



To,
The CGMT,
All Telecom Circles,
BSNL.

Subject: - Constitution of Examination Conducting Team in Circles for conduct of upcoming "Direct Recruitment of Junior Telecom Officers (Telecom) in BSNL" - Regarding

Kindly refer to the subject mentioned above. In this regard, it is intimated that the examination for the said recruitment has been scheduled on **23.08.2026 (SUNDAY)** and notified vide Letter No. BSNLCO-11/12(11)/1/2026-RECTT-CO dated 31.07.2026 (Copy enclosed).

2. For smooth conduct of the examination, all Telecom Circles are requested to constitute an Examination Conducting Team comprising of Examination Co-ordinator (not below the rank of GM [preferably from HR/Admin Section]), Examination Superintendent (ES) (not below the rank of DGM or equivalent) and Examination Observer (EO) (not below the rank of AGM/DE/EE or equivalent) along with supporting staff.

3. In this regard, the duties and responsibilities of Examination Co-ordinator (EC), Examination Superintendent (ES) and Examination Observer (EO) for smooth conduct of the aforesaid examination are enclosed as Annexure I, II and III respectively. The duty of entire constituted team shall be in addition to his/her normal duties, without any extra remuneration. However, all the members shall be entitled to honorarium as per BSNL norms.

4. The following details of the Examination Co-ordinator, Examination Superintendent, Examination Observer along with supporting staff appointed by the Circle may be furnished to this office through e-mail at bsnlrectt@bsnl.co.in by **10th August 2026 positively**.

- i. Name:
- ii. Designation:
- iii. Office Address:
- iv. Office Telephone Number:
- v. Mobile Number:
- vi. Authenticated BSNL e-mail Address:
- vii. Alternate e-mail address.

This is issued with the approval of the Competent Authority

Encl: As above.

प्रवीण कुमार

(Pravin Kumar Jha)
AGM (Recruitment), BSNL CO

Copy to:

1. PPS to CMD, BSNL for kind information please.
2. PPS to DIR (HR), BSNL Board - for kind information please.
3. PGM (Establishment), BSNL CO, New Delhi

ANNEXURE-I

EXAMINATION CO-ORDINATOR (EC) - GM (HR/Admin) in the Circle

- 1. The online examination process is highly confidential. No details related to the examination shall be disclosed to any individual or senior official who is not directly involved in the recruitment process. Strict secrecy must be maintained at all times in the larger interest of BSNL.
- 2. GM from HR wing of the Circle shall be overall In-Charge for the successful conduct of the online examination in accordance with the various guidelines issued from time to time. All the timelines set by the BSNL CO and issued to the Circle should be strictly adhered.
- 3. GM (HR)/Exam Co-ordinator (EC) shall visit the proposed examination centre physically at earliest possible date/time, on receiving the centre details from Corporate Office and accordingly give his consent about the viability of the centre.
- 4. The Examination Co-ordinator; being Nodal Authority to conduct the aforesaid Direct Recruitment Examination (s), should report the shortcomings, beyond his control, if any, to the CGM of the Circle as well as to the Recruitment Branch, BSNL Corporate Office.
- 5. All the pre and post examination reports may be submitted to the CGM of the Circle and also to the Recruitment Branch, BSNL Corporate Office.
- 6. The Examination Co-ordinator shall make all correspondences from his/her official email address, solely used for examination purpose.
- 7. The Examination Co-ordinator shall submit the post-examination report to the Recruitment Branch, BSNL CO within 03 (Three) days of completion of examination on email address **bsnlrectt@bsnl.co.in**

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ANNEXURE-II

EXAMINATION SUPERINTENDENT (ES) - DGM or equivalent rank Officer

- 1. The online examination process is highly confidential. No details related to the examination shall be disclosed to any individual or senior official who is not directly involved in the recruitment process. Strict secrecy must be maintained at all times in the larger interest of BSNL.
- 2. The Examination Superintendent shall act as Test Centre Administrator.
- 3. Unfair means: The ES has to ensure that the unfair means detected during the course of examination are properly recorded and the report be sent to Examination Co-ordinator, who in turn shall send it to the Recruitment Branch, BSNL Corporate Office in confidential packet/envelope.
- 4. Allow the Examination Observers/Members of Surprise Visit Team appointed by BSNL to inspect the records and the examination halls/rooms, after ensuring that the visiting team is having proper authority letter from the competent authority.

