



**BHARAT SANCHAR NIGAM LTD**

**(A Government of India Enterprise)**  
**Recruitment Section, BSNL Corporate Office,**  
**Eastern Court, 2nd Floor, Room No.222,**  
**Janpath, New Delhi-110001**

**Recruitment of Junior Accounts Officers ((JAOs)**

**LAST DATE OF APPLYING ON-LINE APPLICATION: 31-12-2014**

**EXAMINATION DATE: 22-02-2015**

Bharat Sanchar Nigam Limited (BSNL) proposes to recruit 962 Junior Accounts Officers(JAOs) through open competitive examination. This exam will be held in 25 Telecom Circles in India. The detail of the approximate category-wise vacancies is as under. BSNL reserves the right to change the number of vacancies of Junior Accounts Officer.

OC	OBC	SC	ST	Total	Reserved for Persons with Disabilities candidates including backlog vacancies
389	260	195	118	962	44

3% of the total vacancy (1.5% for Locomotor Impairment and 1.5% for Hearing Impairment) are reserved for PH quota. Reservation as per Central Govt. guidelines will be applicable for SC/ST/OBC/PWD candidates. In respect of Physically Handicapped persons, candidates with following physical disability are 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 services / posts who suffers from not less than 40 percent of relevant disability. A person who wants to avail of benefit or reservation would have to submit a Disability Certificate issued by a competent authority in the Annexure-I.**

In respect of Physically Handicapped persons, candidates with following physically disabilities will be permitted:-

**(i) For Hearing 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	PD-Partially deaf

(ii) **Locomotor disability:**

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)

**1. Scale of Pay:**

The Junior Accounts Officer shall be appointed in the IDA pay scale of Rs. 16400-40500 with annual increment @ 3% of basic pay plus HRA, Perks, Medical Benefits etc. as admissible as per company rules.

The emolument at the minimum of the pay scale will be around Rs 32,000/- approximate excluding HRA, perks, medical benefits etc.

**2. Selection for a Particular Circle & Service liability**

BSNL comprises a number of territorial Circles and functional Circles. The recruitment will be made centrally by BSNL and JAOs recruited will be allotted to territorial circles depending upon vacancies, their choice and merit. A list of the existing territorial Circles with its respective headquarters etc appears in **Annexure-'A'**.

The Junior Accounts Officer is a Circle-based Cadre and the candidates would be selected against the vacancies of a particular Circle keeping their choice and merit in view. Applicants may opt for 5 (Five) Circles in order of their preference from amongst the Circles. A successful applicant will, however, get appointment in the Circle of his choice strictly depending upon his / her position in the merit list drawn on the basis of his / her performance in All India Competitive Examination. In case, an applicant does not indicate his / her preference of circle or could not be allotted any of the circle of his / her choice, he / she will be allotted the circle wherever the vacancies remain unfilled, irrespective of his / her position in the merit list, solely as per the requirements of BSNL. candidates are required to serve minimum of 5 years in that particular Circle or till 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 in the interest of service. 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 essential qualification / degree as on **31.12.2014** in any of the following disciplines from a recognized Institution / University:

- (i) A qualified Chartered Accountant; or
- (ii) A qualified Company Secretary ; or
- (iii) A qualified Cost & Works Accountant; or
- (iv) M.Com ( Master of Commerce).

The qualifications must be obtained from the Professional Body concerned viz, Institute of Chartered Accountants of India / Institute of Company Secretaries of India / Institute of Cost Accountants of India in respect of (i), (ii) and (iii) respectively and a recognized Institution / University in respect of (iv).

Note:- The appearance of the candidates in the examination will be purely on a provisional basis and failure to produce the certificate as to the above qualification at the time of scrutiny of documents will make the candidate ineligible in the examination. No extension of time in this regard or any request for relaxation in qualification would be entertained under any circumstances.

