



Bharat Sanchar Nigam Limited

(A Government of India Enterprise)

5TH Floor,

Bharat Sanchar Bhawan, Janpath,
New Delhi-110001

Website: www.bsnl.co.in

Corporate Office
Establishment Branch

No. BSNLCO-A/16(12)/2/2022-ESTAB/7

Dated: 31-12-2022

To

All Heads of Telecom Circles/Metro Districts & Other Administrative Units of BSNL
All PGMs/Sr. GMs/GMs of BSNLCO, New Delhi

Subject: **Forwarding of Recruitment Rules of Personal Assistant (CSSS) -2023.**

In pursuance of the approval of the Board of Directors of BSNL, the undersigned is directed to forward herewith a set of Recruitment Rules of Personal Assistant (CSSS)-2023 issued on 31.12.2022 for information and further necessary action.

Hindi version will follow.

(Vinod Kumar Sharma)
Deputy General Manager (Establishment)

Copy to:

1. The CMD, BSNL, New Delhi
2. All the Directors of BSNL
3. The CS&GM(Legal), BSNL CO, New Delhi
4. The DDG(Establishment)/Director(Staff)/Director(PSU), DoT
5. CGM(BW)/CGM(EW)/PGM(TF) BSNL Corporate Office
6. The GM(Personnel)/GM(Recruitment)/PGM(SR), BSNL
7. All the DGMs & AGMs of Personnel branch of Corporate Office, BSNL
8. The DGM(Training)/DGM(Recruitment), BSNL
9. The DM(OL) for Hindi version
10. Order Bundle
11. BSNL Intranet

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BHARAT SANCHAR NIGAM LIMITED

(A Govt. of India Enterprise)

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Recruitment Rules of Personal Assistant (CSSS) in BSNL
No. BSNLCO-A/16(12)/2/2022-ESTAB/7 **New Delhi, December 31, 2022**

1. Short title and commencement:

- (i) With the approval of BSNL Board and in supersession of the Recruitment Rules of Personal Assistant-2003, the following rules regulating the method of recruitment to the post of Personal Assistant (CSSS) (Corporate Secretariat Stenographer's Service i.e. CSSS) in Bharat Sanchar Nigam Limited are hereby made.
- (ii) These rules shall be called the Personal Assistant (CSSS) Recruitment Rules, 2023.
- (iii) These rules shall come into force from 31.12.2022.(A/N)

2. Definition: In these rules, unless the context otherwise requires,

- (i) **Company:** means the Bharat Sanchar Nigam Limited (A Government of India Enterprise), hereinafter called BSNL, having its Registered Office at Bharat Sanchar Bhawan, Janpath, 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 other Officer of the Company to whom the Board delegates any of its powers.

3. Application: These rules shall apply to the post as specified in Column (1) of the Schedule annexed to these rules.

4. Number of posts, classification and scale of pay: The number of the said post, its classification and the scale of pay attached thereto are specified in Column 2 to 4 of the Schedule annexed.

5. Method of recruitment, age limit, qualifications etc.: The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in Column 5 to 12 of the Schedule annexed.

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,

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Provided that the Appointing Authority may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

- 7. Bond & Pre-appointment training:** All candidates recruited against the vacancies for Direct Recruitment shall execute a Bond in the format as specified by the Company to serve in BSNL for a period of **five years** from the date of their appointment as Personal Assistant (CSSS) or for a period as specified by BSNL for the post from time to time.

The selected candidates against the Direct Recruitment quota of vacancies shall have to successfully undergo training for such period as may be specified from time to time by BSNL. If a selected candidate does not qualify the pre-appointment Training in 1st attempt, he/she will be given one more chance to qualify the pre-appointment training examination without fresh training, failing which he/she will not be appointed as Personal Assistant (CSSS) and he/she has to appear afresh in the subsequent Direct Recruitment Examination. During the period of training, the Direct Recruit Personal Assistant (CSSS) will be entitled to Stipend (Training allowance) as decided by BSNL from time to time.

- 8. Power to relax:** Where BSNL Board is of the opinion that it is necessary or expedient so to do, it may, by order and for reasons to be recorded in writing, relax any of the provision of these rules with respect to any class or category of persons.
- 9. Saving:** Nothing in these rules shall affect reservations, relaxation of age limit and other concession required to be provided for the Scheduled Castes, Scheduled Tribes, Other Backward Classes, Ex-Servicemen and other special category of persons in accordance with the orders issued by the Central Government from time to time in this regard.
- 10. Initial Constitution:** All executives holding the post of Personal Assistant (CSSS) on regular basis before the date of commencement of these rules shall be deemed to have been appointed under these rules on regular basis as Personal Assistant (CSSS).
- 11. Liability to serve anywhere in India:** Persons appointed to the Personal Assistant (CSSS) post shall be liable to serve in BSNL Corporate Office, New Delhi. However, in case of emergencies/exigencies, the persons appointed to the Personal Assistant (CSSS) post shall be liable for transfer anywhere in India/at any place falling in the operation area of BSNL in the interest of service.
- 12. Interpretation:** Where any doubt arises as to the interpretation of any of the provisions of any of these rules, or the regulations made there under, the matter shall be referred to BSNL Board whose decision shall be final.



