



No. 1-1/2015-Recrtt.
BHARAT SANCHAR NIGAM LIMITED
 (RECRUITMENT BRANCH)

**SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITIES (PWD)
 CANDIDATES IN POSTS OF JAO IN BSNL FROM EXTERNAL CANDIDATES**

STARTING OF ONLINE REGISTRATION OF APPLICATION : 01-12-2015

LAST DATE OF ON LINE REGISTRATION : 10-12-2015

DATE OF WRITTEN TEST : 20-12-2015

Bharat Sanchar Nigam Ltd. (BSNL) will conduct a Special Recruitment Drive (SRD) for Persons With Disabilities (PWD) candidates for filling up 14 posts of Junior Accounts Officer {JAO}. All PWD candidates fulfilling the prescribed eligibility conditions and possessing qualification as detailed in **Annexure-A** are eligible to apply for the above said post.

In respect of PWD persons, candidates with following disabilities will be permitted :-

Hearing Impairment - Partially deaf
 Locomotor Impairment - One arm or one leg or both legs affected

Degree of Disability for PWDs :- In case of PWD candidates only such persons would be eligible for reservation in service/posts, who suffer from not less than 40 percent of relevant disability. Candidates would have to submit a Disability Certificate issued by a Competent Authority in the Annexure-E.

(i) For Hearing Impairment :

Physical Requirement	Category of the Disabled suitable for the job
S-Work performed by Sitting B-Work performed by Bending SE-Work performed by Seeing RW-Work performed by Reading & Writing	PD- Partially Deaf

(ii) For Locomotor Impairment :

Physical Requirement	Category of the Disabled suitable for the job
(1) S-Work performed by Sitting (2) B-Work performed by Bending (3) SE-Work performed by Seeing (4) RW-Work performed by Reading & Writing	(1) BL-Both Legs affected but not arms (2) OA-One Arm affected (R or L) (a) Impaired reach (b) Weakness of grip (c) Ataxic (3) OL-One Leg affected (R or L) (4) BH-Stiff Back and hips (cannot sit or stoop)

14/10/2015

1. Scale of Pay:-

The Junior Accounts Officer shall be appointed in the IDA pay scale [E-1] of Rs 16,400-40,500/- with annual increment @ 3% of basic pay plus IDA, HRA, Perks, Medical Benefits, etc. admissible as per company rules.

2. Selection for a Particular Circle & Service liability:-

The BSNL comprises a number of territorial Circles and functional Circles. A list of the existing territorial Circles, their respective headquarters etc., appears in **Annexure 'B'**.

The Junior Accounts Officer is a Circle-based Cadre and the candidates would be selected against the vacancies of a particular Circle. The candidates are required to serve minimum of 5 years in that particular Circle only or until they are promoted to All India Cadre, whichever is earlier. However, BSNL has the right to post any selected JAO to any of the Circles either temporarily or on permanent basis. The decision of BSNL in this regard shall be final and binding. The service conditions, seniority etc. of selected candidates will be determined as per prevailing rules of the Company from time to time.

3. Eligibility:-

3.1 Nationality: Only Indian Nationals would be eligible to apply.

3.2 Educational Qualifications: Applicant must possess the educational qualifications as given in **Annexure-A**, on the closing date of application for JAO Exam in BSNL.

4. (a) Age:-

Candidate shall not be below 20 years and not exceed 30 years as on 1st January of the Year of the Examination (as on 1st January, 2015). However, the upper age limit is relaxable as per the standing instructions of Government of India for the following categories :-

- i) Upto five (5) years for PWD category OC candidates
- ii) Upto ten (10) years for PWD category SC/ST candidates
- iii) Upto eight (8) years for PWD category OBC candidates

Note : The date of birth entered in matriculation or Secondary School Leaving Certificate or in a Certificate recognized by an Indian University as equivalent to Matriculation or in an extract from a Register of Matriculates maintained by a University, which must be certified by the proper authority of the University or in the Higher Secondary or an equivalent examination certificate. The certificates are required to be submitted only at the time of document verification. No other document relating to age like horoscopes, affidavit, birth extracts from Municipal Corporation, Service records and the like will be accepted.

