

F.No.A-11013/33/2011-Abs.Cell
Government of India
Ministry of Communications & IT
Department of Telecommunications

Sanchar Bhawan, New Delhi.
Dated, the 8th February, 2012

OFFICE MEMORANDUM


Subject: Recruitment of ITS Group 'A' Officers to the post of DGM (E-6, E-7&E-8) and GM (E-9) in Telecom Operations stream in MTNL.

Kindly refer letter No. MTNL/CO/R&E/DGM & GM RR/2011 dated 1st February, 2012 received from Director (HR), MTNL addressed to Secretary (Telecom). As requested by MTNL, the Recruitment Rules received through aforesaid letter is being brought to the notice of Cadre Controlling i.e. Member (Services), Telecom Commission for bringing to the notice of all concerned. He is also being requested that application forms of the eligible officers after due verification along with their ACR/ APARs for the last five years (2006-2007 to 2010-2011) may be arranged to be forwarded to MTNL, Corporate Office expeditiously, before 20.02.2012.

2. A copy of your letter is also being endorsed to CVO, DOT with a request to take necessary action for Vigilance Clearance in respect of selected officers. However, CVO, DOT would be in a position to process such cases only upon receipt of relevant details of the selected ITS officers from MTNL.

3. A copy of advertisement is also being endorsed to DDG (C&A) for uploading on the DOT website.

4. This issues with the approval of Secretary (T).


(R.C.Ahuja)

Under Secretary (Abs.Cell)

To

Shri S.P.Pachauri,
Director (HR), MTNL, New Delhi

Copy to:

- i). Member (Services)/ DDG (Estt.)/ DDG (C&A)/ CVO, DOT with a copy of above said letter dated 01.02.2012 and request for arranging action as requested above.
- ii). CMD, MTNL for information.

Copy also to:

- i). Member (T)/ Member (Finance), DOT for information.

Handwritten notes:
109/Dir(ITS)/12
14/2
DDG (T)
23-7-12
10/2/12

MAHANAGAR TELEPHONE NIGAM LIMITED
[Corporate Office]

No. MTNL/CO/R&E/DGM & GM RR//2011/
1st February, 2012

To

✓
The Secretary (Telecom).
Department of Telecom.
Sanchar Bhawan,
New Delhi-110001.

kind attn; JS(T). DoT

Dr (PSA) - on leave
DS/Secy
to pickup
10/20
13/2/12

Sub: Recruitment of ITS Group 'A' officers to the post of DGM (E-6, E-7 & E-8) and GM (E-9) in Telecom Operations stream in MTNL.

Sir.

It is kindly informed that MTNL proposes to recruit ITS Group 'A' officers to the post of DGM and GM based on Recruitment Rules notified vide letter No. MTNL/CO/R&E/DGM & GM-2011/2011 dated 26.12.2011 (copy of Recruitment Rules is enclosed for reference). In this regard the advertisement for this recruitment has also been issued vide letter No. MTNL/CO/R&E/DGM&GM/2011 dated 21-01-2012 (Copy of advertisement is enclosed). It is requested that the same may kindly be brought to the notice of all concerned, including uploading on DoT website.

It is also requested that the application forms of the eligible officers after due verification alongwith their ACRs/APARs for the last five years (2006-2007 to 2010-2011) may please be arranged to be forwarded to GM(HR), Corporate Office, 6th Floor, Mahanagar Doorsanchar Bhawan, Jawaharlal Nehru Marg, New Delhi-110002 by 20.02.2012. Also the Vigilance Clearance in respect of the officers will also be required by 25-02-2012 before holding their interview for selection in MTNL.

Yours faithfully,

S.P. Pachauri
(S.P. Pachauri)
Director(HR)

Tele No. 23319501
Fax No. 23718117

Encl:

1. Copy of Recruitment Rules
2. Copy of Advertisement No. MTNL/CO/R&E/DGM&GM/2011

Copy for kind information to:-

1. Member (Services), DoT, New Delhi.
2. CVO, DoT, New Delhi.

MAHANAGAR TELEPHONE NIGAM LIMITED

(A Government of India Enterprise)

CORPORATE OFFICE

Jeevan Bharati, Tower-I, 12th Floor, 124, Connaught Circus, New Delhi 110 001

MTNL ONE-TIME SPECIAL LATERAL ENTRY RECRUITMENT RULES-2011 FOR DGM & GM (E6 to E9 scale) IN 'TELECOM OPERATIONS' FUNCTION

