

EXAMINATION NOTIFICATION

E-file. No. BSNLCO-11/13(11)/3/2025-RECTT-CO

Dated :- 27.11.2025

To,

All Chief General Managers
BSNL Telecom Circle.

Subject: - Limited Internal Competitive Examination (LICE) for promotion of Personal Assistant to the grade of Private Secretary (CSSS Cadre) in BSNL Corporate office for the Vacancy Year – 2023.

STARTING DATE & TIME OF ONLINE REGISTRATION OF APPLICATION	Will be communicated separately
LAST DATE & TIME OF ONLINE REGISTRATION	Will be communicated separately
EDITING/MODIFICATION IN APPLICATION DATA BY CANDIDATE	Will be communicated separately
DATE & TIME OF ONLINE EXAMINATION	Will be communicated separately
<i>* Changes in date & time, if any, due to any administrative reason, shall be notified separately. The details can be seen on www.internalexam.bsnl.co.in</i>	
** Candidates may ensure that registration along with payment of fee is completed in time as per the above schedule.	

It has been decided with the approval of the Competent Authority to hold Limited Internal Competitive Examination (LICE) for promotion of Personal Assistant to the grade of Private Secretary (CSSS Cadre) in BSNL Corporate office for the Vacancy Year – 2023 from the eligible candidates of BSNL as per the provisions of Recruitment Rules (RR), 2023 notified vide letter no. BSNLCO-PERS/15(12)/1/2021-PERS1(CSSS) dated 11.04.2023 (ANNEXURE-I) and schemes and syllabus notified/issued vide O.M No. 104-1/2007-CSS dated 31.08.2010 along with revised O.M. No. 104-1/2007-CSS dated 05.03.2013 (qualifying standards read with clarification vide F. No. 104-1/2007 dated 14.10.2013 (ANNEXURE-II))

2. The vacancy position is as follows:-

Parameters	Total	SC	ST	UR
LICE (33 %)	01 Vacancy year 2023	00	00	01

3. The details of papers and time -table of the online/ offline examination will be as under:-

Paper	Subject	Marks	Date of Exam	Duration
Paper - I (ONLINE objective multiple Choice)	i. General Awareness ii. General English iii. Computer Fundamentals	75 75 50	will be communicated later	2 Hours
Paper - II (Skill Test)** (OFFLINE)	Skill test in Shorthand (English or Hindi Medium) @ 100 w.p.m. for 10 (ten)minutes	300		1 Hour 20 minutes (English) 1 Hour 30 minutes (Hindi) Dictation-10 minutes. Reading – 10 minutes Transcription (English) -60 Minutes Transcription (Hindi) -70 Minutes

** 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.

Syllabus for each Paper has been detailed in Annexure-II.

- a. The examination for paper -I (online) CBT mode will be of multiple choice type. Each question contains four options and the candidate has

to select only one correct answer. There would be negative marking and for each wrong answer 25% of the mark of that question would be deducted.

- b. Paper-II (Skill Test) will be conducted offline.
- c. Minimum qualifying marks prescribed in the LICE will be as follows:-

Sr. No.	Category	Minimum Qualifying Marks
1	OC/OBC candidates	40% in Paper – I, 50% in Paper – II and 45% in aggregate
2	SC/ST candidates	35% in Paper- I, 50% in paper-II and 45% in aggregate

The total number of marks kept for the skill test in shorthand (Paper-II of LICE) being 300, a candidate has to obtain at least 150 marks to qualify the test. The test, being of 10 minutes duration@100 wpm, the permissible limit of mistakes is 50 i.e 5% of 1000 words. Correspondingly 3 marks are deducted for each mistake. Candidates, who have committed more than 5% mistakes (i.e more than 50 mistakes amounting to deduction of more than 150 marks) & as a result scored less than 150 marks are failed.

Note:-

Please note that there shall be no further relaxation of marks or any other parameter under any circumstances owing to maintenance of efficiency of administration.

4. As per the provisions of Recruitment Rules (RR), 2023 notified vide letter no. BSNLCO-PERS/15(12)/1/2021-PERS1(CSSS) dated 11.04.2023 (ANNEXURE-I), "Eligibility criteria for appearing in Limited Internal Competitive Examination (LICE) is given below:

As per Schedule under column-12, In case of recruitment by promotion/ deputation/transfer, grade from which promotion/ deputation/transfer to be made "33% by Limited Internal Competitive Examination from amongst regular Personal Assistants(CSSS) who have rendered not less than three (3) years of regular service in the grade as on 1st January of the year to which the vacancy pertains"s.

The crucial date for determining the eligibility shall be 1st January of the year to which the vacancy pertain.

5. The details of the Examination Centre for said LICE will be communicated separately. The examination will be conducted strictly in accordance with provisions of Standard Operating Procedure (SOP) for

conducting Computer based online examination for Paper –I as well as Skill test type in Paper –II (Offline).

6. The eligibility for appearing in the above mentioned Limited Internal Competitive Examination shall be as per existing Recruitment Rules notified vide letter no. BSNLCO-PERS/15(12)/1/2021-PERS1(CSSS) dated 11.04.2023 (ANNEXURE-I). All the candidates are requested to go through their service particulars from service book/SAP etc. from the custodian competent authority of service book etc. while registration of candidature for the above said LICE to avoid pre/post Exam eligibility discrepancies. In case of any doubt with regard to eligibility, schemes and syllabus of the examination, the candidates may take up the matter suitably with the Cadre Controlling Authority i.e CSS Section of Pers. Branch, BSNL CO for necessary clarification.

