

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



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

8/c

To

1. All SSA Heads.
2. All GMs/DGMs,C.O,Ranchi.
3. DGM(Mtce.) ,ETR /ETP,Ranchi.
4. CE(Civil)/Electrical), BSNL,Ranchi.

No : JTC/JAO 10% Quota/2013/

Date : 10/6/2013

Subject: JAO Internal Competitive Examination against 10% from Senior Accountants/Junior Accountants scheduled to be held on 26th & 27th August 2013 in Jharkhand Telecom Circle.

In pursuance of BSNL Corporate Office, New Delhi letter no:28-5/2012-Recrt dated:10.04.2013 regarding subject mentioned above, I am directed to intimate that it has been decided to hold the JAO Internal Competitive Examination against 10% Quota on 26th & 27th August 2013 as per the JAO Recruitment Rules, circulated by the SEA section letter no:36-2/2001-SEA dated: 31.08.2001 and amended from time to time and the Syllabus/Scheme of the examination as per BSNL letter no:17-3/2000-SEA-II dated:13.08.2002(copy enclosed).

(2) The detailed time-table of the examination is given below:

Paper	Subject	Day & Date	Max. Marks	Hours(IST)
I	Accounting & Costing (without aid of books)	Monday, 26 th August, 2013	100	10.00 AM to 01.00 PM
II	Works Accounts (with the aid of books)	Monday, 26 th August, 2013	100	02.00 PM to 05.00 PM
III	Telecom Revenue (with the aid of books)	Tuesday, 27 th August, 2013	100	10.00 AM to 01.00 PM
IV	Service Rules & Budget (with the aid of books)	Tuesday, 27 th August, 2013	100	02.00 PM to 05.00 PM

(3) Minimum Qualifying Marks:

(a) 40% in each subject and 45% in aggregate for OC candidates.

(b) 33% in each subject and 38% in aggregate for SC/ST/PH candidates.

(4) Last date for submission of completed application form:-

The eligible candidates who are interested to appear in the aforesaid Examination may kindly be asked to submit their application in the prescribed enclosed performa. The last date

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पतेवशुल एव निगमन कार्यालय : भारत संचार निगम लिमिटेड, एन.डी.ओ. बिल्डिंग, नई दिल्ली-110001
 Road 3 Corporate Office: Bharat Sanchar Nigam Ltd., N.D.O. Building, New Delhi-110001
 Website - www.bsnl.co.in

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of submission of application is fixed on **29.06.2013**. Application received after the last date i.e **29.06.2013** will not be entertained.

SSA/Unit heads are requested to send the application forms of all the eligible candidates completed in all respects to HR section, O/o CGMT, Jharkhand Telecom Circle latest by **06/07/2013**.

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

(5) Eligibility Conditions:-

Eligibility of the candidates to appear at the Examination would be strictly according to the provisions as laid down in the RRs of JAO which is as under:-

- (i) Graduate from any of the recognized University/Institution.
- (ii) Sr. Accountants/Jr. Accountants grade with 05 Years of regular service in Group "C" (TAC/LDC/Junior Accountant/Senior Accountant all taken together), in DOT/DTO/DTS/BSNL.
- (iii) Candidate should not be more than 55 Years of age on 1st January 2013.

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) AGM(DE-I), BSNL Corporate Office, New Delhi.
- 2) IFA, Circle Office, Ranchi.
- 3) Circle Secretaries of all Non-Executive Unions.
- 4) SDE(IT) for uploading in the circle website (www.jharkhand.bsnl.co.in).
- 5) Notice Board.

Note: Application form/syllabus/scheme of the exam can be downloaded from the circle website also (www.jharkhand.bsnl.co.in)

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पंजीकृत एवं विभागीय कार्यालय : भारत संचार निगम, इंग्लिश चन्द गार्डन रोड, जवाहर, नई दिल्ली-110001
Regd & Corporate Office: Bharat Sanchar Nigam, H. C. Malpur Road, Jangpith, New Delhi-110001
Website - www.bsnl.co.in

APPLICATION FORM FOR JAO INTERNAL COMPETITIVE EXAMINATION AGAINST 10% QUOTA FROM SENIOR ACCOUNTANTS /JUNIOR ACCOUNTANTS SCHEDULED TO BE HELD ON 26th & 27th AUGUST 2013 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. Age as on 01.01.2013:Years.....Months.....Days
7. Educational Qualification (Graduate or above are only eligible):.....
(Proof to be attached)
8. (a) Date of entry in the Department:.....
(b) Post appointed as:.....
(c) Post held at the time of submitting the application:.....
(d) Present Pay Scale:.....
(e) Basic pay as on 1st January 2013:.....
9. Whether Sr. Accountants/Jr. Accountants with 05(Five) Years of regular service in Group "C" (TAC/LDC/Jr. Accountants/Sr. Accountants all taken together),in DOT/DTO/DTS/BSNL? (Yes/No).....
10. Length of service rendered on 1st January 2013:.....Years.....Months.....Days
11. Whether the applicant belongs to SC/ST category:.....
12. 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 Shri/ Smt/Mswho fulfills the condition of eligibility as prescribed in the Recruitment Rules of JAO circulated vide Corporate Office Letter No:36-2/2001-SEA dated:31/08/2001 and amended from time to time,may be permitted to appear in the examination.

Signature & Seal of the SSA Head

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भारत संचार निगम लि.
(A Government of India Enterprise)
SEA Branch, Corporate Office
312, Sanchar Bhawan,
20, Ashoka Road, New Delhi-110001

No.17-3/2000-SEA.II
Dated: 13-08-2002

- To
1. All CGMs/IFAs of Telecom Circles of BSNL.
 2. All CGMs/IFAs of Metro Telecom Districts of BSNL.
 3. All Other Administrative Units in BSNL.