No.: MTNL/CO/DGM& GM RR-2011/2011

Dated: 19 January, 2012

1. **SHORT TITLE AND COMMENCEMENT:** In view of the completion of absorption process, majority of ITS officers, who have been working at DGM and GM level in MTNL on deemed deputation have been repatriated back to DOT. The implication is that there is sudden shortage of executives at DGM and GM level in MTNL. Hence, as a one time special measure to fill up the shortage, the following rules for lateral/direct recruitment of Executives at E-6 to E-9 level in MTNL are hereby framed. These rules shall be applicable only to this one time special recruitment. The appointment through these rules shall be made only after officers on deemed deputation mentioned above have demitted charge and their deputation has come to an end and post are vacated.
 - 1.1 These rules may be called the "**MTNL one time Special Recruitment Rule-2011 for DGM & GM (E-6 to E-9 scale) in Telecom operations stream**".
 - 1.2 These rules shall come into force w.e.f. 19-01-2012 and shall remain in force till one year or till the completion of the recruitment process for filling the number of vacancies mentioned in clause 12 of these recruitment rules, which-ever is earlier. .
 - 1.3 Powers for relaxation/ modification/ amendment to these rules shall vest with the MTNL Board.
2. **APPLICABILITY:** These rules shall be applicable for lateral one time special recruitment of executives at E6 to E9 level for managing telecom operations. Further career progression of the executives recruited under these rules shall be as per **MTNL Senior Management Promotion Policy-2010**.
3. **DEFINITION:** In these rules unless the context otherwise provided in future:-
 - 3.1 **Board:** Means the Board of Directors of the Company.
 - 3.2 **Company:** Means Mahanagar Telephone Nigam Limited (MTNL, a Government of India Enterprise) having its registered office at New Delhi.
 - 3.3 **Selection Committee (SC):** A duly formed committee to assess the suitability of the candidates for selection, in an objective and impartial manner shall be as per Schedule-I.
 - 3.4 **DoT:** Means Department of Telecommunications.



- 3.5 **Functional Stream:** Means the discipline to which the executive are being recruited, i.e. Telecom Operations.
- 3.6 **Government:** Means Government of India.
- 3.7 **Mode of Recruitment:** The mode of recruitment shall be initial screening based on age, qualification, Bench Mark in ACR, vigilance record and experience as given in schedule-II followed by personal interview by selection committee.
- 3.8 **Service:** Means Service rendered in the grade in the substantive capacity on regular post.
4. **Appointing Authority:** Appointing Authority will be Chairman and Managing Director (CMD) MTNL.
5. **MTNL Senior Management Services (MTNLMS):** The Executives recruited under these rules shall be part of 'MTNL Senior Management Services' hereinafter called MTNLMS. Their career progression and promotions in MTNLMS will be governed by 'MTNL Senior Management Services' (MTNLMS) Promotion Policy, 2010. This shall be subject to the condition that officers recruited through this process shall stand junior in respective grade to the already absorbed officers.
6. **COMPENSATION AND BENEFITS:**

6.1 I) **Pay-Scale for GM:** E-9 IDA pay scale with basic pay of Rs 62000-80000

II) **Pay Scale for DGM:** E-6 in IDA pay scale with basic pay of Rs 36600-62000. However candidates from DoT/BSNL being recruited at DGM post may be offered higher scale subject to following conditions--

- a) Executive already working in substantive IDA pay scale of E6(Rs 36600-62000) or CDA pay scale of Rs 15600-39100 in Pay-band 3 (Grade pay 7600) - and less than 3 years experience in E-7 IDA scale (Rs 43200-66000) {or CDA pay scale of Rs 37400-67000 in Pay-band 4 (Grade pay Rs 8700)} shall be offered E-7 IDA scale (Rs 43200-66000).
- b) Executive already working in substantive IDA pay scale of E6(Rs 36600-62000) or CDA pay scale of Rs 15600-39100 in Pay-band 3 (Grade pay 7600) - and 3 years or more experience in E-7 IDA scale (Rs 43200-66000) {or CDA pay scale of Rs 37400-67000 in Pay-band 4 (Grade pay Rs 8700)} shall be offered E-8 IDA scale (Rs 51300- 73000)

6.2 On recruitment the basic pay in IDA will be fixed at minimum of the scale. However pay of candidates joining from Central/State Govt. Depts./PSUs will be fixed in such a way that the basic pay and DA, as admissible in MTNL IDA pay scale, is equal to the basic pay plus grade pay if any, plus DA being drawn in the parent (previous) organization/department. However, the pay thus fixed will not exceed the maximum of the scale of the post to which the candidate is being recruited in MTNL. The pay thus fixed shall not make any candidate entitled for higher seniority by virtue of his/her higher pay.