7. Those employees only, who are eligible in accordance with the eligibility conditions as referred in the Recruitment Rules and who desire to appear in the examination should submit the application on-line. Candidates applying in LICE for the post of Private Secretary are required to apply online for which link shall be provided through BSNL website www.internalexam.bsnl.co.in, Candidates are advised to visit BSNL Intranet site (www.intranet.bsnl.co.in) for any updates regarding the LICE. The candidates applying for LICE for the post of Private Secretary are required to read all the instructions provided on website www.internalexam.bsnl.co.in, before filling the online application form.

8. Candidates must have valid E-mail ID and Mobile Number at the time of online Registration. After submitting the application on-line, the applicant shall retain a hard & soft copy of the application form for record.

9. The prescribed examination fee shall be ₹.1000/- (Rupees one thousand only) for the OC candidates, and ₹. 500/- (Rupees five hundred only) for the SC/ST/PwBD candidates. The same shall be paid through online mode i.e. Internet Banking, Credit Card, Debit Card etc. The amount of the fee shall not be accepted in any other form.

Candidates are requested to ensure their eligibility for the said LICE before applying for the same. Fee once paid for the said LICE shall neither be refunded under any circumstances nor can be held in reserve for any other examination or selection even if the exam is not conducted due to any reasons. No mode of communication in this regard shall be entertained by BSNL in any case.

10. Candidates are advised to complete their online registration process well before the last date to avoid last day rush/technical glitches/unforeseen circumstances. Online registration process will not be allowed after the last date and all incomplete registrations will be treated as rejected. Candidates will have to download their online application form. The candidates shall have to

download an Admit Card from the BSNL internal exam website www.internalexam.bsnl.co.in, before the date of the online test by using their user login credential. The admit card will not be sent either by post or by E-Mail. BSNL shall not be responsible for server crash problems or delays occurring on the last day of registration.

11. I. The applicants would be admitted to the examination on the basis of data/information furnished by them and captured during online registration of candidature. The said captured data/information shall be sent to cadre controlling unit (CSS Section under Pers. Branch) for verification of eligibility with respect to service particulars available in Service Book, SAP etc. Candidates are, therefore, once again advised to ensure that they fulfill all eligibility conditions before applying. The applicant must also ensure regarding his Parent circle / category while filling the same in online application.

II. In case it is found at a later stage that the information furnished by an applicant is false or an applicant does not fulfill any of the eligibility conditions, the candidature of such applicants shall be cancelled and no correspondence in this regard shall be entertained. Issuance of an Admit card for the examination will NOT confer candidates any right for promotion/appointment etc. The promotion will be solely subject to fulfillment of all eligibility conditions (& availability of vacancies), provided by concerned authorities.

12. BSNL shall display/provide the questions & provisional answer key for Paper-I objective type question, on the same portal soon after the Exam, for a stipulated period, wherein candidate shall be provided with a suitable format to submit their online grievances/queries on question/answer options only on chargeable basis to discourage unscrupulous grievances. The same shall be paid through online mode i.e. Internet Banking, Credit Card, Debit Card etc. On the basis of grievance received from candidates, if any, the final answer key & merit list shall be deployed as per prevailing guidelines.

13. Issuance of candidate response sheet, score card etc. for the said LICE shall NOT confer candidate any right for promotion/appointment etc. The promotion will be solely subject to fulfillment of all eligibility conditions and magnitude of qualified marks secured vis-à-vis availability of vacancies. The aspect of Eligibility shall be solely on cadre controlling unit (CSS Section under Pers. Branch) and therefore cadre controlling unit should ensure that Service particulars of candidates in service Book/ERP are up-to-date in all respect to avoid any kind of pre/post exam discrepancies.

14. Nothing other than specified in the Admit card shall be permitted to be taken inside the examination premises by the candidates. Violation of any of the instructions at any stage will make the candidate liable for disqualification of the candidature without assigning any reason thereof.

15. ALTTC is requested to arrange for the pre-exam training to all willing applicants including SC/ST/PwBD candidates for aforesaid LICE, as per admissible rules.

16. Promotion on the basis of result of this examination will be subject to the outcome of court cases pending in different courts on the issue related to reservation and also DoP&T instructions issued from time to time. Since the Jarnail Singh batch of cases is pending in the Supreme Court of India, any promotion order issued shall be subject to further orders that may be passed by the Supreme Court in the said batch of cases.

17. The decision of BSNL in all matters relating to eligibility, acceptance or rejection of the applications for false information, mode of selection, conduct of examination(s) and allotment of examination centres will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard. Discrepancies regarding eligibility during exam or later shall make candidates liable for rejection of candidature. The custodian of the service book shall ensure all aspects while verifying the eligibility and shall be sole responsibility of eligibility verifying authority.

18. BSNL reserves the right to modify/amend any of the terms & conditions of this recruitment at any point of time.

प्रवीण कुमार झा

प्रवीण कुमार झा/ Pravin Kumar Jha
सहायक महाप्रबंधक (भर्ती)/ AGM (Recruitment)
निगम कार्यालय / BSNL CO

Encl:-

1. The Recruitment Rules of Private Secretary (CSSS)-2023 in BSNL: (ANNEXURE- I).
2. The Schemes & Syllabus of LICE to the grade of Private Secretary (PS) in BSNLCO. (ANNEXURE- II)

Copy to:-

1. PPS to Dir. (HR) BSNL Board for kind information please.
2. PGM (Pers.) BSNLCO for information please.
3. CGM (ALTTC) BSNLCO for arranging pre-exam training to all willing applicants please.
4. BSNL Intranet Portal.
5. SDE (OL) for Hindi version.