

BHARAT SANCHAR NIGAM LIMITED
(A GOVT OF INDIA ENTERPRISE)
CORPORATE OFFICE : BW UNIT
10TH FLOOR, CHANDRALOK BLDG, NEW DELHI

No. Deptl.Exam/2007/AD(BW-II)Pt

Dated : 10.07.2009.

To

1. All CGM Telecom Circles.
2. All PCE(C/E)/CE(C/E) BSNL Civil Zones.
3. Principal RTTC Nagpur.
4. PGM(IR) BSNL CO, N.D.

Sub.: Regarding conduct of "Training cum Examination" for Accounts at RTTC Nagpur for the Executives of Civil/Electrical Disciplines.

In supersession to the earlier instruction issued for conducting the departmental examination for Accounts for JTO(Civil/Elect), approval of the competent authority is hereby conveyed for :

- a) Discontinuation of existing procedure of holding of Departmental Examination for Accounts for JTO(Civil/Electrical).
- b) Conducting "Training cum Examination" for Accounts for JTO(Civil/Electrical) at RTTC Nagpur as per the Scheme and Syllabus enclosed herewith.

The training cum examination shall be of one week module comprising of two phases:

- i. Training for one week.
- ii. Conduction of the examination on the last day of the training.

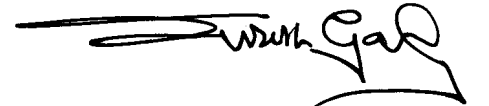
(Note : Examination shall be conducted by RTTC Nagpur and result to be declared and uploaded on CMTS package by RTTC Nagpur).

The copy of recasted scheme and syllabus for JTO(Civil/Electrical) is enclosed herewith for wide circulation among Executives.

The calendar of training cum examination will be notified by the RTTC Nagpur.

The order is effective from the date of issue.

Encl.: As above.



(S.C.Garg)
DGM(BW-I)

Copy to : The Principal , RTTC Nagpur with reference to letter No. TC/NP/DD(E)/NGP/2/97 dated 08.06.09.

Scheme

C) Departmental Examination for Junior Telecom Officer(C/E) :

It is proposed to introduce departmental examination in Simple Accounts for the JTO(Civil/Electrical) selected through direct recruitment or promoted through LDCE from Group C. They shall be required to pass this departmental Examination within two years of promotion to the grade. If they fail to clear the examination within two years their second increment in the grade of JTO(C/E) will not be drawn until they clear the said examination.

1. Other requirement:

1.1 Duration of Examination: Three Hours

1.2 Pattern : Objective Type Questions With Multiple Choice

1.3 Max Marks: 100 marks

1.4 Minimum Qualifying Marks: 50 %

Syllabus as per Annexure B-III

Regd
4/7/19.
By M(Sw II)

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Annexure- B-III

**SYLLABUS FOR SIMPLE ACCOUNTS AND WORKS PROCEDURE
EXAMINATION FOR JTO (CIVIL/ELECT)**

- i. Maintenance of Imprest Accounts.
- ii. Maintenance of T&P Accounts and Stock Accounts i.e. material obtained for general requirement of the department.
- iii. Maintenance of materials at sub-accounts i.e. material cost to which is charged at specific works.
- iv. Recording of measurements including preparation of contractors running and final bills.
- v. Procedure for execution of works and preparation of abstracts (CPWD Works manual and Schedule of rates and CPWD Specification).
- vi. BSNL Accounts Codes.

*Regd
12/1/19
By M (22/11)*