6.3 **Dearness allowance** over the basic pay shall be paid as per DPE guidelines applicable from time to time. In case of candidates drawing pension from the government, the dearness related payment on pension shall not be drawn simultaneously.

6.4 **Other Perks & Benefits:** As per MTNL rules. Those officers covered under CGHS shall not be eligible for MTNL's medical benefits, both for outdoor and indoor medical benefits. On joining MTNL the candidates shall be governed by **EPF** rules.

7 **Selection Procedure:** The selection procedure shall be as follows:

- i) **Stage-I:** In first stage of selection, the prospective candidates shall be shortlisted & awarded marks based on age, benchmark in ACRs, length of experience in relevant field, vigilance record and qualifications possessed as per benchmark/criteria's given in Schedule-II and clause 7(iii) here.
- ii) **Stage-II:** The candidates shortlisted during stage-I shall be called for personal interview for final selection.
- iii) Weightage to various parameters of selection criteria shall be as follows-
 - a) Desirable Qualification: 20%
 - b) DOT/BSNL Telecom Experience: 25%
 - c) Length of experience more than minimum experience: Max 5% (1% for each 2 years of relevant experience)
 - d) **I) For Govt. Candidates:** Outstanding Benchmark in ACRs: Max 10% (2% for each outstanding benchmark)
II) For Pvt. Sector Candidates: Max 10 % for outstanding/major achievements made in their career in last 5 years
 - e) Personal Interview: 40%
- iv) The interview board shall comprise members as given in schedule-I. Each members of interview board shall have equal weightage in judging the candidate. Score of candidates will be calculated by adding marks awarded by each members of selection committee.
- v) MTNL if so desires shall conduct due-diligence on past record, including vigilance cases, of the candidates before giving offer of employment.
- vi) Before offering employment to candidates or after employment, in case it comes to the knowledge of MTNL, that some disciplinary, vigilance or criminal case was pending against the candidates on the date of appointment in MTNL, the services of candidate shall be terminated without assigning any reason.

8 **SENIORITY:**

- i) The Group 'A' ITS officers already absorbed in MTNL shall be enblock senior to the executive recruited through this RR in the respective grade.
- ii) Inter-se Seniority among newly recruited executives in their post shall be fixed in accordance with combined weightage of various parameters of selection criteria as given in clause 7(iii).



iii) However, the Operation of Clause 7(iii) for executives to be selected from DoT/BSNL will be limited only to the extent of deciding their selection. Further, therefore, inter-se-seniority amongst selected candidates from DoT/BSNL shall be in accordance with the latest inter-se-seniority as maintained by DoT.

9 **PROBATION:** Candidates joining MTNL through these RRs from private sector and Govt. Depts., PSUs other than DoT/BSNL shall be on probation for one year. Their services will be confirmed on satisfactory completion of probation period. During probation, candidate shall not have any claim for regular service. A Committee consisting of same members as for Selection Committee as given in schedule-I shall confirm the probationary candidates. CMD will be accepting authority for confirmation. In case the probation period of a recruited executive is not satisfactory the company may take appropriate action like extension of probation, termination from service etc. as it may deem fit.

10 **Promotion:** The career progression and the promotions of executives recruited through these rules, after confirmation shall be governed by MTNL Senior Management Services' (MTNLMS) Promotion Policy, 2010 as amended from time to time and as applicable to employees recruited directly by MTNL.

11 **Age of Superannuation:** As per the prevailing rules (The present superannuation age is 60 years).

12 **Vacancies:** Under these rules, **30** post at GM level and **40** at DGM level are proposed to be filled up. However, final number of vacancies to be filled up may increase or decrease as per decision of MTNL management.

13 **Reservation:** The reservation rules as per Govt. of India policy shall be applicable for recruitments to be carried out under these rules.

