



(RECRUITMENT BRANCH)

No. 10-1/ 2017- Rectt.

DATE : 04-09-2017

**RECRUITMENT FOR THE POST OF "DIRECT JUNIOR ACCONTS OFFICERs (DR-JAO)" IN BSNL FROM OPEN MARKET THROUGH ONLINE COMPETITIVE EXAMINATIONS -2017.**

Registration process for the candidature of "DIRECT JUNIOR ACCONTS OFFICERs (DR-JAO)" in BSNL will be from 11/09/2017 to 15/10/2017 through online BSNL portal i.e. [www.externalexam.bsnl.co.in](http://www.externalexam.bsnl.co.in).

Bharat Sanchar Nigam Ltd. (BSNL) will recruit about 996 Posts of Direct JAOs (Junior Accounts Officer) from open market/external candidates through **ONLINE COMPETITIVE EXAMINATIONS-2017**. Wide publicity in this regard has been given through the indicative advertisement by all the Telecom Circles on 10<sup>th</sup> Sep 2017 and through [www.externalexam.bsnl.co.in](http://www.externalexam.bsnl.co.in) from 10<sup>th</sup> Sep 2017. The detailed number of vacancies for the said Posts of DR-JAO(Junior Accounts Officer), are detailed in Annexure-A.

**1. Scale of Pay:-**

The JAO(Junior Accounts Officer Telecom) be appointed in the IDA pay scale Executive [E-1] of `16,400 – `40,500/- with annual increment @ 3% of basic pay plus IDA, HRA, Perks, Medical Benefits, etc. admissible as per BSNL 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 along with their respective headquarters etc., appears in Annexure-A.

The JAO (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 in that particular Circle until they are promoted to All India Cadre). However, BSNL has the right to post any selected JAO (Junior Accounts Officer) to any of the Circles either temporarily or on permanent basis. The decision of BSNL in this regard will 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.

*The willing candidates shall be permitted to apply only for one Circle in which he/she desires to serve, consequent upon his/her selection. Choice of Circle once exercised shall be final and under no Circumstances, it shall be changed. The Details of Telecom Circles is at Annexure-A. The circle wise merit list will be prepared on the basis of marks obtained by the candidates in the online competitive examination and accordingly Circle wise cut off will be decided based on the vacancy of the Circle. No claim of appointment by any qualified candidate, beyond the cut off or otherwise shall be entertained.*

**3. Eligibility:-**

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

**3.2 Educational Qualifications as on 1<sup>st</sup> Jan 2017:**

- Applicant must possess the educational qualification **M.COM / CA / ICWA / CS from a recognised institution / University (as on 1<sup>st</sup> Jan 2017 as per Recruitment Rule of BSNL).** The Candidates having qualification

**M.COM/CA/ICWA/CS from a recognised institution/University shall only be able to appear in the online examination**

**3.3 Educational certificate No. :**

During online registration of candidature in BSNL, the Candidates having aforesaid requisite qualification must submit the **number appearing on the certificate & the name of the institution/university** by which the qualification was conferred to the candidate. The same shall be verified during the documents verification subsequently in the event of the selection of the candidate, failing which the candidature shall be summarily rejected.

**4. Age as on 1<sup>st</sup> Jan 2017:-**

Candidate shall not be **below 20 years and shall not exceed 30 years** as on **1<sup>st</sup> Jan 2017 (as per recruitment rule of BSNL)** However, the **upper age limit relaxation** is as per the standing instructions of Government of India for the following categories:-

- i. Upto five (5) years for SC/ST candidates
- ii. Upto three (3) years for OBC candidates
- iii. Upto fifteen (15) years for SC/ST-PWD candidates
- iv. Upto thirteen (13) years for OBC-PWD candidates
- v. Upto ten (10) years for OC-PWD candidates
- vi. Upto five (5) years for BSNL employees
- vii. Ex-Servicemen will get the benefit of age relaxation as per Central Govt. Rules.
- viii. For residents of J & K, relaxation shall be in accordance with DoP & T's notification No. 15012/7/1991-Estt.(D) dated 07-12-2007, pertaining to "Residents of State of Jammu & Kashmir (Relaxation of upper age limit for recruitment to Central Civil Services & Posts) Rules-1997".

Candidates would have to submit a Disability Certificate issued by a Competent Authority in the **Annexure-B**.

**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.

**5. Disqualifications:** No person shall be eligible for appointment:

- (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;

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.