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EXAMINATION OBSERVER- AGM/DE/EE or equivalent rank Officer

1. The online examination process is highly confidential. No details related to the examination shall be disclosed to any individual or senior official who is not directly involved in the recruitment process. Strict secrecy must be maintained at all times in the larger interest of BSNL.
2. The Examination Observer may remain available at the Examination Centre for the whole day or part of the day.
3. The Examination Observer should always carry along with him a proper Authority Letter regarding his appointment as Examination Observer by the Competent Authority in the Circle.
4. The Examination Observer should produce the said Authority Letter whenever demanded by the Examination Centre Administrator or any authorized representative of the Examination Agency during auditing of the Examination Centre in Pre- Examination Phase and Examination Phase.
5. The Examination Observer is required to discharge the following responsibilities :-

Pre-Examination Phase

- I. Auditing of the Examination Centre proposed by the Examination Agency in the Telecom Circle one day prior to the scheduled date of the examination.
- II. The Examination Observer should scrutinize the proposed Examination Centre on the following parameters: -
 - i. Accessibility to the Examination Centre.
 - ii. Connectivity from the Railway Station/Bus Stand/Metro Station etc.
 - iii. Security of the Examination Centre.
 - iv. Environment/Location of the Examination Centre.
 - v. Prevention of violence/malpractice etc.
 - vi. Space for parking vehicles.
 - vii. Safe and clean drinking water.
 - viii. Clean and separate toilets for gents and ladies.
 - ix. Well-lit and ventilated rooms.
 - x. Proper seating arrangement.
 - xi. Provision of ramps, lifts etc.
 - xii. Internet connectivity.
 - xiii. CCTV installation.
 - xiv. Proper infrastructure for carrying out the Online Examination.
 - xv. Biometric attendance system.
 - xvi. Power backup
 - xvii. Fire Safety measures
 - xviii. Proper signage indicating drinking water/toilet/seat etc.
- III. After auditing the Examination Centre, the Examination Observer should submit his/her report, detailing the suitability of the Examination Centre on the parameters given above to the Examination Co-ordinator, who in turn will send it to the Recruitment Branch, BSNL Corporate Office.
- IV. The Examination Observer should intimate the shortcomings, if any in the arrangements, to the contact person of the Examination Agency and the Examination Co-ordinator, who in turn will send it to the Recruitment Branch, BSNL Corporate Office through the designated e-mail address.

Examination Phase

I. The Examination Observer should observe as to whether the following provisions/facilities are being extended to the candidates: -

- i. Proper Computer terminals.
 - ii. Proper net connectivity.
 - iii. Proper seating arrangements.
 - iv. Easy access to safe and clean drinking water.
 - v. Easy access to clean toilets for gents and ladies.
 - vi. Biometric attendance.
 - vii. Ramps for Physically Handicapped candidates.
 - viii. Proper signage for the available facilities.
 - ix. Separate frisking facility for gents and ladies.
- II. The Examination Observer should observe the conduct of the examination with regard to the following parameters: -
- i. Nuisances/disturbances in and around the Examination Centre.
 - ii. Copying/malpractices etc. in the Examination Centre.
 - iii. Inspection of Examination Halls/Rooms.

Post-Examination Phase

The Examination Observer should prepare and submit following reports to Examination Co-ordinator in the Circle within 03 (Three) days of completion of the examination: -

- i. Successful/otherwise; conduct of the examination.
- ii. Conduct of the Examination Centre Supervisor (s), Invigilators, Staff etc. appointed by the Examination Agency.
- iii. Nature of cooperation extended by the Examination Centre Supervisor (s), representative of the Examination Agency etc.
- iv. Examination Co-ordinator (EC) will submit the final report regarding conduct of the examination to the Recruitment Branch, corporate office.



(Pravin Kumar Jha)
AGM (Recruitment), BSNL CO