



भारत संचार निगम लिमिटेड
(भारत सरकार का उद्यम)
कार्मिक शाखा, निगम कार्यालय
चौथा तल, भारत संचार भवन,
जनपथ, नई दिल्ली 110 001

No. BSNLCO-PERS/15(12)/1/2023-PERS1(FU)

Dated 21.12.2023

To

All Heads of Telecom Circles/Administrative Units,
BSNL.

Subject: Revision of Scheme and Syllabus of LICE for promotion to the grade of PS of Field Units.

The undersigned is directed to enclose herewith the revised Scheme and Syllabus of Limited Internal Competitive Examination (LICE) for promotion to the grade of Private Secretary (PS) of Field Units, for wide publicity among the executives of BSNL.

2. The revised Scheme and Syllabus for LICE quota promotions shall be applicable w.e.f. vacancy year 2023 and all the promotions under LICE quota for vacancy year 2023 and onwards shall be conducted as per revised Scheme and Syllabus.

This issues with the approval of competent authority.

Encl. As above.

(जी.पी.विश्वनोई/ G.P. Vishnoi)

उप महाप्रबंधक (कार्मिक-डीपीसी-एसएम)

Dy. General Manager (Pers-DPC-SM)

Copy to:

1. PPS to CMD, BSNL.
2. PPS to functional Directors of BSNL Board.
3. PPS to CVO, BSNL.
4. All CGMs/PGMs/Sr. GMs/GMs, BSNL CO.
5. All Heads of cadre controlling authorities.
6. General Secretary, SNEA/AIGETOA/SEWA.
7. OL Section for Hindi version.
8. BSNL Intranet portal.

(मूल चंद / Mool Chand)

सहायक महाप्रबंधक(कार्मिक नीति)

Assistant General Manager (Pers. Policy)

**Scheme and syllabus for the Limited Internal Competitive Examination (LICE)
for promotion to the grade of Private Secretary (PS) of Field Units**

1. Scheme of Examination

1.1. The examination will consist of two Papers as given below:

Papers	Maximum Marks	Duration
Paper-I: Written Test (Core) [Skill test – Short hand/Typewriting]	120 marks	10 minutes for dictation, 10 minutes to read the dictation and (i) 60 minutes for English transcription or (ii) 70 minutes for Hindi transcription
Paper-II : Written Test (Common) [Multiple objective type]	60 marks (60 Questions)	1 hour
Total	180 marks	

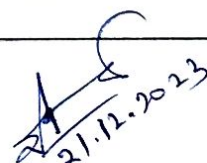
Note:

- (a) The schedule for Paper - I and Paper – II will be notified in the detailed examination notification and candidates has to appear in both the papers.
- (b) Paper –I of the examination will be of Skill Test –Shorthand transcription and Typing.
- (c) Paper –II of the examination will be Computer based multiple choice objective type with negative marking. For each correct answer 01 mark will be awarded and for each wrong answer (-) 0.25 marks will be awarded.
- (d) Evaluation of Skill Test in Shorthand & Transcription will be done as under:
- The total number of marks for the Skill test (Shorthand & Typewriting) for Core Paper–LICE are 120 and a candidate has to obtain following minimum marks to qualify the test, as under:
UR=60 Marks (50%); SC/ST=54 Marks (45%)
PwBD=54 Marks, if sufficient PwBD candidates are not available on prescribed standards.
 - The test is of 10 minutes duration @ 100 words per minute (Total 1000 words).
 - 01 mark will be deducted for each mistake / each un-attempted word.
 - UR candidates who have committed more than 60 mistakes amounting to deduction of more than 60 marks and as a result scored less than 60 marks will be treated as failed.
 - SC/ST candidates who have committed more than 66 mistakes amounting to deduction of more than 66 marks and as a result scored less than 54 marks will be treated as failed.
 - PwBD candidates who have committed more than 66 mistakes amounting to deduction of more than 66 marks and as a result scored less than 54 marks will be treated as failed.
- (e) The merit list will be prepared only in respect of those candidates who obtain the prescribed minimum qualifying marks in both the question papers, as given below:

1.2. Determination of final merit list:

Final merit list shall be published based on Marks in Written Test (Core) plus Candidate Marks in Written Test (Common) put together.

Qualifying Marks: For UR : 50% in each paper (i.e. Core Paper will be 50% & Common Paper will also be 50%), For SC/ST: 45% in each paper (i.e. Core Paper will be 45% & Common Paper will also be 45%), For PwBD: 45% in each paper (i.e. Core Paper will be 45% & Common Paper will also be 45%), if sufficient PwBD candidates are not available on prescribed standards.


21.12.2023

Contd...2

2. Syllabus:

2.1 Paper-I: Syllabus for Written Test-Core

Sl. No.	Topic	Topic Sub-heading	Weightage (in %)
1	Skill test Short hand	<ul style="list-style-type: none">The candidate shall be dictated a passage normally from Parliamentary Debates @ 100 words per minute (WPM) for 10 minutes. The candidate(s) will be given 10 minutes to read the dictation and 60 minutes to transcribe the dictation into English through Computer.Candidates opting for Hindi as a medium for the shorthand test will be given 70 minutes for transcription through Computer.	100%

2.2 Paper-II: Syllabus for Written Test Objective-Common

{60 Marks/60 Questions Time Period -01 Hour}

Sl. No.	Topic	Topic Sub-heading	Weightage (in %)
1	General Awareness	<ul style="list-style-type: none">General awareness of the environment around and its application to the societyThe test shall broadly include questions relating to India and its neighboring countriesGeneral policy, Scientific Research, Culture, Economic Scenario, Sports etc. and other current events occurring mostly during the last one year as on the date of issue of the notification of the said examination	15%
2	General English	<ul style="list-style-type: none">Error recognition, Vocabulary, grammar, sentence structure, jumble sentences, synonyms, antonyms, phrases and idiomatic use of words.Fill in the blanks (using verbs, prepositions, articles etc.)There will be questions on close passages and comprehension of passages also	15%
3	IT Tools	<ul style="list-style-type: none">MS office: Word, Excel, Power PointE-Office, ERP-SAP Processes, ESS workflowsCyber Security from end user perspective	15%
4	General Admn.	<ul style="list-style-type: none">RTI, PGRMS, Grievance Redressal MechanismIPMS	10%
5	Service Rules	<ul style="list-style-type: none">FR & SR Part-I (General Rules)CCS (Leave) Rules, 1972CCS (Pension) Rules, 1972/2021Manual of Office ProcedureBSNL CDA Rules, 2006 and upto dateBSNL Medical PolicyTA/DA Rules & LTCBSNL Executive / Non- Executive Promotion Policy (EPP / NEPP)	45%

Note: The standard of questions for the General Awareness and General English tests will be of Higher Secondary / 10+2 levels.

.....

21/12/2023