



No. 250-28/2008-Pers-III

Dated: 04.01.2017

To

**All Heads of Telecom Circles,
Bharat Sanchar Nigam Limited,**

Sub: Acquiring of Diploma/Certificate in Computer Applications/Programming in respect of Sr.TOA(G)s appointed under Compassionate Grounds or Sports quota----Clarification regarding.

Sir,

I am directed to say that this office is receiving various references citing that the candidates appointed as Sr.TOA(G) on Compassionate Grounds/Sports quota have not submitted the Diploma/Certificate in Computer Applications, Programming duly recognized by Department of Electronics, Govt. of India or equivalent with speed of 8000 key depressions per hour for data entry within 2 years of their appointment leading to non grant of further increment after 2 years. Since these candidates have been appointed on CGA or under Sports quota, Circles have requested to relax the conditions mentioned in para-3 of BSNL CO letter No. 268-101/2002-Pers-IV dated 24.12.2003 which stipulates as under:-

The candidates approved for CGA, who are Graduates but do not possess the relevant Diploma/Certificate in Computer Applications, will be appointed as Sr.TOA(G) after completion of induction level training and they will be asked to acquire Diploma/Certificate in Computer applications programming duly recognized by the Department of Electronics, Govt. of India or equivalent with a speed of 8000 depressions per hour for Data entry within 2 years of their appointment strictly at their own (i.e. No special leave, cost of course or any other assistance will be provided by BSNL). The candidate will also have to clear the proficiency test after submission of such Certificate within the stipulated time period of two years from the date of appointment failing which their services are liable to be terminated.

The matter has been examined and it has been decided with the approval of the Competent Authority to relax the existing provisions as laid in para-3 of this office letter No. 268-101/2002-Pers-IV dated 24.12.2003 to the extent that training Centres of BSNL viz. CTTC/RTTC shall provide such In-Service Diploma Certificates to the Sr.TOA(G)s who have been appointed under Compassionate Ground or Sports quota. This In-Service training of One month shall be provided to Sr.TOAs(G) within two years of their initial appointment. On successful completion of One month training in Computer programming, CTTC/RTTC of BSNL shall provide the relevant Certificate to the incumbents, after conducting a Proficiency test. The In-service training shall constitute syllabus of MS-Office, MS-Excel in which Sr.TOAs are assigned to work in the offices. It may also be ensured that the candidates acquire a speed of 8000 key depressions per hour for Data Entry. Normal TA/DA shall be admissible to the incumbents for undergoing One month in-service training in

P.T.O.

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Computer programming. The period spent on in-service training shall be treated as duty for all purpose. These instructions shall come in vogue with immediate effect. These orders shall be applicable to all the Sr.TOA(G)s, who are appointed under CGA/Sports quota and have yet to acquire such Diploma/Certificate.

Yours sincerely,



(A.K.Singh)

DGM (Estt-II)

Tel: 23734152

Copy to:-

1. Chief General Manager, BSNL, Maharashtra Telecom Circle, Mumbai w.r.t. letter No. A/PPE-3/Just/CGA/MHTC/2015-16/VI/13 dated 09.11.2016.
- 2-3. GM (Rectt./Training), BSNL Corporate office, New Delhi
- 4-5. CGM, ALTTC, Ghaziabad/BRBRAITT, Jabalpur.
6. INTRANET