

कार्मिक शाखा/Personnel Branch
बीएसएनएल निगम कार्यालय/BSNL Corporate Office
चौथा तल, भारत संचार भवन
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भारत संचार निगम लिमिटेड
(भारत सरकार का उद्यम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

No. BSNLCO-PERS/15(11)/6/2025-PERS1

Dated: 18/06/2026

To

**All Heads of Circles (Territorial/Non Territorial)
Bharat Sanchar Nigam Limited.**

Subject: **RECRUITMENT RULES FOR APPOINTMENT OF COMPANY SECRETARY [DGM Level] IN BSNL.**

In pursuance of approval of BSNL Board of Directors, the undersigned is directed to forward herewith "**Company Secretary Recruitment Rules-2026**" for appointment of Company Secretary (DGM Level) in BSNL in E5 IDA Pay Scale for information and necessary action.

Hindi version will follow.

This is issued with the approval of competent authority.


[M Udaya Kumar]

Deputy General Manager (Pers.II)

Copy to:

1. PPS to CMD, BSNL
2. PPS to functional Directors of BSNL.
3. PPS to CVO, BSNL.
4. PGM(Pers)/PGM(Estt)/PGM(Restg/SR)/PGM(Legal)/PGM(EF), BSNL CO
5. All CGMs/PGMs/Sr.GMs/GMs, BSNL Corporate Office.
6. Director (PSU-I), DOT.
7. PGM(Recruitment/Training)/GM& CLO(SCT), BSNL CO
8. OL Section for Hindi version.
9. BSNL Intranet portal.


[Mool Chand]

Asstt. General Manager (Pers.Policy)



BHARAT SANCHAR NIGAM LIMITED

[A Govt. of India Enterprise]

CORPORATE OFFICE

4th Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-110 001

PUBLISHED BY PERSONNEL BRANCH, BSNL CORPORATE OFFICE

Recruitment Rules for Appointment of COMPANY SECRETARY in BSNL-2026
No.BSNLCO-PERS/15(11)/6/2025-PERS1 New Delhi Dated:18/06/2026

1. SHORT TITLE AND COMMENCEMENT: With the approval of BSNL Board, the following rules regulating the method of recruitment to the post of Company Secretary (**DGM Level**) in BSNL are hereby made:

- 1.1 These rules may be called as "**COMPANY SECRETARY RECRUITMENT RULES-2026**".
- 1.2 These rules shall come into force with effect from the date of their publication by BSNL and shall remain in force till further orders.
- 1.3 Powers for relaxation/modification/amendment to these rules will vest with BSNL Board.

2. DEFINITION: In these rules unless the context otherwise requires...

- 2.1 **Board:** Means the Board of Directors of the Company and includes in relation to the exercise of power by any committee of the Board/Management or any other officer of the company to whom the Board delegates any of its powers.
- 2.2 **Company:** Means Bharat Sanchar Nigam Limited (BSNL) a Government of India Enterprise hereinafter called in BSNL, having its registered office at New Delhi.
- 2.3 **Department:** Means Department of Telecommunications.
- 2.4 **Government:** Means Government of India.
- 2.5 **Service:** Means service rendered in the substantive grade on regular basis.
- 2.6 **Interview Board:** A duly formed Committee to assess the suitability of the candidate in an objective and impartial manner.

3. Applicability-These rules shall be applicable to the post of Company Secretary in BSNL.

4. Appointing Authority: Appointing Authority will be CMD, BSNL.

5. Number of Posts, Classification of Post and Scale of Pay- as specified in Columns 2 to 4 of the Schedule-I annexed.

6. Method of Recruitment, Age Limit, Qualification, etc.: The method of recruitment, age limit, qualification, experience and other criteria relating to the said post shall be as specified in Columns 5 to 13 of the Schedule-I annexed.

7. Career Progression/Promotion Avenues: The career progression of candidate finally selected and appointed for the post of Company Secretary in BSNL shall be regulated as per provisions of MSRRS-CSS/CSSS/Others-2023 amended from time to time.


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8. BSNL Management Services: The person recruited under this process shall be part of BSNL Management Services.

9. Superannuation: As per prevailing rules (the present age of superannuation is 60 years).

10. Disqualification: No person –

10.1 Who has entered into or contracted a marriage with a person having a spouse living,

Or

10.2 Who, having a spouse living, has entered into or contracted marriage with any person,

Shall be eligible for appointment.

Provided that the Appointing Authority 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.

