



BHARAT SANCHAR NIGAM LIMITED

[A Govt. of India Enterprise]

PUBLISHED BY PERSONNEL BRANCH, BSNL CORPORATE OFFICE

RECRUITMENT RULES OF PRIVATE SECRETARY (CSSS)-2023 in BSNL
No. BSNL CO-PERS/15(12)/1/2021-PERS1(CSSS) New Delhi Dated:11-APR-2023

1. Short Title and commencement:

- (i) With the approval of BSNL Board and in supersession of the Recruitment Rules of Private Secretary-2003 and subsequent amendments/modifications, the following rules regulating the method of recruitment to the post of Private Secretary (Corporate Secretariat Stenographers Service i.e. CSSS) in Bharat Sanchar Nigam Limited (BSNL) are hereby made.
- (ii) These rules may be called the Private Secretary (CSSS) Recruitment Rules-2023.
- (iii) These rules shall come into force w.e.f. 01-01-2023.

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 in 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 by any Committee of the Board/ Management or any other Officer of the Undertaking 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, qualification and other matters relating to the said post shall be as specified in Column 5 to 13 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.

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. **Power to relax:**-----Where the 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.
8. **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-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:-** All officials holding the post of Private Secretary (CSSS) on regular basis before the date of publication of these rules shall be deemed to have been appointed under these rules on regular basis as Private Secretary (CSSS).
10. **Liability for Transfer:-** Persons appointed to the Private Secretary (CSSS) post shall be liable to serve in BSNL Corporate Office, New Delhi. However, in case of emergencies/exigencies, the persons appointed to the Private Secretary (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.
11. **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.
12. **Fitment Method:-**
Consequent to grant of post based promotion, the executive's pay will be fixed as per FR-22 1(a)(i) or as per the company equivalent rules in force from time to time, only in cases, where such post carries higher scale from the current scale of the executive being promoted. In cases where the executive's current pay scale is higher or same as that of the promoted post, such post based promotions will be treated as placements with grant of substantive status of the post.

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Name of Post	Number of Posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for Direct Recruits	Whether benefits of added years of service admissible
1	2	3	4	5	6	7
Private Secretary (CSSS)	10	Executive	E-2 IDA pay scale of Rs. 20600-46500 [as per 2 nd PRC pay scale w.e.f 01.01.2007]	Selection Post	Not applicable	Not Applicable

(Signature)

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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 or by deputation/transfer or by absorption and percentage of vacancies to be filled by various methods	In case of recruitment by promotion/deputation/transfer, grade from which promotion/deputation/transfer to be made	If a BSNL Corporate Promotion Committee (CPC) exists, what is its composition
8	9	10	11	12	13
Not applicable	Not applicable	Not applicable	<p>a) 67% by promotion on the basis of seniority cum fitness</p> <p>b) 33% by promotion through Limited Internal Competitive Examination (LICE)</p>	<p>Promotion:</p> <p>(i) 67% by promotion by Personal Assistants (CSSS) with three (3) years of regular service in the grade as on 1st January of the Vacancy year.</p> <p>(ii) 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.</p> <p><u>Note:</u> i) Promotion of Personal Assistant (under 67% seniority cum fitness quota) shall be made on the</p>	<p>CPC consisting of the following Officers:-</p> <ol style="list-style-type: none"> 1. PGM/Sr.GM/ GM working in HR-Chairperson 2. Addl.GM/Jt. GM/DGM(Pers.) —Member 3. CLO(SCT) -- Member <p><u>Note:</u> The Appointing Authority will be Director(HR), BSNL Board.</p>

(Signature)

				<p>basis of Seniority List of Personal Assistant (CSSS).</p> <p>ii) The syllabus and rules for conducting LICE shall be such as the Management Committee of Board may prescribe from time to time.</p> <p>iii) Where juniors who have completed their qualifying eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of requisite qualifying /eligibility service by more than one year. This clause will be applicable to 67% seniority cum fitness promotion only.</p> <p>iv) The crucial date for determining the eligibility shall be 1st January of year to which the vacancies pertain.</p> <p>v) The seniority/ inter-se-seniority of an executive shall be determined as per details in Annexure.</p>	
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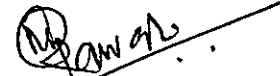
M. Gwal

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The seniority/inter-se-seniority of an executive appointed shall be determined as under:-

- (i) *Inter-se-seniority between seniority cum fitness (SCF) quota and Limited Internal Competitive Examination (LICE) quota promotees, who are promoted 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 (SCF/LICE) who join in a particular calendar year will be placed en-bloc senior to promotees (SCF /LICE) who join in subsequent calendar year/years.*
- (iii) *The rotation of quota based on the percentage of vacancies allocated to seniority cum fitness (67%) and LICE (33%) 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 seniority cum fitness quota (67%) and those who are promoted through LICE quota (33%) against the same vacancy year and actually join in the same calendar year shall be fixed in a ratio of 2:1 and the appointees shall be given seniority of that calendar year. 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, 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 seniority cum fitness quota (67%) and those who are promoted through LICE quota (33%) 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 actual 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, 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 SCF and/or LICE promotions are being carried out for more than one vacancy years, the inter-se seniority for executives *joining in same calendar year* will be determined as follows:
- a) For executives promoted in Seniority cum Fitness quota (67%) belonging to different vacancy years (joining in the same calendar year), their seniority within the seniority quota will be as per the vacancy year/select panel wise.
 - b) For executives promoted through LICE (if conducted for no. of vacancy years), the seniority within LICE quota will be as per the vacancy year in which they find a place in the list of successful candidates.
 - c) For executives joining in the same calendar year, the inter-se-seniority between seniority quota and LICE quota will be on the basis of vacancy year. Those who have joined as a result of earlier selection/panel would be placed senior in the seniority list to those who have joined as a result of subsequent selection/panel of vacancies.
- (vii) If adequate number of LICE promotees or seniority cum fitness promotees do not become available (i.e. actual number of promotees) 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 promotees) LICE promotees and seniority quota promotees are assigned their slots on their joining in that calendar year. Remaining promotees of LICE or SCF 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 promotees) in a particular calendar year, actual number of seniority quota promotees would be bunched together in accordance with their position in the panel approved for promotion. Similarly, if no Seniority quota promotee 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.



[Mool Chand]

Astt. General Manager(Pers. Policy)