

 **Bharat Sanchar Nigam Ltd.**

(A GOVT. OF INDIA ENTERPRISE)
CSS SECTION
Bharat Sanchar Bhawan,
Janpath, New Delhi-110 001.

F.No.110-3/2005-CSS

Dated the, 12th August 2009

OFFICE MEMORANDUM

Subject:- Forwarding of Recruitment Rules of Upper Division Clerk and Lower Division Clerk in BSNL Corporate office -

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In pursuance of the approval of the Management Committee of BSNL Board, the undersigned is directed to forward herewith a set of Recruitment Rules of Upper Division Clerk and Lower Division Clerk in BSNL Corporate office issued on 12th August,2009 for information and further necessary action.

2. Hindi version will follow.

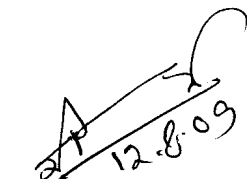


(V.K.SINHA)
ASSTT. GENERAL MANAGER(Pers.II)

Encl: as above

Copy for information and necessary action to:

1. PPS to CMD/PPS to Director(HR),BSNL C.O., New Delhi.
2. D.S.(Admn.),DOT, Sanchar Bhavan, New Delhi.
3. The Chief General Managers Telecom, BSNL Karnataka/Kerala..
4. All Chief Engineers (Civil/Electrical), BSNL.
5. All Chief Architects, BSNL.
6. ADG(Admn.),TEC., New Delhi.
7. General Secretary/Circle Secretary, BSNLEU, New Delhi
8. Notice Board, Bharat Sanchar Bhavan/Eastern Court Building/Chandralok Building/Statesman House.
9. AGM(Pers.I) with the request to upload the RRs in Intranet.
- 10.DM(OL) for Hindi version at the earliest.
- 11.Order Bundle.



(G.P.VISHNOI)
DEPUTY MANAGER (CSS)

PUBLISHED BY PERSONNEL BRANCH OF BSNL CORPORATE OFFICE

Recruitment Rules of Lower Division Clerks in BSNL ,Corporate Office
Issue No.1

F.No. 110-3/2005-CSS Dated the, 12th August 2009 at New Delhi-1.

1. Short title and commencement:-

- i) With the approval of BSNL Board, the following rules regulating the method of recruitment to the post of Lower Division Clerk in BSNL Corporate Office are hereby made, namely;
- ii) These rules may be called the Lower Division Clerk, Recruitment Rules, 2009 (Issue No: 1).
- iii) They shall come into force with immediate effect.

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

- i) **Company:-** means Bharat Sanchar Nigam Limited (A Government of India Enterprise) having its Registered Office and Corporate Office at Bharat Sanchar Bhavan, Harish Chander Mathur Lane, Janpath, New Delhi -110 001.
- 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 Officer of the Undertaking to whom the Board delegates any of its powers.

3. Application :- These rules apply to the posts specified in Column(1) of the Schedule annexed to these rules.

4. Number of Post, classification and scale of pay:- The number of the said post, its classification and the scale of pay attached thereto shall be as specified in columns 2 to 4 of the Schedule annexed to these rules.



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

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.

Provided that the Central Govt. may permit a Govt. servant to enter into or contract any such marriage as is referred to in clause (a) or clause(b), if it is satisfied that _

- i. such marriage is permissible under the personal law applicable to such Govt. servant and the other party to the marriage: and
- ii. there are other grounds for so doing.

7. Service under the Territorial Army:- A Lower Division Clerk who has not completed the age of 40 years, if so required, will be liable to serve in the Territorial Army subject to the provisions of Section 6A of the Territorial Army Act, 1948 (58 of 1948) and the rules made thereunder.

8. Saving :- Nothing in these rules shall affect reservation, relaxation of age limit and other concession required to be provided for the Scheduled Caste, Scheduled Tribes, other Backward Classes, Ex-serviceman and other special category of persons in accordance with the orders issued by the Central Government from time to time in this regard.

9. Initial constitution:-

- i) All officials holding the post of Lower Division Clerk on regular basis in Bharat Sanchar Nigam Limited as on the date of issue of these Recruitment Rules shall be deemed to have been appointed as Lower Division Clerk with the same seniority.
- ii) The continuous regular service of officials referred to in sub-rule 9(i) above before the commencement of these rules shall count for the purpose of probation, qualifying service for promotion, confirmation and pension.




(V.K.SINHA)

ASSISTANT GENERAL MANAGER (Pers.II)

SCHEDULE of RRs of LDC - F.No. 110-3/2005-CSS

Name of Post	Number of Posts	Classification	IDA Scale of Pay	Whether selection or non-selection post	Age limit for direct recruits	Whether benefit of added years of service admissible	Educational and other qualification required for Direct Recruits
1 Lower Division Clerk	2 108* Upto the date of issue of the Recruitment Rules * subject to variation depend on workload	3 Non-Executive	4 IDA Scale of Rs.4550-140-6650/- (Pre-revised)	5 Selection by merit in case of promotion on the basis of LICF, otherwise, non-selection.	6 Not applicable	7 Not applicable	8 Not applicable


12.8.09

SCHEDULE of RRs of LDC -

F.No. 110-3/2005-CSS

Whether age and essential qualification prescribed for direct recruits will apply in case of promotes	Period of probation, if any	Method of recruitment by whether recruitment or promotion or deputation/ transfer or by absorption and percentage of vacancies to be filled by various methods	In case of recruitment by promotion/deputation/ transfer grades from which promotion/deputation/ transfer to be made	If a BSNL Promotion Committee exists, what is its composition.	Remarks
9	10	11	12	13	14
Not applicable	Not applicable	50% by promotion on the basis of seniority-cum-fitness. 50% by promotion on the basis of Limited Internal Competitive Examination (LICE).	<p><u>Promotion:</u> (i) 50% by seniority-cum-fitness from amongst the educationally qualified Group 'D' employees borne on the cadre of BSNL Corporate Office who have rendered not less than eight (8) years of regular service in the grade.</p> <p>(ii) 50% by LICE from amongst the educationally qualified Group 'D' employees borne on the cadre of BSNL Corporate Office who have rendered not less than five (5) years regular service in the grade.</p>	<p>1.AGM (CSS) - Chairman 2.AGM(SCT) - Member(Co-opted) 3.Dy. Manager (CSS) - Member 4. Dy. Manager - Member</p> <p>Note: Appointing authority will be DGM(Pers.) BSNL C.O.</p>	

Note:-
1. The crucial date for determining the eligibility shall be 1st of July of the year to which the vacancies pertain.
2. Educationally Qualified means those who are possessing Matriculation or equivalent educational qualification.

[Signature]
12.8.09

SCHEDULE of RRs of LDC - F.No. 110-3/2005-CSS

9	10	11	12	13	14
			<p>3. An official promoted to the grade of LDC either by seniority-cum-fitness or LICE shall be required to qualify the following tests, within two years of his/her appointment failing which the official will not be eligible to draw his/her second increments till he/she passes the prescribed typewriting test and computer training course:-</p> <p>(a) Typewriting test at a minimum speed of 30 words per minute in English or 25 words per minute in Hindi.</p> <p>(b) Two weeks computer Training course from BSNL training Centre.</p> <p>4. The exemption from passing the type test will be as per GOI instructions on the subject issued from time to time.</p> <p>5. All those who have crossed 58 years of age will be eligible for exemption from the requirement of passing the computer training course.</p>		

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12.8.19