14 **VIGILANCE CLEARANCE:**

Any candidate who has departmental vigilance case or a criminal case pending in any court of law pertaining to previous employments shall not be considered for employment in MTNL. Govt. sector and PSU Candidates seeking employment with MTNL under these rules shall submit Vigilance clearance from their parent organization at time of submission of application itself or latest before the date of interview. The candidates from Private sector have to attach a NOC from employer along with application in which it should be clearly mentioned that no vigilance / police case is pending against the candidate. Such certificate should be issued by an authorized representative of the company. Applicant without vigilance clearance / NOC shall not be considered for interview and his/her candidature shall stand rejected.

15 **Date of Implementation:** These rules shall come into force w.e.f. 19-01-2012. In first phase, recruitment will be open for candidates from DoT. In case still some vacancies remains, second phase recruitment will be done from candidates of other categories i.e. Other Govt. Depts., PSUs, and private sector.



16 **Liability for transfer:** Persons appointed for the “MTNL Senior Management Service” posts shall be liable for transfer anywhere in India / Abroad or at any place falling in the operational area of MTNL and / or its subsidiaries / joint ventures as per Transfer Policy of MTNL.

17 **Disqualification:** No person –

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

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

Shall not be eligible for appointment to the services:

Provided that the Government 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.

18 **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.

MTNL Corporate Office
New Delhi



SCHEDULE-I

Selection Committee for Recruitment of GMs/DGMs

1	Director (HR)	Chairman
2	Director(Fin)	Member
3	Director (Tech)	Member
4.	External Expert (Management consultant/ Professor in reputed management institute/ Senior Executive from Telecom Industry)	Member

Confirmation Committee for confirmation of GMs/DGMs after Probation Period

1	Director (HR)	Chairman
2	Director(Fin)	Member
3	Director (Tech)	Member
4.	External Expert (Management consultant/ Professor in reputed management institute/ Senior Executive from Telecom Industry)	Member

SCHEDULE-II

1. ELIGIBILITY REQUIREMENT & JOB DESCRIPTION FOR POST OF GENERAL MANAGER (E9 SCALE):

JOB DESCRIPTION OF GENERAL MANAGER:

The General Manager shall be overall responsible for the performance of the SBU in Techno-commercial, Business Development and Administrative & Management terms.

1. Shall be the administrative head of the SBU
2. Shall report and be responsible for performance to Head of the Telecom circle
3. Shall be responsible for OPEX, CAPEX, Revenue and profitability targets, Service Quality targets of a independent strategic business unit (SBU) or functional vertical/unit in a Telecom circle.
4. Shall be fully responsible for day to day operations and management of telecom network within the business unit, ensuring compliance to various service quality performance bench marks for the given service.
5. Shall be responsible for Human Resource management, maintaining discipline and industrial peace at work place.
6. Shall be responsible for planning and developing telecom network within SBU.
7. Shall be responsible for day to day general administrative functions of the SBU.
8. Shall be responsible for resource mobilization and material management within the SBU.
9. Shall be responsible for General Financial Management of the SBU.
10. Shall be responsible for initiating vigilance and disciplinary action against staff within SBU as per company policy.
11. Shall be responsible for process optimization to improve productivity within SBU.
12. Shall be responsible to ensure compliance with government rules, regulations, compliance with SOX, audit etc.
13. Customer Relationship Management within SBU.
14. Billing, Revenue collection within SBU.

ELIGIBILITY REQUIREMENT FOR GM POST:

AGE: Upper age limit for GM post shall be 57 years as on 31-01-2012. One year age relaxation over and above 57 years may be considered for exceptionally deserving candidates.

QUALIFICATION:

- a) **Essential:** A degree in Engineering or its equivalent in Electrical or Electronics and Electrical Communication' or Computer Science or Telecommunications from A University established by or under a Central or a State Act or declared to be a University under section 3 of the University Grants Commission Act, 1956 or any other institution recognized by the Government.



- b) **Desirable:** Additional qualification of MBA/PGDBM in Service Management, Information Management, Marketing, HR, Public System Management or Operation Management done on regular basis either Full-time or Part-time from AICTE approved and Central/State Govt. recognized university/institute will have added advantage.

Annual Performance Report:

For candidates joining from Govt. Sector, ACRs of preceding 5 years (year 2006-07 to 2010-11) shall be evaluated. The minimum bench mark for selection shall be all very good in preceding 5 years. The candidate not meeting ACR bench mark shall not be considered for appointment in MTNL.