4. Disqualifications: No person

- (i) Who has entered into or contracted a marriage with a person having a spouse living, or
- (ii) Who, having a spouse living, has entered into or contracted marriage with any person; Shall be eligible for appointment.

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Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule

5. Mode of selection and nature of Question Paper:

The mode of selection is through an All India Competitive Examination. The examination will consist of two papers of three hours duration each having objective type multiple choice questions, which is to be conducted through Online examination mode.

6. Scheme of examination & Syllabus:

The pattern of the question paper will be multiple choice objective types with negative marking. All candidates will undergo a common multiple-choice type examination of three hours duration each consisting of the following two papers :

Paper	Subjects	Number of Questions	Marks	Duration
Paper - I	General English	100	100	3 hours 10.00 A.M. to 1.00 P.M.
	General Aptitude/Awareness	50	50	
Paper - II	Financial Management / Cost Accounting / Tax and Commercial Laws	150	300	3 hours 2.00 P.M. to 5.00 P.M.
Total		300	450	

Syllabus for each of the three sections has been detailed in Annexure-C.

7. Minimum qualifying standards

BSNL may fix at its discretion minimum qualifying marks for each section as well as in the aggregate. Candidates obtaining less than minimum-qualifying marks in any of the sections or in aggregate shall not be considered for inclusion in the merit-list.

BSNL reserves the right to change the number of vacancies of JAO as per Circle's requirement.

The appearance of the name in the merit-list does not confer any right on the candidate for employment. A final call letter/ appointment letter will be issued to the candidate after completion of all other formalities.

No request for revaluation of answer books shall be entertained under any circumstance.

8. Bond and Training

- (i) The candidates selected shall execute a Bond in the format as specified by the Company to serve in BSNL for a period of five years from the date of their appointment as Junior Accounts Officer.
- (ii) The candidates selected shall have to successfully undergo training as per the training plan laid down by the Company.

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9. Choice of Examination Centre

The JAO Exam will be held in 25 BSNL Territorial Circles only at their respective headquarters. The details of the Territorial Circle where the examination will be conducted are given in **Annexure-B**.

10. Online Application and Fee for examination:

Candidates applying for Junior Accounts Officer {JAO} posts are required to apply online for which link shall be provided through BSNL web site www.externalexam.bsnl.co.in. Applications will be considered only through the online registration process which is to start from 01-12-2015 and will be closed on 10-12-2015. Therefore, candidates are advised to visit our web site (www.bsnl.co.in/) for any updates regarding Examination. All candidates applying for JAO posts are required to read all the instructions provided on website www.externalexam.bsnl.co.in before filling the online application form. Candidates will have to provide valid Email ID and Mobile Number at the time of online Registration.

Fee:-

The prescribed examination fee Rs.750/-(Rupees Seven Hundred Fifty only) for the candidates shall be paid through online mode i.e. Internet Banking, Credit Card, Debit Card only.

The amount of the fee shall not be accepted in any other form. Fee once paid shall NOT be refunded under any circumstances nor can be held in reserve for any other examination or selection.

11. Closing date for receipt of Online Registration Forms

- (i) Registration forms complete in every respect must be submitted Online on or before 10-12-2015. Candidates are advised to complete their registration process well before last date to avoid last day. Registration process will not be allowed after last date and all incomplete registrations will be treated as rejected. Candidates will have to download their Admit Card from the BSNL website www.bsnl.co.in / www.externalexam.bsnl.co.in at least before 5 days from the date of the Written Test by using their user name & password. **It will not be sent either by post or by e-mail.** BSNL shall not be responsible for server crash problems or delays occurring on last day of registration.
- (ii) The applicants would be admitted to the examination on the basis of the information furnished by them in their registration form. They are, therefore, advised to ensure that they fulfill all eligibility conditions before applying. In case it is found at a later stage that the information furnished by an applicant is false or an applicant does not fulfill any of the eligibility conditions, the candidature of such applicants would be cancelled and no correspondence in this regard would be entertained. Issuance of an admit card for the examination will NOT confer any right for appointment. Appointment will be solely subject to fulfillment of all eligibility conditions.