**6. Mode of selection and nature of Question Paper:**

Direct **JAOs (Junior Accounts Officer)** from open market/external candidates through **ONLINE COMPETITIVE EXAMINATIONS-2017 to be conducted by BSNL from 5th November 2017 as per the syllabus attached herewith (Annexure-C).**

**7. Process of Selection :**

- First of all, the interested candidates must have the educational qualifications **M.COM/CA/ICWA/CS from a recognised Institution/University (as on 1<sup>st</sup> Jan 2017 as per recruitment rule of BSNL).**

- Secondly, the interested candidates shall have to register themselves further in [www.externalexam.bsnl.co.in](http://www.externalexam.bsnl.co.in). After the successful completion of online registration of candidature, the candidate shall be able to appear in the online competitive examination
- During the registration with BSNL, candidates shall have to choose a particular Circle, where he/she would serve in case of appointment in BSNL.
- Accordingly, after compiling the marks obtained by the candidates, a Circle wise merit list shall be prepared by BSNL on the basis of score/marks obtained by the registered candidates & available vacancies thereof in the respective Circles. The cutoff of the merit list for appointment will be decided by the company.
- The appearance of the name in BSNL's merit-list does/will not confer any right on the candidate for employment. A final call/appointment letter will be issued to the candidate after completion of all other document verification/formalities.
- BSNL reserves the right to change the number of vacancies of JAO(Junior Accounts Officer) as per Circle's requirement.

## 8. Bond and Training

- The candidates selected shall execute a Bond in the format as specified by the Company to serve in BSNL for a period of 05(five) years from the date of their appointment as JAO (JUNIOR ACCOUNTS OFFICER) or a period as specified by BSNL for the post from time to time.
- The candidates selected shall have to successfully undergo training as per the training plan laid down by the Company. If the official does not qualify the pre-appointment training in 1<sup>st</sup> attempt, he/she will be given one more chance to qualify the pre-appointment training examination, failing which he/she will not be appointed as JAO (JUNIOR ACCOUNTS OFFICER) and he/she has to appear afresh in the subsequent Direct Recruitment Examination.
- During the period of training, the Direct Recruited JAO (JUNIOR ACCOUNTS OFFICER) will be entitled to Stipend (Training Allowance) as decided by the BSNL from time to time.

## 9. Online Application/Registration and Fee for examination:

**This application/registration is required towards the candidature for the post of JAO(Junior Accounts Officer Telecom) in BSNL to appear in the online competitive Examination, to be conducted by BSNL.**

Candidates applying for JAO (JUNIOR ACCOUNTS OFFICER) posts are required to apply online for which link shall be provided through BSNL web site [www.externalexam.bsnl.co.in](http://www.externalexam.bsnl.co.in). The applications will be considered only through the online registration process which is to **commence from 11-09-2017 and will be closed on 15-10-2017**. Therefore, candidates are advised to visit our web site ([www.bsnl.co.in](http://www.bsnl.co.in) / [www.externalexam.bsnl.co.in](http://www.externalexam.bsnl.co.in)) for any updates regarding Examination. All candidates applying for JAO(Junior Accounts Officer Telecom) posts are required to read all the instructions/notification provided on website [www.externalexam.bsnl.co.in](http://www.externalexam.bsnl.co.in) before filling the online application form.

## 10. Fee for online Registration in [www.externalexam.bsnl.co.in](http://www.externalexam.bsnl.co.in) :

The online registration shall commence from **11-09-2017** and shall close on **15-10-2017**. The prescribed examination fee of `1000/- (Rupees One thousand only) for OC/OBC candidates and of `500/- (Rupees Five Hundred only) for SC/ST 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 or otherwise. BSNL shall not be responsible for multiple/wrong etc. registrations by any candidate.**

## 11. Closing date for receipt of Online Registration Forms

- Registration forms complete in every respect must be submitted Online on or before **15-10-2017**. [Candidates are advised to complete their registration process well before the last date to avoid last minute rush or because of any inadvertent possibility of inability/failure/technical snag while logging in to the website of BSNL \[www.externalexam.bsnl.co.in\]\(http://www.externalexam.bsnl.co.in\) on account of heavy load on the internet or website jam during last days etc. BSNL shall not accept any responsibility for the](#)

candidates for not being able to submit their application within the last day on account of aforesaid reasons or any other reasons.