Personal Assistant (CSSS) Recruitment Rules-2023

Name of Post	Number of Posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for Direct Recruits
1	2	3	4	5	6
Personal Assistant (CSSS)	10	Executive	E-1 IDA pay scale of Rs. 16400-40500 [2 nd PRC pay scale w.e.f 01.01.2007]	Selection Post	<p>Age limit for Direct Recruits should be between 20 and 30 years as on crucial date.</p> <p>Upper age limit as on crucial date is relaxable :-</p> <p>i) Upto 5 years for SC/ST candidates; ii) Upto 3 years for OBC candidates who are eligible to avail of reservation applicable; iii) Upto 10 years for PWD candidates (15 years for SC/ST-PWD candidates and 13 years for OBC-PWD candidates); iv) For BSNL employees the upper age limit is relaxable up to 5 years (10 years for BSNL-SC/ST, 8 years for BSNL-OBC, 20 years for BSNL SC/ST-PWD, 18 years for BSNL OBC-PWD); v) Ex-Servicemen will get the benefit of age relaxation as per Central Govt. Rules.</p> <p>Note:- The crucial date for determining the age limit shall be the "closing date of receipt of application from candidates"</p>



Personal Assistant (CSSS) Recruitment Rules-2023

Educational and other qualification required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion (LICE) and percentage of vacancies to be filled by various methods	Eligibility criteria for appearing in Limited Internal Competitive Examination (LICE)	If a Corporate Promotion Committee (CPC) exists, what is its composition (For considering confirmation of direct recruits)
7	8	9	10	11	12
Graduation Degree of a recognized University with a speed of 120 W.P.M. in short hand and "O" level passed from NIELIT (earlier DOEACC) or equivalent -as on closing date of receipt of application.	Not applicable	Two years for Direct Recruits	a) 50% by Direct Recruitment. b) 50% by promotion through Limited Internal Competitive Examination (LICE)	50% internal candidates referred to in item (b) in Column 10 will be regulated as follows: a) Graduation from any recognized University/ Institution and b) *Stenographer grade 'D'(Steno) of CSSS cadre in the pay scale of NE7-Rs.10900-20400 or above with 5 years of regular service in Steno grade as on 1 st January of year to which vacancy pertains, and below the age of 55 years as on 1 st January of the year in which the LICE is initially notified to be held.	CPC consisting of the following Officers:- 1. PGM/Sr.GM/GM working in HR - Chairperson 2. Addl.GM/Jt. GM/DGM(Pers) — Member 3. CLO(SCT) -- Member <u>Note:</u> a) The Appointing Authority will be PGM/ Sr.GM/GM (Pers.), BSNL Corporate Office b) Clearance from CGM, ALTC Ghaziabad (who is in-charge of PA(CSSS) training) should be obtained before confirmation is decided.

*** Note-** In the 1st LICE to be conducted as per this Recruitment Rules, one time relaxation is accorded by BSNL Board for also allowing non Graduate employees who are Stenographer grade 'D'(Steno) in the pay scale of NE-7 of Rs. 10900-20400 or above with 5 years of regular service in Stenographer grade 'D'(Steno) grade as on 1st January of year to which vacancy pertains, and below the age of 55 years as on 1st January of the year in which the LICE is initially notified to be held.

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Personal Assistant (CSSS) Recruitment Rules-2023

Note:

1. Personal Assistant (CSSS) will be BSNL Corporate Office Cadre and the unit of recruitment will be the concerned Recruiting Circle. PGM/Sr.GM/GM (Pers) of BSNL Corporate Office shall be the Appointing Authority. The proceedings of the Corporate Promotion Committee (CPC) as prescribed in Column 12 of the schedule will be approved by PGM/Sr.GM/GM (Pers) of BSNL Corporate Office.
2. The Direct Recruitment to the post of Personal Assistant (CSSS) will be done through open competitive examination or through any other method as approved by the Management Committee of BSNL Board from time to time. Scheme and Syllabus of Direct Recruitment as well as LICE shall be issued separately.
3. The seniority on appointment of candidates as Personal Assistant (CSSS) shall be determined on the basis of **60%** weightage of marks obtained in the examination i.e. Direct recruitment Examination and **40%** weightage of marks obtained in pre-appointment training. If the combined marks of DR and training are same for two candidates then seniority between them will be decided on the basis of marks obtained in DR. Further, in case of equal marks obtained by two or more candidates in DR, the seniority among them shall be determined on the basis of date of birth i.e. older one will be senior to younger one.
4. ***The inter-se seniority of an Executive appointed shall be determined as under:***
 - (i) *Inter-se-seniority* between Limited Internal Competitive Examination (LICE) quota and Direct Recruit quota who are promoted/recruited against the vacancies of the respective quota, would be reckoned with reference to the calendar year in which they join, i.e. year in which they are borne in the cadre, irrespective of the vacancy year or the type of vacancy. However, if senior in the selection panel (review panel) after issue of promotion orders could not join in the same calendar year due to administrative reasons but his immediate junior has joined then senior will also be considered to have joined in the same calendar year only for the purpose of seniority.
 - (ii) Promotees (LICE) or DR Quota appointees who join in a particular calendar year will be placed en-bloc senior to promotees (LICE) or DR Quota appointees who join in subsequent calendar year/years.
 - (iii) The rotation of quota based on the percentage of vacancies allocated to LICE(50%) and DR (50%) in the Recruitment Rules will apply for determination of number of vacancies to be filled by the respective quotas in a vacancy year (calendar year).
 - (iv) The inter-se-seniority of the persons promoted against LICE and those who are recruited through DR quota (50%) against the same vacancy year and actually join in the same calendar year shall be fixed in a ratio of 1:1 and the appointees shall be given seniority of that calendar year:

Illustration:

1. PA (LICE)
2. PA (DR)
3. PA (LICE)
4. PA (DR)
-and so on



They shall not get seniority of any earlier year viz. year of vacancy/panel, or year in which promotion process, etc. is initiated. In case of LICE/DR, date of notification/date of examination/date of declaration of results etc. will have no relevance for the purpose of seniority.

- (v) The inter-se-seniority of the persons promoted against LICE quota (50%) and those who are recruited through DR quota (50%) against the same vacancy year and actually join in the next year or any year subsequent to the vacancy year, the seniority of such persons would be determined with reference to the year of their actual joining to the post. Thus, they would get seniority of the year in which they actually join and they shall not get seniority of any earlier year viz. year of vacancy/panel or year in which promotion process, etc. is initiated. In case of LICE/DR, date of notification/date of examination/date of declaration of results etc. will have no relevance for the purpose of seniority.
- (vi) If in one calendar year, the LICE promotions and DR Recruitment are being carried out for more than one vacancy years, the inter-se seniority for executives joining in same calendaryearwill be determined as follows:
- a) For executives promoted in LICE quota (50%) belonging to different vacancy years (joining in the same calendar year), their seniority within the LICE quota will be as per the vacancy year/select panel wise.
- b) For executives joining in the same calendar year, the inter-se-seniority between LICE quota and DR quota will be on the basis of vacancy year. Those who have joined as a result of earlier selection would be placed senior in the seniority list to those who have joined as a result of subsequent selection of vacancies.
- (vii) If adequate number of LICE promotees or DR Quota appointees do not become available (i.e. actual number of appointees) in a particular year, the rotation of quotas for the purpose of determining inter-se-seniority would stop after available (i.e. actual number of appointees) LICE promotees and DR quota appointees are assigned their slots on their joining in that calendar year. Remaining LICE or DR quota of the concerned selection/panel (same year of joining) would be bunched together in accordance with their position in the panel approved for promotion.
- (viii) If no LICE quota promotee is available (actual number of appointees) in a particular calendar year, actual number of DR quota appointees would be bunched together in accordance with their position approved for promotion. Similarly, if no DR quota appointee is available in a calendar year, actual number of LICE quota promotees would be bunched together as per their position obtained in the selection process.
5. For any LICE to be conducted for promotion in PA (CSSS) grade, in case of availability of eligible candidates in feeder grade (required residency period) is less than 5 times of vacancies for a particular examination, then the Management Committee of BSNL Board is empowered to consider for relaxation in the residency period in the feeder cadre so as to ensure proper competition in the LICE quota.



6. BSNL will resort to direct recruitment of Personal Assistant (CSSS) from open market strictly on need basis. BSNL may or may not necessarily go for direct recruitment of Personal Assistant (CSSS) every year due to administrative reasons/constraints. As such, directly recruited Executives in subsequent years will not have any claims for allotment of vacancy year against the vacancy years in which BSNL do not resort to direct recruitment of Personal Assistant (CSSS).



(Vinod Kumar Sharma)
Deputy General Manager (Establishment)