WORK EXPERIENCE:

- i) **DoT/BSNL Candidates:** Executive working in DOT/BSNL should be holding substantive post at E6 (Rs 36600-62000) or equivalent CDA scale of Rs 15600-39100 in PB-3 (Grade Pay Rs 7600) or higher and have at least 17 years of working experience in area as given below in these companies / Department out of which atleast 5 years of experience should be at E-7 IDA scale (Rs 43200-66000) or CDA pay scale of Rs 37400-67000 in Pay-band 4 (Grade pay 8700) .

Or

- ii) **Other Govt. Candidates:** Executive working in PSU or Central/state government including defense forces other than DOT/ BSNL should have at least 24 years of experience in telecom sector as given below out of which atleast 7 years of experience should be at regular E-7 IDA scale (Rs 43200-66000) or CDA pay scale of Rs 37400-67000 in Pay-band 4 (Grade pay 8700).

Or

- iii) **Pvt. Sector Candidates:** Private sector Candidates should have atleast 24 years working experience in area as given below in senior executive position in Telecom Service Industry with atleast last 10 years of experience at senior management position in a stock exchange listed company having the annual turnover in excess of Rs.100 crore in FY 2010-11.

Candidates from private sector shall provide references of three persons, who might have supervised their work in past.

All candidates shall give details of major achievements in their past career particularly in last 10 years.

Note- The cut-off date for computing experience shall be 31-01-2012 for all categories of candidates.

Candidate should have relevant experience as given below in telecom sector



AREA OF EXPERIENCE for GM POST:

| Candidate should have working experience in following fields

1. Planning & Installation of Telecom Network like Landline Switching, Fixed Access Network, GSM, CDMA, 3G, MW, OFC, Satellite Transmission Network, Broadband & MPLS system.
2. Operation and Mtce of Telecom Network like Landline Switching, Fixed Access Network, GSM, 3G, M/W, OFC, Satellite Transmission Network, Broadband & MPLS system.
3. Project Management and Implementation of Telecom Network
4. Budgeting, estimation
5. Material Management
6. Vendor Management
7. Tendering Process
8. Labour Contract & Labour Management
9. Industrial Relations & Industrial Dispute Settlement
10. Human Resource Management & Development
11. Experience in leading and managing a large work force
12. Knowledge and good understanding of Indian Telecom licensing Rules, regulations, policies, regulations and compliance thereof.
13. Liaison with Regulatory authorities & other Govt. authorities for ensuring compliance with requisite rules & regulations & project execution.
14. Experience in Heading and managing Independent Business Unit in telecom service sector.
15. Business Development
16. Sales of telecom products & services
17. Knowledge of Telecom Service Quality benchmarks and Acceptance testing procedures
18. Customer Care and Customer Relationship Management
19. Good understanding of financial management system, billing and revenue collection mechanism.
20. Experience in Performance management
21. MIS, report generation, analysis and submission to higher authorities.
22. Proficiency in use of MS-office applications, Internet and emails
23. Preparation and delivery of presentation on Power-Point

2. ELIGIBILITY REQUIREMENT & JOB DESCRIPTION FOR POST OF Dy. GENERAL MANAGER (E6- SCALE):

JOB DESCRIPTION OF Dy GENERAL MANAGER:

The Dy. General Manager shall be overall responsible for the performance of the unit in Techno-commercial, Business Development and Administrative & Management terms.

1. Shall be the head of a functional unit
2. Shall report and be responsible for performance to GM or Head of the SBU
3. Shall be responsible for OPEX, CAPEX, Revenue and profitability targets, Service Quality targets of a functional unit.
4. Shall be fully responsible for day to day operations and management of telecom network within the functional unit, ensuring compliance to various service quality performance bench marks.
5. Shall be responsible for Human Resource management, maintaining discipline and industrial peace at work place.
6. Shall be responsible for planning and developing telecom network within functional.
7. Shall be responsible for day to day general administrative functions of the functional unit.
8. Shall be responsible for resource mobilization and material management within the functional unit.
9. Shall be responsible for General Financial Management of the SBU.
10. Shall be responsible for initiating vigilance and disciplinary action against staff within functional unit as per company policy.
11. Shall be responsible for process optimization to improve productivity within functional unit.
12. Shall be responsible to ensure compliance with government rules, regulations, compliance with SOX, audit etc.
13. Customer Relationship Management within functional domain.
14. Billing, Revenue collection within functional domain if applicable.