Subject:- Forwarding of syllabus for JAO internal examination.

The scheme and syllabus approved for 40% JAO internal examination and 10% JAO internal examination is enclosed herewith for information and necessary action. The same may kindly be circulated among the staff working under your control.


(Pinaki Routh)
ADG (SEA)

Encl: As referred to.

Copy to:

1. PS to Hon'ble MOC/MOS (C)
2. PPS to CMD, BSNL.
3. Director (Finance) BSNL.
4. Director (JRD)/(Opt)/(Plg)/(C&NS), BSNL.
5. Advisor (Finance)/DDG (FEB), DOT.
6. Sr.DDG (FP)/DDG (Training) CO, BSNL.
7. Jt.DDG (SEA)/(TRG)/(TRG: FIN) CO, BSNL.
8. The General Secretary, All India P&T Accounts & Finance Service Officers' Association, (CHO)A-4/6, M.S. Flats, Peshwa Road, Gola Market, New Delhi-110 001.
9. Spare/Guard file/File No.36-2/2001-SEA.
10. Office copy.

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(6)

Scheme and Syllabus of the recruitment of Junior Accounts Officers in BSNL against 10% Internal examination:

The 10% internal examination of JAO will be conducted on the following scheme:

No screening test for Senior Accountants. The examination is competitive. The examination should be only 4 papers.

Scheme:

Paper-I: Accounting & Costing. (Advanced Accounts) 3 hrs. 100 marks

Without aid of books. Descriptive type exam. Shukla & Grewal Advanced Accountancy Book recommended. The paper may comprise of 10 questions. Out of which, Final Accounts should be compulsory. Compulsory question (Final Accounts) will be of 40 marks. In addition to the above, there should be short answer type questions for 60 marks. Out of remaining 9 questions, attempt 6 questions of 10 marks each. Compulsory question i.e., Final Accounts will carry sub-section marks for (i) Manufacturing/Trading Account (ii) P&L Account/P&L Appropriation Account (iii) Balance sheet of 10/10/20 marks. If the Final Accounts are Company Accounts, the balance sheet should be in the prescribed proforma for company accounts and this will also be given separate marks. If it is Receipts & Payment A/c; Income & Expenditure A/c and Balance Sheet; Opening Balance Sheet which is also be given sub-section marks.

Paper-2: Works Accounts. 3 hrs. 100 marks

With the aid of books. Descriptive Type Examination. The paper may be a combination of theory and practical. 60 marks for theory and 40 marks for practical. There may be 15 questions, out of which, 10 questions are to be attempted. Each question will carry 10 marks.

Paper-3: Telecom Revenue. 3 hrs. 100 marks

With the aid of books. Descriptive Type Examination. The paper may be a combination of theory and practical. 60 marks for theory and 40 marks for practical. There may be 15 questions, out of which, 10 questions are to be attempted. Each question will carry 10 marks.

Paper-IV: Service Rules & Budget 3 hrs. 100 marks

With the aid of books. Descriptive Type Examination. The paper may be a combination of theory and practical. 60 marks paper for theory and 40 marks for practical. There may be 15 questions, out of which, 10 questions are to be attempted. Each question will carry 10 marks.

40% marks for passing in each paper and 45% marks in aggregate.

143

Syllabus

Paper-I: Advanced Accounts: (14th revised edition of 1999 - Shukla & Grewal):

- a. Fundamental Principles of Accounting.
- b. Final Accounts
- c. Bills of Exchange & Promissory Notes.
- d. Depreciation Reserves and Provisions.
- e. Receipts & Payments Account and Income & Expenditure Account & Balance Sheet.
- f. Company Accounts Introduction, Shares Debentures etc.
- g. Company Accounts, Final Accounts.
- h. Criticism of Financial Statements, Inflation Accounting.
- i. Accounting Ratios.
- j. Cash and fund flow statements.
- k. Mechanised accounting.

Paper-II: Works Accounts:

- (1) P&T FHB Vol.I (General Principles & Cash)
- (2) P&T FHB Vol.III (Parts-I, II and III)
- (3) P&T FHB Vol.IV
- (4) P&T Manual Vol.X
- (5) P&T Manual Vol.XV
- (6) Chapter-IV (pre-check) of Telecom Accounts Manual Vol.I.
- (7) BSNL Accounting, Policy and instructions.

Paper-III: Telecom Revenue:

- i. P&T FHB Vol.I (General Principles and Cash)
- ii. Indian Telegraphs Acts and Rules.
- iii. P&T Manual Vol.XII.
- iv. P&T Manual Vol.XIV.
- v. P&T FHB Volume V

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Paper-IV: Service Rules & Budget:

- (1) FR & SR
- (2) CCS (Pension) Rules 1972.
- (3) CCS (Leave) Rules 1972.
- (4) CCS (Commutation of Pension) Rules 1981.
- (5) CCS (Joining Time) Rules 1979.
- (6) P&T I-HB Vol.I
- (7) P&T Man. Vol.II (Chapter IX; X and XII).
- (8) P&T Man. Vol.III.
- (9) Schedule to BSNL Accounts.
- (10) Classification between expenditure and receipts.
- (11) Cash Budget and Working Capital **(from Shukla & Grewal).**
- (12) GPF (Central Service) Rules 1960
- (13) Schedule of financial powers of BSNL officers.