



Efile No. BSNLCO-11/20(11)/5/2024-RECTT-CO

Dated: 26/07/2024

To

**All the Chief General Managers
BSNL Telecom Circles.**

Subject: Holding of 5 Limited Internal Competitive Examinations LICEs (TT, JE(T), PA to PS in field units, JTO(T), JTO(TF)) (-Role & responsibilities of circle team ...Reg.

References (available on BSNL intranet portal):-

1. BSNLCO-11/13(14)/1/2024-RECTT- CO Dated: 25.01.2024 – Limited Internal Competitive Examination (LICE) for promotion to the grade of Telecom Technician (TT) under 50% internal quota for vacancy year 2022.
2. BSNLCO-11/13(12)/1/2024-RECTT-CO Dated:- 12.03.2024- Limited Internal Competitive Examination (LICE) for promotion to the grade of Junior Telecom-officer (Telecom) [JTO (T)] under 50% internal quota for vacancy year 2023.
3. BSNLCO-11/13(13)/2/2023-RECTT-CO. Dated: 02.05.2024 - Limited Internal Competitive Examination (LICE) for promotion to the grade of Junior Engineer (T) under 50% internal quota for vacancy year 2023.
4. BSNLCO-11/13(11)/3/2024-RECTT-CO-Part(1) Dated:17.05.2024 - Holding of Limited Internal Competitive Examination (LICE) for promotion from Personal Assistant to the grade of Private Secretaries in BSNL field units.
5. BSNLCO-11/13(12)/3/2024-RECTT-CO Dated:- 28.05.2024 - Limited Internal Competitive Examination (LICE) for promotion to the grade of Junior Telecom-officer (Telecom Factory) [JTO (TF)] under 50% internal quota In Telecom Factories Stream for vacancy year 2023.

With reference to the above exam notifications of 5 LICEs , the duties and responsibilities of functionaries involved is hereby intimated.

Circles shall constitute only one examination conducting team for all the five LICEs comprising of Examination Coordinator, Examination Superintendent and Examination Observer along with supporting staff. Details of officials nominated in the team may be intimated to this office on email address **bsnlrectt@bsnl.co.in** by **29.07.2024** in the format as given below:

| Functionaries | Name | Designation | Office Address | Office Telephone Number | Mobile Number | Official BSNL E-mail Address |
|---------------------------------|------|-------------|----------------|-------------------------|---------------|------------------------------|
| Examination Coordinator (EC) | | | | | | |
| Examination Superintendent (ES) | | | | | | |
| Examination Observer (EO) | | | | | | |
| Nodal officer (| | | | | | |



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| e-verification) | | | | | | |
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The duty of entire constituted team shall be in addition to his/her normal duties, without any extra remuneration. However, all the members shall be entitled to Honorarium etc.

The detailed duties & responsibilities of EC, ES & EO are as below:

I. EXAMINATION CO-ORDINATOR (EC) - GM (HR/Admin)

1. GM from HR wing of concern circle shall be overall in-charge for the successful conduction of the online examination in accordance with the various guidelines issued from time to time. All the timelines set by the BSNL CO and issued to circle should be strictly adhered.
2. GM (HR)/Examination Co-ordinator (EC) shall visit the proposed examination centre physically at earliest possible on receiving the centre details and accordingly give his consent about the viability of the centre.
3. The Examination Co-ordinator being Nodal authority to conduct the aforesaid LICE, should report the shortcomings, beyond his control if any to the CGM of the Circle as well as Recruitment cell of BSNL Corporate Office.
4. All the pre and post examination report may be submitted to the CGM of the Circle and also to Recruitment cell of BSNL Corporate Office.
5. The Examination Co-ordinator shall make all correspondences from his/her official email address, solely used for examination purpose.
6. The Examination Co-ordinator shall submit the post-examination report to Recruitment cell, BSNL CO within 03(three) days of completion of examination on email address bsnlrectt@bsnl.co.in.

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II. EXAMINATION SUPERINTENDENT (ES) -DGM or equivalent rank officer:

1. The Examination Superintendent (ES) shall act as Test Centre Administrator.
2. Unfair means: The ES has to ensure that the unfair means detected during the course of examination are properly recorded and the report be sent to Examination co-ordinator, who in turn shall send it to Recruitment cell of BSNL Corporate Office in confidential packet/envelope.