ELIGIBILITY REQUIREMENT FOR DGM:

Age: Upper age limit for DGM post shall be is 47 years as on 31-01-2012. One year age relaxation over and above 47 years may be considered for exceptionally deserving candidates.

Qualification:

- a) **Essential:** A degree in Engineering or its equivalent in Electrical or Electronics and Electrical Communication' or Computer Science or Telecommunications from A University established by or under a Central or a State Act or declared to be a University under section 3 of the University Grants Commission Act, 1956 or any other institution recognized by the Government.
- b) **Desirable:** Additional qualification of MBA/PGDBM in Service Management, Information Management, Marketing, HR, Public System Management or Operation Management done on regular basis either Full-time or Part-time from a AICTE approved and Central/State government recognized university/institute will have added advantage.



Annual Performance Report:

For candidates joining from Govt. Sector, ACRs of preceding 5 years (year 2006-07 to 2010-11) shall be evaluated. The minimum bench mark for selection shall be all very good in preceding 5 years. The candidate not meeting ACR bench mark shall not be considered for appointment in MTNL.

Work Experience:

- i) **DoT/BSNL Candidates:** The officers / executives working in DoT / BSNL should have at least 4 years of experience at substantive E5 IDA scale (Rs 32900-58000) or CDA pay scale of Rs 15600-39100 in Pay-band 3 (Grade pay 6600) with atleast 10 years of relevant working experience as executive / Group 'A' post in these companies / Department.
- or
- ii) **Other Govt. Candidates:** The officers / executives working in PSU and Central/state government including defense forces other than DoT/BSNL should have at least 6 years of Telecom experience as given below at substantive E5 IDA scale (Rs 32900-58000) or CDA pay scale of Rs 15600-39100 in Pay-band 3 (Grade pay 6600) with atleast 14 years of relevant working experience as executive / Group 'A' post in telecom sector as given below.
- or
- iii) **Pvt. Sector Candidates:** Private sector Candidates should have atleast 14 years working experience in area as given below in senior executive position in Telecom Service Industry with atleast last 6 years of experience at senior management position in a stock exchange listed company having the annual turnover in excess of Rs.100 crore in FY 2010-11.

Candidates from private sector shall provide references of three persons, who might have supervised their work in past.

All candidates shall give details of major achievements in their past career particularly in last 10 years.

Note- The cut-off date for computation of experience shall be 31-01-2012 for all categories of candidates.

Candidate should have working experience in following fields

Area of Experience for DGM post:

1. Planning & Installation of Telecom Network like Landline Switching, Fixed Access Network, GSM, CDMA, 3G, MW, OFC, Satellite Transmission Network, Broadband & MPLS system.
2. Operation and Mtce of Telecom Network like Landline Switching, Fixed Access Network, GSM, 3G, M/W, OFC, Satellite Transmission Network, Broadband & MPLS system.



3. Project Management and Implementation of Telecom Network
4. Budgeting, estimation
5. Material Management
6. Vendor Management
7. Tendering Process
8. Labour Contract & Labour Management
9. Industrial Relations & Industrial Dispute Settlement
10. Human Resource Management & Development
11. Customer Care and Customer Relationship Management
12. Proficiency in use of MS-office applications, Internet and emails
13. Preparation and delivery of presentation on Power-Point
14. Knowledge and good understanding of Indian Telecom licensing Rules, regulations, policies, regulations and compliance thereof.
15. Business Development
16. Sales of telecom products & services
17. Liaison with Regulatory authorities & other Govt. authorities for ensuring compliance with requisite rules & regulations
18. Knowledge of Telecom Service Quality benchmarks and Acceptance testing procedures
19. Good understanding of financial management system, billing and revenue collection mechanism.
20. MIS, report generation, analysis and submission to higher authorities.

MAHANAGAR TELEPHONE NIGAM LIMITED

(A Government of India Enterprise)

CORPORATE OFFICE

Jeevan Bharati, Tower-I, 12th Floor, 124, Connaught Circus, New Delhi 110 001

No.: MTNL/CO/R&E/DGM&GM/2011

Dated: 21-01-2012

ONE-TIME SPECIAL RECRUITMENT OF Dy. GENERAL MANAGERS (DGM) AND GENERAL MANAGERS (GM) FOR 'TELECOM OPERATIONS' FUNCTION IN MTNL

