



**No.20-05/2009-Pers.II**  
**Bharat Sanchar Nigam Limited**  
**[A Government of India Enterprise]**  
**CORPORATE OFFICE**  
**PERSONNEL-II SECTION**  
**Bharat Sanchar Bhawan, 4th Floor, New Delhi - 110 001.**

Dated:- 11<sup>th</sup> September, 2012.

To

All Heads of Telecom Circles/  
Metro Districts/Maintenance Regions/  
Projects/Stores/BRBRAITT/ALTTC.  
All other Administrative Units,  
Bharat Sanchar Nigam Limited.

Sub:- Modification in the Scheme & Syllabus of LICE of Private Secretary of BSNL field units as per recommendations of the Committee constituted to suggest a comprehensive policy for review of result of failed SC/ST candidates and the changes to be made in the scheme and syllabus of the examination in order to bring uniformity – Reg.

In continuation of this office letters of even number dated 24.11.2011 & 29.11.2011 and as per the recommendation of the Committee constituted to go into the details of various instructions issued from time to time and suggest a comprehensive policy for review of result of failed SC/ST candidates and the changes to be made in the scheme and syllabus of the examination in order to bring uniformity, the number of errors permissible and the qualifying marks earlier indicated in the Scheme & Syllabus and in the clarification issued from time to time in respect of Private Secretary of BSNL field units stands revised as under:

Note 3 of the Scheme & Syllabus for promotion to the post of Private Secretary of BSNL field units issued vide this office letter No.25-01/2010-Pers.II dated 22<sup>nd</sup> February, 2011 are revised as under:

EXISTING	REVISED
<p><b>Note 3:</b> 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 195 marks to qualify the test. This test, being of 7 minutes duration @ 100 wpm, the permissible limit of mistakes is 35 i.e. 5% of 700 words. Correspondingly, 3 marks are deducted for each mistake. Candidates, who have committed more than 5% mistakes (i.e. more than 35 mistakes amounting to deduction of 105 marks) &amp; as a result scored less than 195 marks, are FAILED.</p>	<p><b>Note 3:</b> 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. This test, being of 7 minutes duration @ 100 wpm, the permissible limit of mistakes is 35 i.e. 5% of 700 words. Correspondingly, 4.29 marks are deducted for each mistake. Candidates, who have committed more than 5% mistakes (i.e. more than 35 mistakes amounting to deduction of more than 150 marks) &amp; as a result scored less than 150 marks, are FAILED.</p>

Contd...

(2)

These changes are applicable to all the LICE/Separate LICE to be notified from the date of issue of this letter.

*Chief*  
11.9.12

(V.K.SINHA)

Assistant General Manager (Pers.II)

Tele No. 2303 7191

Copy to:

- 1.PPS to CMD, BSNL
- 2.PPS to All the Directors, BSNL Board.
- 3.Sr. GM(Estt)/Sr.GM(Rectt.)/PGM(BW).
- 4.General Secretary, Executive Association , BSNL
- 5.OL Section for Hindi Version.
- 6.Spare/Guard File
- 7.Office Copy.