**3.3(a) Age:** The applicant applying for JAO should not be less than 20 years and not more than 30 years as on 1<sup>st</sup> January of the year of examination i.e. 2015. However, the upper age-limit is relaxable as per standing instructions of Government of India for the following categories:-

- i) Upto 5 years for Scheduled Castes & Scheduled Tribes candidates.
- ii) Upto 3 years for OBC candidates who are eligible to avail of reservation.
- iii) For PWD category upto 10 years for OC candidates; 15 years for SC/ST and 13 Years for OBC candidates;
- iv) Ex-Servicemen will get the benefit of age relaxation as per Central Government rules;
- v) For Residents of J&K – Relaxation shall be in accordance with DoP&T's Notification No.15012/7/1991-Estt.(D) dated. 7.12.2007 pertaining to "Residents of State of Jammu and Kashmir (Relaxation of Upper Age Limit for Recruitment to Central Civil Services & Posts) Rules 1997"

**3.3(b)** Relaxation in upper age limit by 5 years for women candidates in Direct Recruitment Quota..

**3.3(c)** For BSNL employees the upper age-limit is relaxable by upto 5 years in accordance with the instructions or orders issued by the BSNL.

**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 extract 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 appointment. No other document relating to age like horoscopes, affidavit, birth extracts from Municipal Corporation, Service records and the like will be accepted.

#### 4. 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 as per details given below:-

Details of Paper	Subjects	Mode	Marks	Duration
Paper-I	General English	Object Type	100	3 hour
	General Aptitude/Awareness	Object Type	50	
Paper-II	Financial Management/Cost Accounting/Tax and Commercial Laws	Object Type	300	3 hour
	Total		450	

Details of the syllabus are available vide **Annexure-B**.

#### 5. 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. "Only the selected candidates would be informed of their selection in due course after the selection process and no correspondence on the subject would be entertained. No request for evaluation of Answer Books shall be entertained under any circumstances. Moreover, 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 successful candidate after completion of all other formalities.

#### 6. Choice of Examination Centre

The examination centre will be the Circle Headquarters city of the CGM concerned as given in **Annexure 'A'**. The applicants are required to indicate their choice of Examination Centre at which they wish to appear. The circles where vacancies exist are mentioned in **Annexure-C**.

#### 7. Online Application and Fee for Examination

Candidates applying for JAO(DR) Exam are required to apply online for which link will be provided through BSNL website; [externalexam.bsnl.co.in](http://externalexam.bsnl.co.in). The application will be accepted through online registration which is likely to start from **01-12-2014**. OC/OBC candidates will be required to submit Exam Fee for an amount of Rs. 1000/- through online mode only. No amount of fee shall be accepted in any other form and no postal application shall be accepted.

Fee once paid shall **NOT** be refunded under any circumstances nor can be held in reserve for any other examination..

#### 8. No Fee payable by SC/ST/PWD

Applicants belonging to **SC/ST/PWD** categories only are exempted from the examination fee. In the case of physically handicapped candidates, the exemption will, however, be available to only those candidates who would otherwise be eligible for

appointment to the post on the basis of the standard of medical fitness prescribed for the post (including any concession specifically extended to the physically handicapped candidates) and who upload certificate of medical fitness prescribed for the post from a Government Hospital / Medical Board in support of his claim from being handicapped. This exemption will, however, be available to only those **SC/ST** candidates, who upload their Caste Certificate of authorised authority in the online application.

### 9. Travelling Allowance

The applicants belonging to SC/ST categories will be entitled to T.A. as per provision of Ministry of Finance (Department of Expenditure) O.M. No. 19014/3/77-E.IV (B) dated 17-02-1978.

### 10. Closing date for on-line Application

The starting dated for online registration of applications is 01-12-2014 at 00:00 Hours and closing date is 31-12-2014 at 24:00 Hours. The applications for examination can be registered online at the BSNL website; **externalexam.bsnl.co.in** No postal applications will be accepted.

The applicants would be admitted to the examination on the basis of the information furnished by them in their application 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.

### 11. Probation –cum-Training and Bond

- (i) All persons selected will be initially kept on probation for a period of 2 years.
- (ii) All candidates shall have to successfully undergo prescribed induction training during probation period as per the training plan laid down and amended by the BSNL from time to time.
- (iii) Failure to complete training successfully / misconduct of the JAO on probation may result in extension of the probation period or even in removal from the service.
- (iv) All candidates provisionally recruited shall execute Bonds in the format specified by the BSNL indicating their willingness to serve the Corporation for a period of at least 5 years from the date of their appointment as JAOs.