MTNL, a schedule –'A' Navaratna CPSE, providing telecommunication services in Delhi and Mumbai invites applications from Group 'A' ITS officers of Dept. of Telecom working in DoT or on deputation to any other Govt. Depts. or PSUs for filling up the posts of DGMs and GMs through direct recruitment as per details mentioned below—

Post	No. of Vacancy	Max Age as on 31-01-2012	Pay Scale offered	Qualification & Experience
DGM	40	47 Years*	Rs 36600-62000#	As detailed below
GM	30	57 Years*	Rs 62000-80000	As detailed below

* One year age relaxation may be considered for exceptionally deserving candidates

Executives recruited at DGM post may be offered higher scale as per the following-

- (a) shall be offered E-7 IDA scale (Rs 43200-66000), if they are already working in substantive IDA pay scale of E6 (Rs 36600-62000) or CDA pay scale of Rs 15600-39100 in Pay-band 3 (Grade pay 7600) and have less than 3 years experience in E-7 IDA scale (Rs 43200-66000) {or CDA pay scale of Rs 37400-67000 in Pay-band 4 (Grade pay Rs 8700)}.
- (b) shall be offered E-8 IDA scale (Rs 51300- 73000), if they are already working in substantive IDA pay scale of E6(Rs 36600-62000) or CDA pay scale of Rs 15600-39100 in Pay-band 3 (Grade pay 7600) and have 3 years or more experience in E-7 IDA scale (Rs 43200-66000) {or CDA pay scale of Rs 37400-67000 in Pay-band 4 (Grade pay Rs 8700)}.

1. ELIGIBILITY REQUIREMENT:

(A) QUALIFICATION REQUIREMENT FOR DGM & GM POST:

- a) **Essential:** B.E./B.Tech. in Electronics/Telecommunication/Computer/IT or equivalent degree from an Central/State Govt. recognized Indian University/Institute.
- b) **Desirable:** Full/Part-time MBA/PGDBM in Service Management, Information Management, Marketing, HR, Operation Management or Public System Management done on regular basis from AICTE approved & or Central/State Govt. recognized University/Institute.

(B) EXPERIENCE REQUIREMENT:

a) FOR GM POST:

Applicant should be in substantive post at E6 (Rs 36600-62000) or CDA scale of Rs 15600-39100 in PB-3 (Grade Pay Rs 7600) or higher and have at least 17

years of telecom experience as detailed below, out of which atleast 5 years of experience should be at E-7 IDA scale (Rs 43200-66000) or CDA pay scale of Rs 37400-67000 in Pay-band 4 (Grade pay 8700).

b) FOR DGM POST:

Applicant should have 10 years of Telecom experience at executive/Group-A post, in area as detailed below, out of which at least 4 years experience should be at substantive E5 IDA scale (Rs 32900-58000) or CDA pay scale of Rs 15600-39100 in Pay-band 3 (Grade pay 6600).

Note: Cut-off date for work experience is 31-01-2012 and shall be counted from actual date of joining.

Area of Telecom Experience: Candidate for DGM and GM post should have working experience in telecom service sector in following fields

1. Planning & Installation of Telecom Network like Landline Switching, Fixed Access Network, GSM, CDMA, 3G, MW, OFC, Satellite Transmission Network, Broadband & MPLS system.
2. Operation and Mtce of Telecom Network like Landline Switching, Fixed Access Network, GSM, 3G, M/W, OFC, Satellite Transmission Network, Broadband & MPLS system.
3. Project Management and Implementation of Telecom Network
4. Budgeting, estimation
5. Material Management
6. Tendering Process & Vendor Management
7. Industrial Relations & Industrial Dispute Settlement
8. Labour Contract, Labour Management
9. Experience in leading and managing a large work force
10. Human Resource Management & Development
11. Knowledge and good understanding of Indian Telecom licensing Rules, regulations, policies and compliance thereof.
12. Liaison with Regulatory authorities & other Govt. authorities for ensuring compliance with requisite rules & regulations & project execution
13. Experience in Heading and managing Independent Business Unit in telecom service sector.
14. Business Development
15. Marketing & Sales of Telecom Product & Services
16. Knowledge of Telecom Service Quality benchmarks and Acceptance testing procedures
17. Customer Care and Customer Relationship Management
18. Good understanding of financial management system, billing and revenue collection mechanism.
19. Experience in Performance management
20. MIS, report generation, analysis and submission to higher authorities.
21. Proficiency in use of MS-office applications, Internet and emails
22. Proficiency in preparation and delivery of Power-Point presentation.