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12. Travelling Allowance

- 12.1 The candidates belonging to SC/ST categories will be entitled to TA as per provisions of Ministry of Finance (Department of Expenditure) O.M. No. 19014/3/77-E.IV (B) dated 17/02/1978, as amended from time to time.
- 12.2 The unemployed SC/ST candidates called for the Written Test shall be entitled for reimbursement of second class (Sleeper) rail fare from their place of residence to the nearest Examination Centre, subject to production of ticket.
- 12.3 The SC/ST candidates also have to produce a certificate of unemployment issued by MP/MLA or a designated Government Officer of the place where the candidate normally reside.
- 12.4 The form for reimbursement of TA in respect of SC/ST candidates for attending Written Test is given at **Annexure-D**.

13. No request for withdrawal of candidature received from a candidate will be entertained under any circumstances. Any dispute in regard to the recruitment will be subject to the Courts/Tribunals having jurisdiction at New Delhi.

14. BSNL reserves the right to modify/amend any of the terms & conditions of this recruitment at any point of time.

15. Disqualification

'Violation of any of the instructions issued along with the admission certificate or at any other stage will be liable the candidate to be disqualified in the examination.'

NOTE :

1. Candidates in their interest are advised to refer to the BSNL website (www.bsnl.co.in) or examination website (www.externalexam.bsnl.co.in) from time to time for any further instruction/information.
2. For any query, the applicant may contact AGM (Rectt.), BSNL Corporate Office, New Delhi at his Telephone No. 011-23352491 or 011- 23765386 during office hours.

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ESSENTIAL QUALIFICATIONS FOR JAO CANDIDATES

Name of the Post	Essential Qualification for External Candidates
Junior Accounts Officer	<ol style="list-style-type: none">1. M. Com2. CA3. ICWA4. CS <p>From a recognized Institution/University</p>

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Annexure-B

List of the Examination Centres for the External Candidates of JAO SRD Examination

Sr. No	Name of the BSNL Coordinating Circle authorized to coordinate for the JTO (T) SRD Exam (External) for Circles as mentioned	Name of Circles	Name of the Examination Centre
1	Andhra Pradesh	Andhra Pradesh	Hyderabad
2	Andaman & Nicobar	Andaman & Nicobar	Port Blair
3	Assam	Assam	Guwahati
4	Bihar	Bihar	Patna
5	Chhattisgarh	Chhattisgarh	Raipur
6	Gujarat	Gujarat	Ahmedabad
7	Haryana	Haryana	Ambala
8	Himachal Pradesh	Himachal Pradesh	Shimla
9	Jammu & Kashmir	Jammu & Kashmir	Jammu
10	Jharkhand	Jharkhand	Ranchi
11	Karnataka	Karnataka	Bangalore
12	Kerala	Kerala	Thiruvananthapuram
13	Madhya Pradesh	Madhya Pradesh	Bhopal
14	Maharashtra	Maharashtra	Mumbai
15	Northern Telecom Region [New Delhi]	Northern Telecom Region [New Delhi]	New Delhi
16	North East – I	North East – I	Shiling
17	North East – II	North East – II	Dimapur
18	Odisha	Odisha	Bhubaneshwar
19	Punjab	Punjab	Chandigarh
20	Rajasthan	Rajasthan	Jaipur
21	Tamilnadu	Tamilnadu & Chennai Telecom. District	Chennai
22	Uttar Pradesh [East]	Uttar Pradesh [East]	Lucknow
23	Uttar Pradesh [West]	Uttar Pradesh [West]	Meerut
24	Uttaranchal	Uttaranchal	Dehradun
25	West Bengal	West Bengal & Calcutta Telecom. District	Kolkata

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ANNEXURE-DC**Scheme and Syllabus for Direct Recruitment of Junior Accounts Officers in BSNL**

The Direct Recruitment of Junior Accounts Officers will be conducted on the following scheme of examination.