11. Bond: The candidate shall execute a Bond of **Rs 7.5 lakhs** in the format as specified by the Company to serve as Company Secretary in BSNL at least for a period of five years from the date of appointment.

12. Saving: Nothing in these rules shall affect reservations, relaxation of age limit and other concession required to be provided for the Scheduled Castes, Scheduled Tribes, Other Backward Classes, PwBDs, and other special category of persons in accordance with the orders/guidelines issued by the Central Government from time to time in this regard.

13. Liability to serve anywhere in India: Person appointed to the post of Company Secretary shall be posted in BSNL Corporate Office, New Delhi. However, in case of emergencies/exigencies, person appointed to the post of Company Secretary shall be liable for transfer anywhere in India/ at any place falling in the operational area of BSNL.

14. Residuary matters: In regard to matters not specifically covered by or under these Rules, the persons appointed will be governed by the Rules, Regulations and Orders decided upon by the Company.

15. Interpretation: Where any doubt arises as to the interpretation of any of the provisions of any of these rules or the regulations made there under, the matter shall be referred to CMD, BSNL whose decision shall be final.


[Mool Chand]

Assistant General Manager (Pers. Policy)

SCHEDULE-I**COMPANY SECRETARY RECRUITMENT RULES-2026**

Name of Post	No. of Posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for Direct Recruits	Whether benefit of added years of service admissible
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Company Secretary [DGM level]	01	Executive	Rs.32,900-58,000/- [E5 IDA Scale]	Direct Recruitment	Upper Age limit for Direct Recruit- shall be 40 years as on crucial date. Upper age limit as on crucial date is relaxable, as under: (i) 05 years in the case of candidates belonging to Scheduled Castes/ Scheduled Tribes (ii) 03 years in the case of candidates belonging to OBCs who are eligible to avail reservation. (iii) 10 years (15 years for SC/ST and 13 years for OBC candidates) in upper age limit shall be allowed to Persons with Benchmark Disabilities, subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years. Note: The crucial date for determining the age limit shall be the " Closing date of receipt of application from candidates ".	Not Applicable

.....Schedule-I continued



SCHEDULE-I**COMPANY SECRETARY RECRUITMENT RULES-2026**

Educational and other qualification required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in the case of Promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer or by absorption and percentage of vacancies to be filled by various methods	In case of recruitment by promotion/deputation/transfer, grade from which promotion/deputation/transfer to be made	Composition of Confirmation Committee for probation Clearance
(8)	(9)	(10)	(11)	(12)	(13)
<p>(i) The Candidate should be a member of the Institute of Company Secretaries of India with ICSI membership.</p> <p>(ii) Post Qualification Experience- 15 years post qualification experience in the relevant field, out of which at least two (02) years shall be as a full-fledged Company Secretary at the executive level. The experience should include statutory and corporate secretarial functions such as conducting Board meetings and Annual General Meetings (AGMs), maintaining statutory registers and records, preparation of agendas and minutes, and ensuring compliance under the Companies Act, 2013. The candidate should have experience of working in Central Govt./State Govt./Autonomous organizations/ PSUs/ reputed listed Company having an annual turnover of at least 200 Crores or more, and must possess the ability to interact effectively with senior management and Board members.</p> <p>(iii) Candidates with Bachelor Degree in Law or higher qualification will be given preference.</p>	No	02 years (direct recruit)	Direct Recruitment (As per Schedule-II)	Not applicable	<p>Corporate Promotion Committee (CPC) composition for confirmation of probation</p> <p>1. Director(HR)- Chairperson 2. Other Director-Member 3. Other Director-Member</p>



COMPANY SECRETARY RECRUITMENT RULES-2026

RECRUITMENT PROCEDURE: The recruitment procedure for Company Secretary in BSNL shall be as under:-

Stage-I: In the first stage of recruitment process, the eligible candidates shall be shortlisted based on eligibility criteria for the post such as age, educational qualification, post qualification experience, NoC from present employer for participation in the recruitment process to the post of Company Secretary in BSNL.

Stage-II: From the list of eligible candidates, a maximum number of ten (10) candidates shall be shortlisted by the High level Interview Board and shall be called for interview to be taken by the High Level Interview Board which comprises the following members:

- | | |
|---|--------------|
| (i) CMD, BSNL | -Chairperson |
| (ii) Director (HR), BSNL Board | -Member |
| (iii) One other functional Director of BSNL Board
(To be decided by CMD, BSNL) | -Member |

