



efile no:- BSNLCO-11/13(13)/1/2023-RECTT-CO

Dated: 21/07/2023

To, (For LICE of Group C to JTO (T) - VY 2022)

- I. The Chief General Managers,  
A&N/AP/AS/BH/KOLTD/CG/CHTD/GUJ/HR/KTK/KRL/  
MH/MP/NE-II/OR/RJ/TN/UKD/TLNG/Sikkim/CNTx-North  
BSNL Telecom Circles.

To, (For LICE JE (T) - VY 2021)

- II. The Chief General Managers,  
AP/KOLTD/CG/CHTD/GUJ/KTK/KRL/  
MH/MP/OR/TN/UKD/TLNG  
BSNL Telecom Circles.

III. To, (For LICE of TT - VY 2020 & 2021)

The Chief General Managers,  
A&N/CG/KOLTD/GUJ/HR/KTK/KRL/  
MH/MP/OR/PB/RJ/TLNG/UPW/UKD  
BSNL Telecom Circles.

**Subject: Duties and responsibilities of Examination Co-ordinator (EC), Examination Superintendent (ES) and Examination Observer (EO) during the conduct of LICE for promotion to the grade of JTO (T) - VY 2022, JE (T)-VY 2021 and TT-VY 2020 & 2021 to be conducted on 27.08.2023.**

References: -

1. Examination notification letter no. BSNLCO-11/13(12)/2/2023-RECTT-CO, dated 16.05.2023 for LICE JTO (T) (available on BSNL intranet portal).
2. Examination notification letter no. BSNLCO-11/13(13)/1/2023-RECTT- CO, dated 28.02.2023 for LICE JE (T) (available on BSNL intranet portal).
3. Examination notification letter no. BSNLCO-11/13(14)/1/2022-RECTT-CO dated 02.02.2023 for LICE TT (available on BSNL intranet portal).
4. This office letter no. BSNLCO-11/13(12)/2/2023-RECTT-CO dated 26.05.2023- regarding date of examination (on Intranet)

I am directed to refer to the exam notification of above said examinations to be held on 27.08.2023 (Sunday) and to intimate the duties and responsibilities of functionaries involved in the conduct of aforesaid LICEs at Annexure I, II and III.

1. Circles shall constitute an examination conducting team 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](mailto:bsnlrectt@bsnl.co.in) by 25.07.2023 in the format as given below:

- i. **Name:**
- ii. **Designation:**
- iii. **Office Address:**
- iv. **Office Telephone Number:**
- v. **Mobile Number:**
- vi. **Official BSNL E-mail Address:**

2. 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.
3. The details of the concerned person from exam agency deployed in respective circle will be intimated soon.
4. The detailed duties & responsibilities of EC, ES & EO are mentioned in enclosed Annexure-I, II and III respectively.

This is issued with the approval of the Competent Authority.



(Pravin Kumar Jha)  
AGM (Recruitment).

#### **ANNEXURE-I**

##### **EXAMINATION CO-ORDINATOR (EC)- GM (HR/Admin) in circle:-**

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)/Exam 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-coordinator 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 coordinator shall make all correspondences from his/her official email address, solely used for examination purpose.
6. The Examination coordinator shall submit the post-examination report to Recruitment Branch, BSNL CO within 03(three) days of completion of examination on email address bsnlrectt@bsnl.co.in.

## ANNEXURE-II

### **EXAMINATION SUPERINTENDENT (ES)- DGM or equivalent rank officer:-**

1. Test Centre Administrator shall act as Examination Superintendent (ES).
  2. The lab shall remain under the charge of Examination Superintendent from the time, examination data is deployed in the computer lab till the examination cycle including submission of answer files to BSNL, is complete.
  3. 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.
  4. Examination Superintendent should be careful about making arrangements for toilets for the use of candidates.
  5. Allow the Examination Observers/Members of Surprise Visit Team appointed by BSNL to inspect the records and the examination halls/rooms, after ensuring that the visiting team is having proper authority letter from the competent authority.
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## ANNEXURE-III

### **EXAMINATION OBSERVER- 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.
2. The Examination Observer should always carry along with him a proper Authority Letter regarding his appointment as Examination Observer by the Competent Authority in the Circle.
3. 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.
4. The Examination Observer is required to discharge the following responsibilities :-

#### **Pre-Examination Phase:-**

**I.** Auditing of the Examination Centre proposed by the Examination Agency in the Telecom Circle one day prior to the scheduled date of examination.

**II.** 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.
- g. Safe drinking water
- h. Clean and separate toilets for gents and ladies
- i. Well-lit and ventilated rooms
- j. Proper seating arrangement
- k. Provision of ramps, lifts etc.
- l. Internet connectivity
- m. CCTV installation
- n. Proper infrastructure for carrying out the Online Examination
- o. Biometric attendance system
- p. Proper signage indicating drinking water/toilet/seat etc.

**III.** 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 Examination Co-ordinator, who in turn send it to Recruitment cell of BSNL Corporate Office.

**IV.** Examination Observer should intimate the shortcomings, if any in the arrangements, to the contact person of the Examination Agency and the Examination Co-ordinator, who in turn will send it to Recruitment cell of BSNL Corporate Office through the designated e-mail address.

#### **Examination Phase:-**

**I.** 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.

**II.** 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.
- c. Inspection of Examination Halls/Rooms.

#### **Post-Examination Phase**

**I.** Examination Observer should prepare and submit following reports to Examination Co-ordinator 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. appointed by the Examination Agency.
- c. Nature of cooperation extended by the Examination Centre Supervisor(s), representative of the Examination Agency etc.

- d. Examination coordinator (EC) will submit the final report regarding conduction of the examination to Recruitment branch, corporate office.

PKJha

(Pravin Kumar Jha)  
AGM (Recruitment).