### 12 Disqualifications: No person shall be eligible for appointment to the post of JAO :

12.1 Who has entered into or contracted a marriage with a person having a spouse living, or

12.2 who, having a spouse living, has entered into or contracted marriage with any person;

Provided that BSNL 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.



13. No request for withdrawal of candidature received from a candidate after he has submitted his application will be entertained under any circumstances. Any dispute regarding the recruitment will be subject to the Courts/Tribunals having jurisdiction over the place of concerned Circle office of BSNL from where the candidate is appearing in the examination.

**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](http://www.bsnl.co.in)) from time to time for any further instruction/information.
2. For any enquiry, the applicant may contact AGM(Rectt-II), BSNL, Corporate Office, New Delhi at his Telephone Number 011-23765386 during office hours.

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**Annexure-A**

Sl.No.	Name of the circle	Cities / Centres where Exam has to be held	Circle code to be indicated in the roll number allotted to candidates.
1.	Andhra Pradesh	Hyderabad	11
2.	Andaman & Nicobar	Port Blair	12
3.	Assam	Guwahati	13
4.	Bihar	Patna	14
5.	Chattisgarh	Rai Pur	16
6.	Gujarat	Ahmedabad	18
7.	Haryana	Ambala	19
8.	Himachal Pradesh	Shimla	20
9.	J&K	Jammu	21
10.	Jharkhand	Ranchi	22
11.	Karnataka	Bengaluru	23
12.	Kerala	Trivandrum	24
13.	Madhya Pradesh	Bhopal	25
14.	Maharashtra	Mumbai	26
15.	Northern Telecom Region	New Delhi	27
16.	North East-I	Shillong	28
17.	North East-II	Dimapur	29
18.	Orissa	Bhubneshwar	30
19.	Punjab	Chandigarh	31
20.	Rajasthan	Jaipur	32
21.	Tamilnadu / CHTD	Chennai	33
22.	Uttar Pradesh [East]	Lucknow	34
23.	Uttar Pradesh [West]	Meerut	35
24.	Uttaranchal	Dehradun	36
25.	West Bengal / KOL TD	Kolkata	37



## ANNEXURE-B

### 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.





**Subject-II : Financial and Commercial Accounts****Paper-II – Financial Management/Cost Accounting/Tax and Commercial Laws**

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- 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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## Annexure-C

## Circle-wise vacancies for JAO(Direct Recruitment)

S.No.	Name of Circle	OC	OBC	SC	ST	Total	Reserved for PH Quota
1	Andman & Nicobar	1	1	1	0	3	0
2	Andhra Pradesh	46	11	22	12	91	4
3	Assam	10	6	5	0	21	2
4	Bihar	9	7	7	3	26	2
5	Chhattisgarh	9	5	4	1	19	1
6	Gujrat	42	28	14	15	99	4
7	J&K	6	4	2	1	13	0
8	Jharkhand	2	2	1	4	9	0
9	Karnataka	32	20	16	8	76	4
10	Kerala	18	4	8	5	35	1
11	Madhya Pradesh	22	20	9	8	59	3
12	Maharashtra	116	75	50	26	267	14
13	North East-I	6	5	3	0	14	0
14	North East-II	3	1	0	0	4	0
15	Himachal	8	6	6	1	21	1
16	Punjab	6	11	6	5	28	1
17	Rajasthan	8	5	7	5	25	2
18	Tamilnadu	4	3	4	4	15	1
19	UP(E)	0	10	8	7	25	1
20	UP(W)	14	15	12	6	47	1
21	Uttarakhand	4	2	3	1	10	0
22	West Bengal	18	18	6	4	46	2
23	Chennai Telephones	2	0	0	0	2	0
24	Kolkata Telephones	3	1	1	2	7	0
<b>Total</b>		389	260	195	118	962	44

