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BHARAT SANCHAR NIGAM LIMITED

[A Government of India Enterprise]

CORPORATE OFFICE

PERSONNEL BRANCH-II

102-B, Statesman House, 148, Barakhamba Road, New Delhi-1.

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RECRUITMENT RULES OF PERSONAL ASSISTANT (PA) IN THE FIELD UNITS OF
BSNL

Issue No. - 12

F.No.20-8/2002-Pers.II Dated February , 2004 at New Delhi - 110 001.

1 Short title and commencement:-

- (i) With the approval of BSNL Board, the following rules regarding the method of recruitment to the post of Personal Assistant in the field units of BSNL are hereby made.
- (ii) These rules may be called Personal Assistant (circle cadre), Recruitment Rules, 2004 (Issue: 12).
- (iii) They shall come into force with effect from 01.01.2004.

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

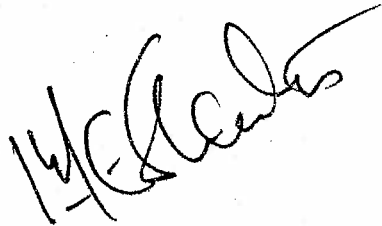
- (i) **Company** means Bharat Sanchar Nigam Limited (A Government of India Enterprise) having its Registered Office at Sanchar Bhawan, New Delhi.
- (ii) **Board** means the Board of Directors of the Company and includes in relation to the exercise of powers any Committee of the Board/Management or any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

Contd...2/-



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.

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 –

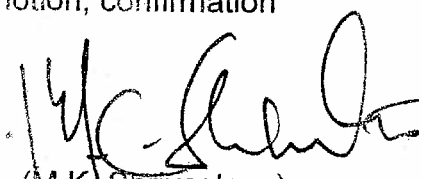
- (i) such marriage is permissible under the personnel law applicable to such Government servant and the other party to the marriage; and
- (ii) there are other grounds for so doing.

7 Service under the Territorial Army:- A ^{PA} ~~Private Secretary~~ 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 thereafter.

8 Saving:- Nothing in these rules shall affect reservation, relaxation of age limit and other concession required to be provided for the Schedule 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 officers holding the post of ^{Gr-I & Gr-II} ~~Private Secretary~~ in the 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 ~~Private Secretary~~ PA
- (ii) The continuous regular service of officers 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)

Contd....3/-

SCHEDULE

PERSONAL ASSISTANT (P.A.) IN THE FIELD UNITS

Name of Post	Number of Posts	Classification	Scale of Pay	Whether selection by merit or selection -- cum-seniority 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	2	3	4	5	6	7	8 ✓
Personal Assistant (field units)	824 (upto 2003) * (Subject to variation dependent on workload)	Executive	IDA pay scale of BSNL corresponding to the CDA scale of Rs. 6500-200-10500 in BSNL	Non-selection	28 years Note:- Relaxation for company employee upto 5 years in accordance with the instructions or order issued by BSNL. The crucial date for determining the age limit shall be the closing date of receipt of application from candidate in India.	Not applicable	Graduation with a speed of 120 w.p.m. in shorthand and 'O' Level passed from DOEACC or equivalent

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Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees	Period of probation, if any for Direct Recruitment	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of posts to be filled by various methods	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer to be made	if a Departmental Promotional Committee exists, what is its composition
9	10	11	12	13
Not applicable	2 years	<p>50% by promotion by Limited Internal Competitive Examination (LICE) from amongst Steno of the respective field cadre with 5 years regular service in the grade; and</p> <p>50% by separate LICE (open for internal candidates only) from amongst regular Group "C" and Group "D" employees in the pay scale below the pay scale of 6500-10500 and having required qualifications as prescribed for direct recruitment in column 8 of the schedule, failing which by direct recruitment.</p>	<p>Promotion:</p> <p>50% by promotion by Limited Internal Competitive Examination (LICE) from amongst Steno of the respective field cadre with 5 years regular service in the grade; and</p> <p>50% by separate LICE (open for internal candidates only) from amongst regular Group "C" and Group "D" employees in the pay scale below the pay scale of 6500-10500 and having required qualifications as prescribed for direct recruitment in column 8 of the schedule, failing which by direct recruitment through examination.</p>	<p>1 GM (Admn) - Chairman 2 DGM (Admn)-Member 3 AGM(Admn)-Member</p> <p>NOTE: The appointing authority for the post of Personal Assistant shall be Director(HRD), BSNL Board of Directors.</p>