

Bharat Sanchar Nigam Ltd.

(A GOVT. OF INDIA ENTERPRISE)
CSS SECTION
Bharat Sanchar Bhawan,
Janpath, New Delhi - 110001

No.108-3/2009-CSS

Dated, the 11th November, 2009

OFFICE MEMORANDUM

Subject: Scheme and syllabus of Limited Internal Competitive Examination (LICE) for promotion to the grade of Upper Division Clerk (UDC) in BSNL C.O.

The undersigned is directed to say that the Recruitment Rules of UDCs in BSNL Corporate Office were notified vide letter No.110-3/2005-CSS dated 12th August, 2009 provide for recruitment to the post of UDC in the following manner:-

- (i) 50% by seniority-cum-fitness from amongst the Lower Division Clerks borne on the cadre of BSNL Corporate Office who have rendered not less than eight (8) years of regular service in the grade,

and

- (ii) 50% by LICE from amongst Lower Division Clerks borne on the cadre of BSNL Corporate Office who have rendered not less than five (5) years regular service in the grade.

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

Scheme of Written Test

Paper	Subject	Marks	No. of questions	Duration
Paper (Objective type multiple choice having four option with one correct option)	i) General Awareness	50	25	3 Hours
	ii) General English	50	25	
	iii) Computer Fundamentals	50	25	
	iv) Service Rules	150	75	

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Handwritten notes:
23.25 (M.N.L.P.A. 110)
17/11/09
359/11/09 (R.D.)
18/11/09

Handwritten notes:
7 (11)
18/11/09
AGM (R-2)
18/11/09
36-2/2009 (R.D.)
18/11/09

Handwritten notes:
BM (Recd. 11)
18/11/09

Syllabus of Written Test

Paper (Objective, Multiple-choice)

General Awareness:

The questions shall be designed to test the knowledge and ability of the candidates' general awareness of the environment around him and its application to the society. Questions relating to India and its neighboring countries pertaining to General Polity, Culture, Economic Scene, Sports, Telecommunications, with special reference to BSNL and its activities and other current events occurring mostly during the last one year as on the date of issue of the notification of the said examination.

General English

The questions in this component shall be designed to test candidates' understanding and knowledge of English language and will be based on fill in the blanks (using nouns, verbs, preposition, articles, adjectives etc.), vocabulary, spelling, synonyms, antonyms, sentence completion, use of words, idioms and phrases etc. There will be questions on comprehension of passage also.

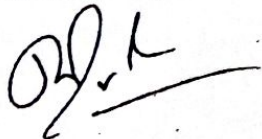
Computer Fundamentals:

- a) Introduction to Computers
- b) MS Word & Printing
- c) MS Excel
- d) Internet

Service Rules

It will cover following Service Rules issued by Government of India and/or BSNL including amendments issued till date of notification of LICE by DE Section. It will also cover the amendments made due to implementation of 6th Pay Commission recommendations. Questions will be framed on the specific rules and provisions mentioned against each Service Rules.

- (1) FR & SR Part-1 (General Rules) – FR No.22,24, 26
- (2) CCS (Leave) Rules, 1972 – Rule Nos. 26 to 43
- (3) Manual of Office Procedure – Chapter III, V & VIII
- (4) BSNL CDA Rules – Rules 3 to 5, 15 to 17A, 21,22 and 29 to 38
- (5) LTC Rules, 1988 - Rules 4 to 16
- (6) Right to Information Act, 2005
- (7) Official Language Policy of Govt. of India and its implementation
- (8) Parliamentary procedure – Only covering Questions in Parliament and drafting of their replies.



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3. The standard of questions for the General Awareness, Computer Fundamentals and General English will be of Matriculation level. Questions on General Awareness, Computer Fundamentals & Service Rules will be bilingual.
4. The minimum qualifying marks will be 40%. In case of SC/ST candidates, the minimum qualifying marks will be 35%.
5. Since the question paper is of multiple-choice objective type having four options having only one correct answer, negative marking will be there. For each incorrect answer 0.25 marks would be deducted.
6. 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 Upper Division Clerk (UDC), as per eligibility conditions prescribed in the Recruitment Rules of the post, will be issued by the DE Branch of BSNL Corporate Office in due course.


11/11/2009

[RAJENDER PRASAD]

Assistant General Manager (CSS)

Copy to:

1. General Manager (Rectt.), BSNL Corporate Office
2. All PCEs/CEs (Civil/Elect./Arch.) BSNL for wide publicity amongst the officials concerned working under their control.
3. General Secretary, BSNL Employees Union. .
4. OL Section for providing Hindi version.
5. All Notice Boards, Bharat Sanchar Bhawan/Statesman House, Chanderlok Bldg., /Eastern Court for information of all concerned.