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BHARAT SANCHAR NIGAM LIMITED

A Govt. of India Enterprise
Corporate Office: B-148, Statesman House, Barakhamba Road, New Delhi

PUBLISHED BY PERSONNEL-II BRANCH OF BSNL CORPORATE OFFICE
RECRUITMENT RULES OF PERSONAL ASSISTANT

Issue No.-11

F.No. 27-1/2001-CSS

Dated 4th July, 2003 at New Delhi - 1

1. **Short title and commencement:-**

- i) With the approval of BSNL Board, the following rules regulating the method of recruitment to the post of **Personal Assistant** in BSNL are hereby made,
- ii) These rules may be called the **Personal Assistants Recruitment Rules, 2003 (Issue:11)**.
- iii) They shall come into force with effect from 02.01.03.

2. **Definition :- In these rules, unless the context otherwise requires,**

- i) **Company:-** means Bharat Sanchar Nigam Limited (A Government of India Enterprise) having its Registered Office at Sanchar Bhawan, New Delhi.
- ii) **Board:-** means the Board of Directors of the Company and includes in relation to the exercise of powers any Committee of the Board/ Management or any Officer of the Undertaking to whom the Board delegates any of its powers.

3. **Application:** - These rules apply to the post specified in Column (1) of the Schedule annexed to these rules.

4. **Number of Post, classification and scale of pay:-** The number of the said post, its classification and the scale of pay attached thereto shall be as specified in column 2 to 4 of Schedule annexed to these rules.

5. **Method of Recruitment, age limit, qualifications etc.:-** The method of recruitment, age limit, qualification and other matters relating to the said post shall be as specified in columns 5 to 11 of the said Schedule.

6. **Disqualification:- No person,**

- a) Who has entered into or contracted a marriage with a person having a spouse living, or
- b) Who having a spouse living, has entered into or contracted marriage with any person, shall be eligible for appointment to the said post.

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Provided that the Central Government may permit a Government servant to enter into, or contract, any such marriage as is referred to in clause (a) or clause (b), if it is satisfied that -

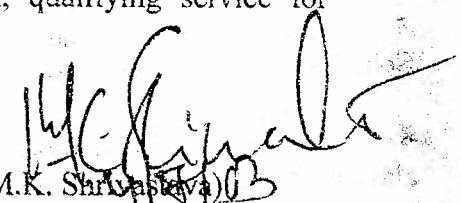
- i) such marriage is permissible under the personal law applicable to such Government servant and the other party to the marriage; and
- ii) there are other grounds for so doing.

7 Service under the Territorial Army:- A Personal Assistant who has not completed the age of 40 years if so required, will be liable to serve in the Territorial Army subject to the provisions of Section 6A of the Territorial Army Act, 1948 (58 of 1948) and the rules made there under.

8 Saving :- Nothing in these rules shall affect reservation, relaxation of age limit and other concession required to be provided for the Scheduled Caste, Scheduled Tribes, other Backward Classes, Ex-service man and other special category of persons in accordance with the orders issued by the Central Government from time to time in this regard.

9 Initial constitution:-

- (i) All officials holding the post of Personal Assistant on regular basis in erstwhile DOT/DTS/DTO before commencement of these rules and those who have been absorbed in Bharat Sanchar Nigam Limited shall be deemed to have been appointed as **Personal Assistant**.
- (ii) The continuous regular service of official referred to in sub-rule 9(i) above before the commencement of these rules shall count for the purpose of probation, qualifying service for promotion, confirmation and pension


(M.K. Shrivastava)
Assistant Director General (Pers.II)

SCHEDULE

Name of Post	Number of Posts	Classification	Scale of Pay	Whether selection or non-selection post	Age limit for direct recruits	Whether benefit of added years of service admissible	Educational and other qualification required for Direct Recruits
1 Personal Assistant	2 *96 (up to 2002) * subject to variation dependent on workload	3 Executive	4 IDA Pay Scale corresponding to the CDA pay scale of Rs 6500-200-10,500 in BSNL.	5 Not applicable	6 28 years. Note-1 Relaxation for Company employees upto 5 years in accordance with the instructions or order issued by BSNL. Note-2 The crucial date for determining the age limit shall be the closing date of receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of Jammu and Kashmir state, Lahul and spiti District and Pangi sub division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshdweep)	7 Not applicable	8 Graduation with a speed of 120 WPM in shorthand and "O" Level passed from DOEACC or equivalent.

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Whether age and essential qualification prescribed for direct recruits will apply in case of promotes	9	10	11	12	13	14
Period of probation, if any	2 years for direct recruits	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer or by absorption and percentage of vacancies to be filled by various methods	50% by promotion on the basis of LICE 50% by Direct Recruitment	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer to be made	If a BSNL Promotion Committee exists, what is its composition.	REMARKS
No	2 years for direct recruits	50% by promotion on the basis of LICE 50% by Direct Recruitment	Promotion: 50% by promotion from Stenographer Grade 'D' (Steno) with 5 years regular service in the grade on the basis of LICE. Note:- 1 Steno means those officials in the CDA pay scale of Rs. 4000-6000 of the Central Secretariat Stenographer Service of DOT Cadre who have been absorbed in BSNL as BSNL CO cadre.. 2 The crucial date for determining the eligibility shall be 1 st of July of year to which the vacancies pertain. 3 Where juniors who have completed their qualifying eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of requisite qualifying/eligibility service by more than one year and have successfully completed their probation period, if prescribed.	1. Sr DDG/DDG (Pers.)-Chairman 2. Jt. DDG(Pers.)-Member 3 ADG (Pers.-II)-Member Note : Appointing authority will be Dir. (HRD), BSNL Board		-----

(M.K. Srivastava)
Assistant Director General (Pers. II)