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III. EXAMINATION OBSERVER (EO)- AGM/DE/EE or equivalent rank officer:

1. The Examination Observer may remain available at the Examination Centre for the whole day or part of the day. The EO should always carry along with him a proper Authority Letter regarding his deputation as Examination Observer by the GM (HR)/Examination Co-ordinator.
2. The EO should produce the said Authority Letter whenever demanded by the Examination Centre In-charge or any authorized representative of the Examination Agency during auditing of the Examination Centre in Pre-Examination Phase and Examination Phase.
3. The Examination Observer is required to discharge the following responsibilities :

Pre-Examination Phase:

- i. Vetting of the Examination Centre/s of your circle, on receipt of centre details.



- ii. EO should scrutinize the Examination Centre & ensure all the parameters mentioned in **Annexure I**.
- iii. After vetting the Examination Centre, EO should submit his report, detailing the suitability, shortcomings (if any) to Examination Co-ordinator, who in turn should send the report to Recruitment cell of BSNL Corporate Office.
- iv. Mock testing of exam centre is required to be carried out on the day before the examination, w.r.t relevant parameters as in Annexure I.

Examination Phase (on the day of examination):

Examination Observer should record the observation as mentioned in **Annexure II** on the day of examination and ascertain candidates convenience in the centre.

Post-Examination Phase

- i. Examination Observer should prepare and submit following reports to Examination Coordinator in circle within 3 days of completion of the examination:
 - a. Successful/otherwise in conducting of the examination.
 - b. Conduct of the Examination Centre Supervisor(s), Invigilators, Staff etc. Nature of cooperation extended by the Examination Centre Supervisor(s), representative of the Examination Agency etc.
 - c. Examination coordinator (EC) will submit the final report regarding conduct of the examination to Recruitment branch, Corporate office.

This is issued with the approval of the Competent Authority.

Encl: Annexure I & Annexure II

PKJha

(Pravin Kumar Jha)
AGM(Recruitment)

ANNEXURE I

Five (05) LICEs (TT, JE(T), PA to PS in field units, JTO(T), JTO(TF))- in..... Circle

Name of Exam Centre:

Name of Exam Centre In charge:

Pre-Examination Phase exam centre vetting report

| Sr. No. | Vetting Parameters | OK/NOT OK | Remarks/ Suggestion |
|---------|---|-----------|---------------------|
| 1 | Accessibility to the Examination Centre. | | |
| 2 | Connectivity from the Railway Station/Bus Stand/Metro Station | | |



| | | | |
|----|---|--|--|
| | etc. | | |
| 3 | Security of the Examination Centre. | | |
| 4 | Environment/Location of the Examination Centre. | | |
| 5 | Prevention of violence/malpractice etc. | | |
| 6 | Space for parking vehicles. | | |
| 7 | Safe drinking water | | |
| 8 | Clean and separate toilets for gents and ladies | | |
| 9 | Well-lit and ventilated rooms | | |
| 10 | Proper seating arrangement | | |
| 11 | Uninterrupted Power Supply & Power Backup | | |
| 12 | Provision of ramps/lifts/wheel chair etc, for PwD category candidates, if any | | |
| 13 | Network connectivity | | |
| 14 | CCTV installation | | |
| 15 | Proper infrastructure for carrying out the Online Examination | | |
| 16 | Biometric attendance system | | |
| 17 | Proper signage indicating examination hall/seat/drinking water/toilet etc. | | |

Signature:

Examination Coordinator / Examination Superintendent / Examination Observer

ANNEXURE II

Five (05) LICEs (TT, JE(T), PA to PS in field units, JTO(T), JTO(TF))- in..... Circle

Name of Exam Centre:

Name of Exam Centre In charge:



Examination Phase (Checks on the day of examination)

| Sr. No. | Parameters | OK/NOT OK | Remarks/ Suggestion |
|---------|---|-----------|---------------------|
| 1 | Proper Computer terminals | | |
| 2 | Proper network connectivity | | |
| 3 | Proper seating arrangements | | |
| 4 | Proper power supply | | |
| 5 | Easy access to safe drinking water | | |
| 6 | Easy access to clean toilets for gents and ladies | | |
| 7 | Biometric attendance | | |
| 8 | Ramps/lifts/wheel chair etc for Physically Handicapped candidates | | |
| 9 | CCTV Coverage | | |
| 10 | Proper signage for the available facilities | | |
| 11 | Separate frisking facility for gents and ladies. | | |
| 12 | Nuisances/disturbances in and around the Examination Centre. | | |
| 13 | Copying/malpractices/unfair means etc. in the Examination Centre. | | |
| 14 | Inspection of Examination Halls/Rooms. | | |

Signature:

Examination Coordinator / Examination Superintendent / Examination Observer