.e.permissible limit of mistake are 35.Corrrespondingly,4.29 marks are deducted for each mistake.No relaxation in the standard for the skill test shall be made in favour of any category of candidates.

The eligible candidates who are interested to appear in the aforesaid Examination may kindly be asked to submit their application in the prescribed enclosed proforma.Last date for receipt of application form is 09.10.2014.Application received after last date will not be entertained at any cost.

All application forms should reach in this office through proper channel(i.e through concerned SSA/Unit Head to which they belong).While forwarding the applications to this office ,the forwarding officers concerned will satisfy themselves that the informations furnished in the individual applications are complete in all respects and meet the eligibility requirements ,otherwise the responsibility will be upon them.

This may be given wide circulation for information and necessary action to all concerned.

AGM(HR)
O/o CGMT,JTC,
BSNL,Ranchi.

- Copy to :1. PS to CGMT,JTC,Ranchi.
2.AGM(DE-I),C.O,BSNL,New Delhi-110001
3. All Circle Secretary of Non -Executive Union,JTC,Ranchi.
4. Notice Board.

ADT(R) 4/9/14
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Regd. & Corporate Office : Bharat Sanchar Bhawan. H. C. Mathur Lane, Janpath, New Delhi-110001
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APPLICATION FORM FOR LIMITED INTERNAL COMPETITIVE EXAMINATION (LICE) FOR PROMOTION OF PA TO THE GRADE OF PRIVATE SECRETARY AGAINST 33% QUOTA IN THE FIELD UNITS OF BSNL SCHEDULED TO BE HELD ON 30TH NOVEMBER 2014 IN JHARKHAND TELECOM CIRCLE.

1. Name of the applicant:.....
2. Designation:.....
3. Present place of posting with telephone No:.....
4. HRMS No:.....
5. Date of Birth:.....
6. Educational Qualification:.....
8. Date of Joining as PA:.....
9. Present Basic Pay & Scale:.....
10. Whether the applicant belongs to SC/ST category:.....
11. Whether the candidate is absorbed in BSNL ?.....

Paste One Recent Photo Duly Attested by Controlling Officer & attach two Photos with this application form

I do hereby declare that the information furnished by me in this application is true and complete to the best of my knowledge and 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 department.

Date:

Signature of the applicant

Certified that the above entries made by the candidate have been verified from the Service Book and found correct.

Signature & Seal of Accounts Officer

I recommend that Sh./Smt./Misswho fulfils the condition of eligibility prescribed in the Recruitment Rules(2004) of Private Secretary(Circle Cadre) vide BSNL letter no:20-8/2002 Pers-II dated: February 2004,and as amended vide no:20-34/2010-Pers.II dated 17th February,2011 and 20-08/2013-Pers.II dated:25/06/2013 may be permitted to appear in the examination.

Signature of SSA/Unit Head