

No.4-29/2003-SEA (BSNL)  
BHARAT SANCHAR NIGAM LIMITED  
CORPORATE OFFICE, SEA Section  
B-201, STATESMAN HOUSE, NEW DELHI-110001

Dated: 12-10-2004.

To

1. All CGMs/IFAs, BSNL Telecom Circles.
2. All CGMs/IFAs, BSNL Telephone Districts.
3. All CGMs/IFAs, BSNL Telecom Projects Zones/Mtce. Regions.
4. All other Administrative Units/offices in BSNL.

Subject:- JAO Part-I (Screening Test) and JAO Part-II (Main Exam)  
in BSNL for internal candidates under modified old syllabus -  
One time relaxation - Reg.

I am directed to say that as per BSNL RRs, the vacancies in the  
grade of JAOs in BSNL are to be filled by:

- A) 50% of the vacant posts in the Circle by direct recruitment through competitive examination.
- B) 40% of the vacant posts in the Circle by promotion from the employees working in BSNL through internal competitive examination.
- C) 10% of the vacant posts in the Circle by promotion from Senior Accountants working in BSNL through internal competitive examination.

The scheme and syllabus for internal examination approved for 40% JAO internal examination and 10% JAO internal examination was circulated vide this office letter No.17-3/2000-SEA.II, dated 13.8.2002.

Subsequently this office had received a number of representations from various Associations and candidates to relax the eligibility conditions, scheme of the examination and syllabus for appearing in the JAO examination against 40% departmental quota. Hence the JAO Part-I examination which was scheduled to be held in the month of January 2004 was deferred till further orders.

The request for relaxation for appearing in the JAO examination against 40% internal quota was under consideration in this office. Now, the undersigned has been directed to intimate the approval of the Competent Authority for conducting the JAO examination against 40% quota, under relaxed eligibility conditions as one time measure. The pattern, scheme, eligibility for appearing in the examination and syllabus of the examinations are given below:

(i) Pattern of the Exam: The pattern of the JAO examination is as follows:

(i) Screening Test: As per JAO Part-I syllabus as modified i.e., screening Text (Qualifying examination) (Objective type) followed by

(ii) JAO Part-II examination i.e., Main Examination (Competitive Exam i.e., merit exam).

(ii) Eligibility:

(1) All the absorbed non-executives are eligible to appear in the examination.

(2) Educational Qualifications: 10+2

(3) Age: Candidate should not be more than 53 years of age as on 1<sup>st</sup> January of the year in which the internal examination is scheduled to be held.

(4) Service condition: 10 years of regular service in the Government/Department/BSNL.

(iii) Syllabus:

A. Screening Test: Objective Type exam .. 2 hours.

Subjects: The screening Test will be conducted as per the JAO Part-I old syllabus as modified. Details of the syllabus is given below:

Sl. No.	Subject	No. of Questions.
1.	Subject-I English (Grammar etc)	25 questions of 2 marks each
2.	Subject-II Service Rules	25 questions of 2 marks each.
3.	Subject-III General Financial Rules & Procedure	25 questions of 2 marks each.
4.	Subject-IV Advanced Accountancy & Costing	25 questions of 2 marks each.
	Total marks of qualifying Test	200 marks

The questions will be of objective type with 4 choices in each questions.  
The candidates will have to choose the correct choice.

Details of the Subjects:-

Subject-I: English (Grammar etc)

Subject-II: Service Rules:

- (1) FRs & SRs
- (2) CCS (Pension) Rules, 1972.
- (3) CCS (Leave) Rules 1972.
- (4) CCS (Commutation of Pension) Rules 1972.
- (5) CCS (Joining Time) Rules 1979.

Subject-III: General Financial Rules & Procedures:

- (1) P&T FHB Vol.I
- (2) P&T Manual Vol.II (Chap.IX, X and XII)
- (3) P&T Man. Vol.III.
- (4) P&T Accounts Man.Vol.I (Chapters I to IV; VIII; X; XVII to XX).
- (5) Heads of Accounts of BSNL Accounts.

- (6) GPF (Central Service) Rules 1960.
- (7) Delegation of Financial Powers.
- (8) Scheduled Financial Powers of Officers of BSNL.
- (9) Articles 73 to 75, 77, 78, 107 to 113, 148 to 151 and 245 to 323 (b) of the Constitution of India alongwith the relevant schedules.
- (10) Manual of Appointments and Allowances.

