



BHARAT SANCHAR NIGAM LTD.

A Government of India Enterprise

CORPORATE OFFICE

Departmental Examination Section
Eastern Court, 2nd Floor, Room No.222,
Janpath, New Delhi-110001

No. 21-2/2015-Rectt(P&).

Dated : 07/12/2015

To

All Chief General Managers Telecom Circles, BSNL,
(Except Calcutta Metro Dist. & Chennai Metro Dist.)
Chief General Manager Mtce. NTR, BSNL, New Delhi.

Subject:- Holding of SRD for PWD candidates for recruitment of JAO, JTO (T) and JTO (C) and SRD for SC/ST/OBC candidates for recruitment of TTA in BSNL on 20/12/2015 - Appointment of Examination Observer - reg.

Sir,

I am directed to refer to the notifications dated 14/10/2015 issued for holding SRD for PWD candidates for recruitment of JAO, JTO (T) and JTO (C) as well as notification dated 04/11/2015 for holding SRD for SC/ST/OBC for recruitment of TTA in BSNL. All the aforesaid SRDs are scheduled to be held on 20/12/2015.

2. The Competent Authority in BSNL Corporate Office has decided that all Direct Recruitments as well as all LICEs held for promotion to the Executive grades would be conducted through Computer based Online examination method only. As per the Standard Operating Procedure (SOP) prepared in this regard, all these examinations are to be conducted by the Examination Agency selected by BSNL Corporate Office. In this regard, all Territorial Telecom Circles are required to appoint one Examination Observer, preferably GM (HR/Admn) or DGM (HR/Admn.) of the Circle.

3. In this regard, it is requested that the Examination Observer may be appointed immediately by all Territorial Telecom Circles and intimate the details viz. name, designation, Office Telephone Nos., Mobile Nos., authenticated e-mail IDs etc. of the Examination Observer of the Circle to this Office positively before 11/12/2015 through e-mail IDs viz. agmrectt1@bsnl.co.in and agmrectt1@gmail.com. In future also, all the correspondences with regard to conduct of Online examinations is to be done through the authenticated e-mail IDs only.

4. In this connection, kindly find enclosed herewith the instructions, enlisting the duties/scope of work for Examination Observers, for further necessary action.

Encl. As above.

Yours faithfully,


(K. D. Das)

Asstt. General Manager (Rectt.-I)

CONFIDENTIAL
EXAMINATION MATTER

Instructions for the Examination Observer

(SRD for PWD candidates for recruitment of JTO (T)/JTO(C)/JAO and SRD for SC/ST/OBC candidates for recruitment of TTA scheduled on 20/12/2015)

1. The Examination Observer should always carry proper Authority Letter regarding his appointment as Examination Observer by the Competent Authority in the Circle along with him.
2. The Examination Observer should produce the said Authority Letter whenever demanded by the Examination Centre Administrator 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 :-

1. Auditing of the Examination Centre proposed by the Examination Agency in the Telecom Circle one day prior to the scheduled date of examination.
2. The Examination Observer should scrutinize the proposed Examination Centre on the following parameters :-
 - a) Accessibility to the Examination Centre.
 - b) Connectivity from the Railway Station/Bus Stand/Metro Station etc.
 - c) Security of the Examination Centre.
 - d) Environment/Location of the Examination Centre.
 - e) Prevention of violence/malpractice etc.
 - f) Space for parking vehicles.
3. The Examination Observer should scrutinize the availability of the following facilities in the proposed Examination Centre :-
 - a) Safe drinking water
 - b) Clean and separate toilets for gents and ladies
 - c) Well lit and ventilated rooms
 - d) Proper seating arrangement
 - e) Provision of ramps, lifts etc.
 - f) Internet connectivity
 - g) CCTV installation
 - h) Proper infrastructure for carrying out the Online Examination
 - i) Biometric system
 - j) Proper signage indicating drinking water/toilet/seat etc.

(Handwritten signature and date)
20/12/2015

4. After auditing the Examination Centre proposed by the Examination Agency, the Examination Observer should submit his report, detailing the suitability of the Examination Centre on the parameters given above to AGM (Rectt.-I), BSNL Corporate Office through the designated e-mail address.
5. The Examination Observer should intimate the shortcomings, if any in the arrangements, to the contact person of the Examination Agency and the Examination Centre Administrator for due corrective steps, a copy of which should also be sent to AGM (Rectt.-I), BSNL Corporate Office through the designated e-mail address.

Examination Phase :-

1. The Examination Observer should observe as to whether the following provisions/facilities are being extended to the candidates :-
 - a) Proper Computer terminals
 - b) Proper net connectivity
 - c) Proper seating arrangements
 - d) Easy access to safe drinking water
 - e) Easy access to clean toilets for gents and ladies
 - f) Biometric attendance
 - g) Ramps for Physically Handicapped candidates
 - h) Proper signage for the available facilities
 - i) Separate frisking facility for gents and ladies
2. The Examination Observer should observe the conduct of the examination with regard to the following parameters :-
 - a) Nuisances/disturbances in and around the Examination Centre
 - b) Copying/malpractices etc. in the Examination Centre
3. The Examination Observer should carry out the following duties at the Examination Centre :-
 - a. Inspection of records
 - b. Inspection of Examination Halls/Rooms

Post-Examination Phase :-

1. The Examination Observer should send reports on the followings :-
 - a) Successful/otherwise conducting of the examination.
 - b) Conduct of the Examination Centre Supervisor(s), Invigilators, Staff etc. appointed by the Examination Agency.
 - c) Nature of cooperation extended by the Examination Centre Supervisor(s), representative of the Examination Agency etc.

(Handwritten signature and date)
07/12/2015