



**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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PUBLISHED BY PERSONNEL-II BRANCH OF BSNL CORPORATE OFFICE

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RECRUITMENT RULES OF PRIVATE SECRETARY (PS) IN THE FIELD UNITS OF  
BSNL

Issue No. – **13**

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F.No.20-8/2002-Pers.II

Dated February , 2004 at New Delhi - 110 001.

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**1 Short title and commencement:-**

- i) With the approval of BSNL Board, the following rules regarding the method of recruitment to the post of **Private Secretary** in the field units of BSNL are hereby made.
- ii) These rules may be called **Private Secretary** (circle cadre), Recruitment Rules, 2004 (Issue: **13**).
- 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 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 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**.
- (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

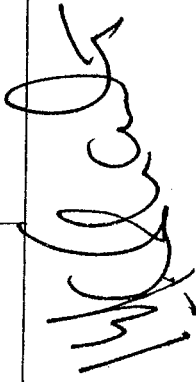
PRIVATE SECRETARY (P.S.) IN THE FIELD UNITS

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 Private Secretary (PS) (Field Units)	2 *700 (Upto 2003) *Subject to variation dependent workload	3 Executive	4 IDA pay scale of corresponding to the CDA scale of Rs.7500-250-12000	5 Non-Selection	6 Not applicable	7 Not applicable	8 Not applicable

Contd...4/-

*W. S. Rao*

Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees	9	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 BSNL Promotional Committee exists, what is its composition
Not applicable	10	100% by promotion from amongst Personal Assistants on the basis of circle seniority in the following manner:  75% on the basis of seniority-cum-fitness with three years regular service in the grade; and  25% by LICE from amongst PAs with three years regular service in the grade.	Promotion.  75% on the basis of seniority-cum-fitness with three years regular service in the grade; and  25% by LICE from amongst PAs with three years regular service in the grade.	13  1. CGM – Chairman 2. GM (Admn) – Member 3. DGM (Admn) – Member  NOTE: Appointing authority for the post of PS will be Director (HRD), BSNL Board of Directors.





No.20-34/2010-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:- 17<sup>th</sup> February, 2011.

To

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

Sub:- Modification in the Recruitment Rule of Private Secretary(PS) of BSNL field units in respect of quota for promotion through seniority-cum-fitness and LICE as per provision of Executive promotion Policy dated 18.01.2007.


Attention is invited to the Recruitment Rules of Private Secretary (PS) of BSNL field units issued vide this office letter No.20-8/2002-Pers.II dated February, 2004. The quota of 75% vacancies earmarked for promotion through Seniority-cum-fitness and 25% vacancies earmarked for LICE for promotion of Personal Assistant to the grade of Private Secretary stands suo moto revised on implementation of Executive Promotion Policy.

As per the provision of Executive Promotion Policy for Group 'B' level officers of BSNL issued with the approval of BSNL Board vide OM No.400-61/2004-Pers.I dated 18.1.2007 and approval of scheme & syllabus of LICE for promotion to PS grade against 33% quota in the field units of BSNL by Management Committee of BSNL Board, column 11 & 12 of the RR as mentioned above stands revised as under:

- 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 PAs with three years of regular service in the grade.

These changes shall be effective from the vacancy year 2010-11 onwards.

This issues with the approval of the competent authority.

  
17.2.11  
(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
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