**Subject-IV: Advanced Accountancy and costing:**

Following chapters from the book of Advanced Accountancy, by Shukla Grewal are prescribed for detailed study (14<sup>th</sup> revised edition 1999):

- (1) Fundamental Principles of Accounting.
- (2) Final Accounts
- (3) Bills of Exchange & Promissory notes
- (4) Depreciation Reserves and provisions.
- (5) Receipts & Payments Account and Income & Expenditure Account & Balance Sheet.
- (6) Company Accounts Introduction, Shares Debentures etc.
- (7) Company Accounts, Final Accounts.
- (8) Criticism of Financial Statement, Inflation Accounting.
- (9) Accounting ratios.
- (10) Cash and Fund flow statements
- (11) Mechanised Accounting.

**Qualifying marks:**

**Screening Test:**

- (i) General category .. 90 marks
- (ii) SC/ST/Physically Handicapped (PH).. 76 marks.

**Exemptions and other relevant information:**

- (i) The candidates who have passed JAO Part-I examination need not take screening test.
- (ii) All other candidates who have not passed JAO Part-I examination will have to appear in screening test.
- (iii) Those candidates who have not passed JAO Part-I examination but got exemption in certain subject will have to appear in screening test but they will be given grace marks of 10 marks for each subject for which he/she already got exemption in screening test.

**B. JAO Part-II examination i.e., Main Examination (Competitive Exam i.e., merit exam). Subjective type exam.**

It will comprise a total of 3 subjects - 5 papers. Maximum marks 550. Minimum pass percentage will be 40% in each subject and 45% in aggregate, provided that a minimum of 40% is also secured separately in the practical papers answered with the aid of books. JAO Part-II Examination (Main Examination/Merit Examination) will be conducted as per the old syllabus)

The minimum qualifying marks for SC/ST/Physically Handicapped (PH) candidates is as follows:

33% in each subject and 38% in aggregate.

**Syllabus for the JAO Part-II Main (Merit) Examination (Competitive):****Subject-I: Telecom Accounts-I:**

Paper-I Theory (without books)	2 hrs	100 marks
Paper-II Practical (with books)	2 $\frac{1}{2}$ hrs	100 marks

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**Subject-II: Telecom Accounts II:**

Paper-III: Theory (without books)	2 hrs	100 marks
Paper-IV: Practical (with books)	2 ½ hrs	100 marks

**Subject-III: Civil works Accounts Rules & Procedure:**

Paper-V (with books)	3 hrs.	150 marks
Total 3 subjects (5 papers)	Maximum marks	550 marks

**(iii) Other relevant information:**

- (i) All candidates who have qualified JAO Part-I exam or the screening test (proposed) or got exemption in JAO Part-II exam are eligible to take exam.
- (ii) Those candidates who have got exemption in certain subject (s) of JAO Part-II examination will have to appear in remaining subjects only.
- (iii) All other candidates will have to appear in all papers of main exam.
- (iv) This will be the **LAST EXAMINATION UNDER OLD SYLLABUS.**
- (v) All relaxation given are valid upto this examination only and as it is the last exam on old pattern, therefore, no further relaxation will be given under any circumstances.
- (vi) The JAO is a circle based cadre and Circles are requested to take circle option from the candidates before conducting the examination. The candidates would be allotted to a particular circle, keeping their choice and merit in view. Change of circle after selection would not be allowed under any circumstances. A successful applicant will, however, get

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appointment in the circle of choice strictly depending on availability of the vacancy under different categories viz. General category/SC/ST, the category in which he/she belongs to and his/her position in the merit list drawn on the basis of his/her performance in All India Examination. In case a candidate does not indicate his/her preference of circle or could not be allotted circle of his/her choice, he/she will be allotted to the circle wherever the vacancies remain unfilled irrespective of his/her position in the merit list, solely as per the requirements of BSNL. The decision of the BSNL in this regard shall be final and binding.

**(iv) No. of vacancies:** Approximately 500 vacancies in the grade of JAO are proposed to be filled up in BSNL through internal examination against 40% quota. The details shall be circulated to DE Branch at the time of notification.

All the Heads of Circles/IFAs are requested to create publicity in this regard among the staff working under their control. Any clarification in regard to JAO examination matter may be referred to SEA, CO, BSNL.

The detailed notification for Examination(s) shall be issued to the DE Branch of BSNL.

*Prema*  
(Prema Krishnamachari)  
ADG (SEA)

13/11/2024

Encl: As referred to.

- Copy to:
1. DDG (IR & T)/Jt.DDG (DE)/ADG (DE) Corporate Office BSNL, New Delhi for information and necessary action.
  2. All the recognized unions in BSNL.
  3. Personnel Branch, CO, BSNL.
  4. Guard File/Spare.