- (ii) Registration process will not be allowed after last date and all incomplete registrations will be treated as rejected.
- iii) The candidature for the post of JAO (Junior Accounts Officer) shall be considered on the basis of the information furnished by the candidates in the registration form. All are, therefore, advised to ensure to fulfill all the eligibility conditions before applying. In case it is found at a later stage that the information furnished by an applicant is **false/misleading** 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. Candidature Registration in BSNL will NOT confer any right for any appointment. Appointment will be solely subject to fulfillment of all eligibility conditions.
- iv) 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.

## 12. CHALLENGING WINDOW AFTER THE ONLINE EXAMINATION:

BSNL shall display/provide the provisional question/answer key in the same portal after 03(three) working days of conducting Exam, for a stipulated period, wherein candidate shall be provided with a suitable format to submit their online grievances/queries on question/answer options only. BSNL shall charge ` 500/- (**Rupees Five hundred only**) per question or per answer key and shall be paid through online mode i.e. Internet Banking, Credit Card, Debit Card only (non refundable and BSNL shall not refund the multiple charges, if paid, by any candidate for the purpose).

## 13. BSNL'S DECISION FINAL

- i) The decision of BSNL in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s) and allotment of examination centers will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.
- ii) **BSNL reserves the right to modify/amend any of the terms & conditions of this recruitment at any point of time.**

14. **Disqualification** : Violation of any of the instructions at any stage will be liable the candidate for disqualification of the candidature without assigning any reason thereof.

## NOTE :

1. Candidates in their interest are advised to refer to the BSNL website ([www.bsnl.co.in](http://www.bsnl.co.in)) or examination website ([www.externalexam.bsnl.co.in](http://www.externalexam.bsnl.co.in)) from time to time for any further instruction/information.
2. For any query, the applicant may contact **01123352491(FAQ pertaining to basic candidature aspects)** BSNL Corporate Office, New Delhi during office hours.



(R. K. TIWARI)  
Assistant General Manager (Rectt.-I).

**List of the BSNLCircles & Vacancy details**

Sl. No	Name of circles	OC	OBC	SC	ST	Total vacancies*	PWD
1	ANDAMAN & NICHOBAR	2	1	1	0	4	0
2	ANDRA PRADESH	26	23	16	7	72	2
3	ASSAM	23	5	4	0	32	1
4	BIHAR	12	7	1	2	22	1
5	CHATTISHGARH	13	4	2	0	19	1
6	CHENNAI TELECOM DISTRICT	9	5	6	3	23	1
7	GUJRAT	37	19	13	2	71	2
8	HARYANA	19	7	7	3	36	1
9	HIMACHAL PRADESH	8	6	1	3	18	1
10	JAMMU & KASHMIR	9	5	2	0	16	0
11	JHARKHAND	5	3	3	0	11	0
12	KARNATAKA	34	14	9	5	62	2
13	KERALA	20	7	8	6	41	1
14	KOLKATA TELECOM DISTRICT	2	3	2	1	8	1
15	MADHYA PRADESH	27	4	6	1	38	1
16	MAHARASTRA	66	47	13	9	135	4
17	NORTH EAST - I	8	5	1	0	14	0
18	NORTH EAST - II	2	2	1	0	5	0
19	NORTHERN TELECOM REGION	6	7	2	1	16	0
20	ODDISA	8	5	5	2	20	1
21	PUNJAB	25	20	11	5	61	2
22	RAJASTHAN	18	16	9	3	46	1
23	TAMILNADU	22	6	4	2	34	1
24	TELENGANA	11	6	2	0	19	1
25	UTTAR PRADESH EAST	34	16	7	8	65	2
26	UTTAR PRADESH WEST	24	9	3	5	41	1
27	UTTARAKHAND	5	1	4	1	11	0
28	WEST BENGAL	22	16	10	8	56	2
	<b>TOTAL</b>	<b>497</b>	<b>269</b>	<b>153</b>	<b>77</b>	<b>996*</b>	<b>(30)**</b>

\* All Circle wise vacancy is tentative in nature

\*\* PWD IS HORIZONTAL AND IS INCLUSIVE IN THE ABOVE TABULATED VACCANCY ONLY.  
RESERVATION SHALL BE AS PER LATEST APPLICABLE RULE.

\* EXSERVICEMAN HAS NO HORIZONTAL VACANCY OPTION IN THIS CADRE

**DISABILITY CERTIFICATE****PHOTO**

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 & PB-Partially Blind : NOT ADMISSIBLE

**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

\*Strike out which is not applicable.

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

### **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-IX : 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.