

# **Bharat Sanchar Nigam Ltd.**

(A GOVT. OF INDIA ENTERPRISE)

## **CSS SECTION**

4<sup>th</sup> Floor, Bharat Sanchar Bhawan

Janpath, New Delhi - 110001

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No.104-1/2007/CSS

Dated, 31<sup>st</sup> August, 2010.

### **OFFICE MEMORANDUM**

**Subject: Scheme and syllabus of Limited Internal Competitive Examination (LICE) for promotion to the grade of Private Secretary in BSNL Corporate Office.**

The undersigned is directed to say that the Recruitment Rules of Private Secretary in BSNL C.O. notified on 4-7-2003 provide recruitment to the post in the following manner:-

i) \* 25% by Limited Internal Competitive Examination (LICE) from Personal Assistant with 3 (three) years of regular service in the grade. The crucial date for determining eligibility for appearing in the LICE shall be 1<sup>st</sup> July of the year to which the vacancies pertain.

**And**

ii) \* 75% by promotion on the basis of seniority-cum-fitness.

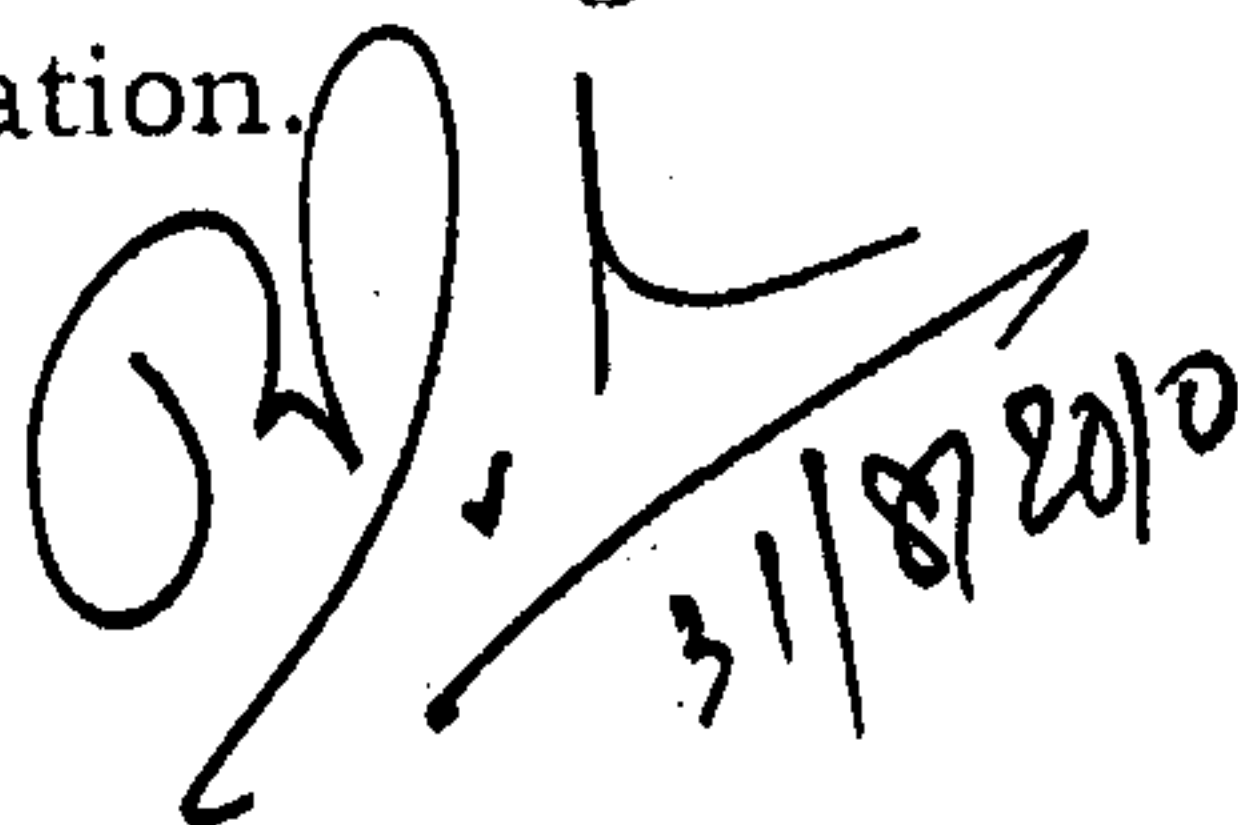
2. The Scheme and syllabus for the LICE for promotion to the grade of Private Secretary in BSNL Corporate Office are as follows:-

### **Scheme of Written Test**

<b>Paper</b>	<b>Subject</b>	<b>Marks</b>	<b>Duration</b>
Paper-I (Objective, Multiple Choice)	i) General Awareness	75	2 Hours
	ii) General English	75	
	iii) Computer Fundamentals	50	
Paper-II  Skill Test	Skill Test in shorthand (English or Hindi Medium) @ 100 w.p.m. for 10(ten) minutes	300	Reading- 10 Minutes Transcription (English) - 60 Minutes Transcription (Hindi) - 70 Minutes.

\* The process for making as 33% for LICE and 67% by Seniority cum Fitness is under examination.