Scheme: There would be two subjects with one paper in each subject as under :

Subject-1 : General English and General Aptitude/Awareness :

Paper-1 General English and General Aptitude/Awareness : 3 hours.

- a) General English : 100 marks (Short Answer/Objective type)
- b) General Aptitude/Awareness : 50 marks (objective type)

Subject-II : Financial & Commercial Accounts :

Paper-2 : Financial Management/Cost Accounting/Tax and Commercial Laws : 3 hrs. : 300 marks (Objective type)

- a) In the General aptitude /Awareness Test, special attention will be paid to assess the candidate's capacity for general awareness. The standard of paper in General Awareness test will be such as may be expected of a Post-Graduate.
- b) The standard of the paper in Commerce Subjects, Taxation & Commercial Laws will be that of Commerce Post-Graduate Degree Examination of an Indian University.
- c) The syllabus of above mentioned subjects & papers will be as given below.

SYLLABUS

Subject -I : General English & General Aptitude/Awareness:

Paper-I

- a) **General English:**
Comprehension of given passages and Grammar, usage and vocabulary.
- b) **General Aptitude/Awareness :**
Current events of national and international importance: Indian polity & economy; General Mental ability; Test of reasoning & Quantitative Technique.

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Subject-II : Financial and Commercial Accounts

Paper-II – Financial Management/Cost Accounting/Tax and Commercial Laws

- I) **Advanced Accounting:**
 - 1. Company Accounts introduction; shares & debentures etc.
 - 2. Company Accounts; final Accounts
 - 3. Cash and fund flow statements
- II) **Auditing**
 - 1. Nature, objective and basic principles of auditing
 - 2. Techniques of auditing physical verification, examination of documents and vouching, direct confirmation, analytical review.
 - 3. Planning and audit, audit programmes, working papers, audit process
 - 4. Valuation of internal controls.
 - 5. Various types of Audit.
- III) **Financial Management – an over view:**
 - 1. Goals of Financial Management.
 - 2. Key activities of Financial Management.
 - 3. Relationship of Finance to Accounting and Audit
 - 4. Organisation of Finance Function.
- IV) **Financial Statements:**
 - 1. Basic concepts underlying accounting.
 - 2. Balance Sheet
 - 3. Profit and Loss Accounts
 - 4. Source and usage of final statements
 - 5. Financial topics related to balances received and profit and loss accounts
 - 6. Analysing financial performance
 - 7. Financial ratios
 - 8. Applications of financial analysis
 - 9. Problems in financial statements and analysis
 - 10. Break-even analysis and leverages.
- V) **Financial Management in Public Sector Enterprises :**
 - 1. Capital Budgeting
 - 2. Long term financing
 - 3. Working Capital Management
 - 4. Memorandum of Understanding
 - 5. Financial Management & Control
- VI) **Bare Acts :**
 - 1. Company's Act 1956 (with amendments)
 - 2. Contract Act.
 - 3. Partnership Act
 - 4. Payment of Gratuity Act.
 - 5. Consumer Protection Act.

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BHARAT SANCHAR NIGAM LTD
 (A GOVERNMENT OF INDIA ENTERPRISE)
 OFFICE OF CHIEF GENERAL MANAGER
 -----TELECOM CIRCLE

Form for reimbursement of Travelling Allowance in respect of SC/ST candidates for attending _____
 For the post of _____ held on _____ at _____ centre

1. Name of Applicant :
2. Roll Number :
3. Whether SC or ST
(Attested photocopy of the certificate enclosed) :
4. Residential Address
(As given in Application Form) :
5. Address from where journey has been performed :
6. Whether employed or not :
7. If employed, whether in Central/State Govt. or
Central/State Govt. Corporation, Public Sector
Undertaking, Private Sector etc. :
8. Details of Journey and Rail/Bus fare etc. :

Date of Journey	From	To	Mode of Journey	Class of Travel Bus/Rail	Distance travelled (one side)	Ticket Number	Fare (in Rs.)