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3. The syllabus for the Examination shall be as following:-

**A) Paper-I Written Examination: (Objective, Multiple Choice)**

**Section-A      General Awareness**

The question shall be designed to test the knowledge and ability of the candidate's general awareness of the environment around him and its application to the society. The test shall broadly include questions relating to India and its neighboring countries specially pertaining to General Policy, Scientific Research, Culture, Economic Scene, Sports and other current events occurring mostly during the last one year as on the date of issue of the notification of the said examination.

**Section-B      General English**

The questions in this component shall be designed to test candidates' understanding and knowledge of English language and will be based on error recognition, fill in the blanks (using verbs, prepositions, articles etc.), vocabulary, spelling, grammar, sentence structure, jumbled sentences, synonyms, antonyms sentence completion, phrases and idiomatic use of words. There will also be questions on passages and comprehension of passages.

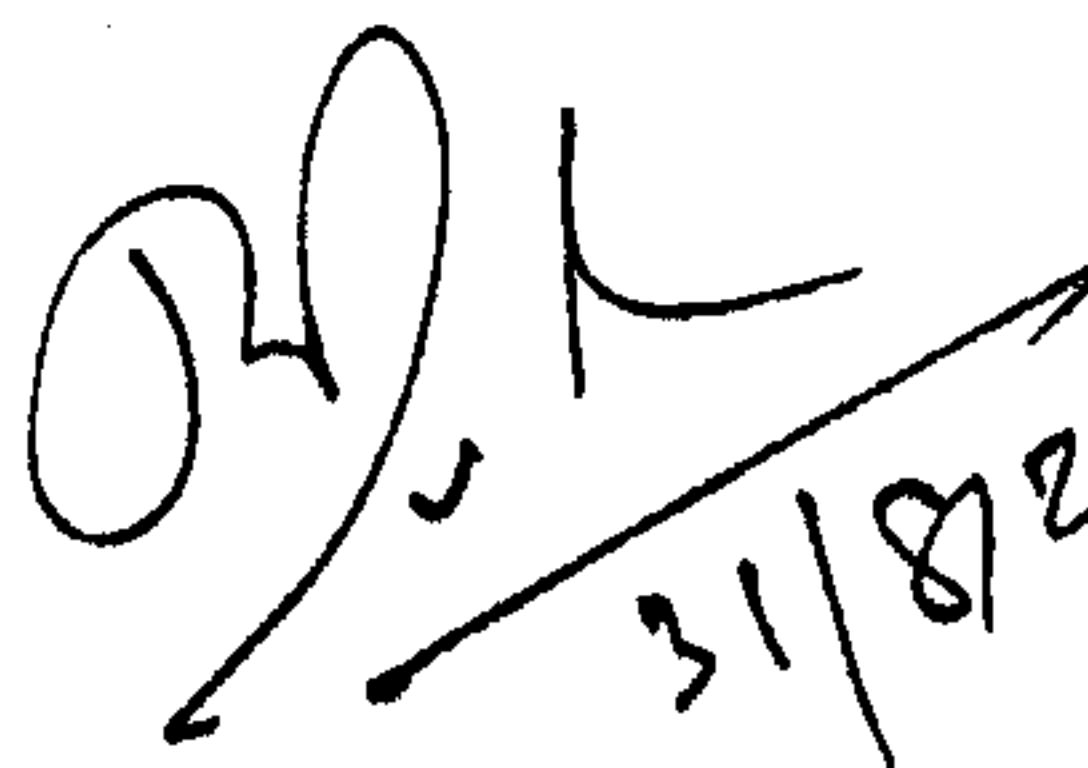
**Section-C      Computer Fundamentals, including Windows Based Programmes:-**

It will cover following topics:-

Introduction to Computers  
MS Word & Printing  
MS Excel  
Internet/intranet  
E-Mail

**B. Paper-II      Skill Test in Shorthand**

The candidate shall be dictated a passage normally from Parliamentary Debates @ 100 w.p.m. 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 or manual typewriter, as the case may be. Candidates opting for Hindi as a medium for the shorthand test will be given 70 minutes for transcription either through Computer or manual typewriter, as the case may be.

  
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4. The standard of questions for the General Awareness and General English Tests will be of Higher Secondary/10+2 levels.
5. Only 5% errors will be allowed for Skill Test (Shorthand and typewriting) and there will be no provision for any relaxation in the norms. No further relaxation in the standard for the Skill Test shall be made in favour of any category of candidates.
6. The minimum qualifying marks will be 50% in each paper. In case of SC/ST candidates, the minimum qualifying marks will be 45% in each paper.
7. The actual number of vacancies, which will be filled on the basis of LICE, will be notified separately. The detailed notification for LICE for promotion to the Grade of Deputy Manager, as per the eligibility conditions prescribed in the Recruitment. Rules of the post, will be issued by the Recruitment Branch of BSNL.

  
(RAJENDER PRASAD)

Assistant General Manager (CSS)

Copy to:

1. GM (Rectt.), BSNL C.O.
2. All PCEs/CEs (Civil/Elect./Arch.), BSNL for wide publicity in this regard amongst the officials concerned working under their control;
3. All Executive Associations.
4. OL Section for providing Hindi version.
5. Notice Boards, Bharat Sanchar Bhawan/Statesman House/Chanderlok Building/Eastern Court for information of officials concerned.