CERTIFIED THAT

- (i) I am unemployed and a certificate of unemployment issued by MP/MLA or a Gazetted Officer of the place where I normally reside is enclosed.
- (ii) I have not claimed / will not claim T.A. for this journey from any other source.
- (iii) I have actually travelled by the shortest route and by the class/mode for which I have preferred the claim.
- (iv) I do hereby declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any particular information given above found false or incorrect, necessary action as deemed fit may be taken by BSNL.

Signature of Applicant

Dated:

- Note:**
1. Candidate will have to submit original ticket for inward journey.
 2. The payment will be made by BSNL through cheque.

FOR USE OF BSNL

Verified by

(Signature of Designated Officer of BSNL)

Admissible Amount Rs. _____

Signature of DI

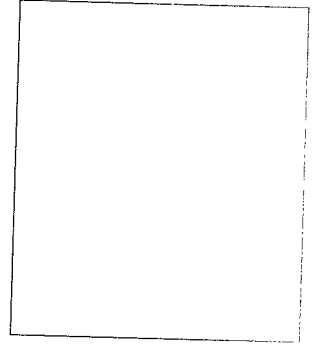
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NAME & ADDRESS OF THE INSTITUTE/HOSPITAL

Certificate No. _____

Date : _____

DISABILITY CERTIFICATE



This is certified that Shri / Smt. /Kum _____
son/wife/daughter of Shri _____ age _____
is sex _____ identification mark(s) _____ is suffering from
permanent disability of following category :

A. Locomotor or cerebral palsy :

- (i) BL-Both legs affected but not arms
- (ii) BA-Both arms affected
 - (a) Impaired reach
 - (b) Weakness of grip
- (iii) BLA-Both legs and both arms affected
- (iv) OL-One leg affected (right or left)
 - (a) Impaired reach
 - (b) Weakness of grip
 - (c) Ataxic
- (v) OA-One arm affected
 - (a) Impaired reach
 - (b) Weakness of grip
 - (c) Ataxic
- (vi) BH-Stiff back and hips (Cannot sit or stoop)
- (vii) MW-Muscular weakness and limited physical endurance

B. Blindness or Low Vision :

- (i) B-Blind
- (ii) PB-Partially Blind

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C. Hearing impairment :

- (i) D-Deaf
- (ii) PD-Partially Deaf

(Delete the category whichever is not applicable)

2. This condition is progressive / non-progressive / likely to improve / not likely to improve. Re-assessment of this case is not recommended / is recommended after a period of _____ years _____ months.*

3. Percentage of disability in his/her case is percent.

4. Sh./Smt./Kum..... meets the following physical requirements for discharge of his/her duties :-

- | | | |
|--------|--|--------|
| (i) | F-can perform work by manipulating with fingers. | Yes/No |
| (ii) | PP-can perform work by pulling and pushing. | Yes/No |
| (iii) | L-can perform work by lifting. | Yes/No |
| (iv) | KC-can perform work by kneeling and crouching | Yes/No |
| (v) | B-can perform work by bending | Yes/No |
| (vi) | S-can perform work by sitting | Yes/No |
| (vii) | ST-can perform work by standing | Yes/No |
| (viii) | W-can perform work by walking | Yes/No |
| (ix) | SE-can perform work by seeing | Yes/No |
| (x) | H-can perform work by hearing/speaking | Yes/No |
| (xi) | RW-can perform work by reading and writing | Yes/No |

(Dr _____)
Member
Medical Board

(Dr _____)
Member
Medical Board

(Dr _____)
Chairperson
Medical Board

Countersigned by the
Medical Superintendent/CMO/Head of
Hospital (with seal)

* **Strike out which is not applicable.**

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14/10/2015