(C) ANNUAL PERFORMANCE REPORT:

Applicant from Govt. Sector should have all 'Very Good' over all grading in ACR/APARs of preceding 5 years (year 2006-07 to 2010-11). The candidate not meeting ACR bench mark shall not be considered for appointment in MTNL.

- (D) **Age** : Upper age limit as on 31-01-2012 is 57 years for GM post (E-9) years and 47 years for DGM post with one year age relaxation for exceptionally deserving candidates.

2. OTHER EMOLUMENTS:

- i) On recruitment the basic pay in IDA will be fixed at minimum of the scale of the post. However pay will be fixed in such a way that the basic pay and DA, as admissible in MTNL IDA pay scale, is equal to the basic pay plus grade pay if any, plus DA being drawn in the parent (previous) organization/department. However, the pay thus fixed will not exceed the maximum of the scale of the post to which the candidate is being recruited in MTNL. The pay thus fixed shall not make any candidate entitled for higher seniority by virtue of his/her higher pay.
- ii) **Other Perks & Benefits** like DA, HRA, CCA, CEA, E/L, LTC, Gratuity, Medical facilities, TA etc shall be paid as per MTNL rules. Those officers covered under CGHS shall not be eligible for MTNL's medical cover. On joining MTNL the candidates shall be governed by **EPF** rules.

3. SELECTION PROCEDURE: The selection procedure shall be as follows:

- i) **Stage-I:** In first stage of selection, the prospective candidates shall be shortlisted & awarded marks based on age, benchmark in ACRs, length of experience in relevant field, vigilance record and qualifications possessed as per benchmark/criteria's given in clause-(1) and clause-3(iii) here.
- ii) **Stage-II:** The candidates shortlisted during stage-I shall be called for personal interview for final selection.
- iii) Weightage to various parameters of selection criteria shall be as follows-
- a) Desirable Qualification: 20%
 - b) DOT/BSNL/MTNL Telecom Experience: 25%
 - c) Length of experience more than minimum required: Max 5% (1% for each 2 years of relevant experience)
 - d) Outstanding Benchmark in ACRs: Max 10% (2% for each outstanding benchmark)
 - e) Personal Interview: 40%

4. SENIORITY:

- i) The executive recruited through this recruitment process shall be placed junior to the officer already working in MTNL on regular basis in the respective grade. No claim for fixing higher seniority based on past service shall be entertained in this regard.
- ii) The weightage criteria in clause 3(iii) shall be used only for selection of candidates. The Inter-se Seniority among recruited executives in their post shall be fixed in accordance with the latest inter-se-seniority as maintained by DoT.

5. PROMOTION: The career progression and the promotions of executives recruited through this process shall be governed by **MTNL Senior Management Services' (MTNLMS) Promotion Policy, 2010** as applicable to employees recruited directly by MTNL (Copy available on MTNL website www.mtnl.net.in).

6. **VIGILANCE CLEARANCE:** Any candidate who has departmental vigilance case or a criminal case pending in any court of law pertaining to previous employments shall not be considered for employment in MTNL. Candidates shall submit Vigilance clearance from DoT and organization, where working presently at time of submission of application itself or latest before the date of interview. Applicant without vigilance clearance / NOC shall not be considered for interview and his/her candidature shall stand rejected.
7. **RESPONSIBILITIES OF GM:** The General Manager shall be the administrative head of a Strategic Business Unit (SBU) in MTNL. He shall be overall responsible for the performance of the SBU in Techno-commercial, Business Development, and Administrative & Management terms. He shall be responsible for OPEX, CAPEX, Revenue and profitability targets, Service Quality targets of the SBU. He shall be fully responsible for day to day operations and management of telecom Network, Customer Relationship Management, Marketing, Sales, Human Resource Management, IR, General Administration, Planning and development of telecom network, Resource mobilization, General Financial Management, process optimization to improve productivity, ensure compliance with government rules, regulations etc.
8. **RESPONSIBILITIES OF Dy. GM:** The Dy. General Manager shall be head of a functional unit in MTNL and he shall report to GM. He shall be responsible for the performance of the unit in Techno-commercial, Business Development and Administrative & Management terms. Depending upon the type of functional unit, he may be responsible for OPEX, CAPEX, Revenue and profitability targets, Service Quality targets, CRM, operations and management of telecom network within the functional unit. He shall be responsible for HRM, IR, and planning and development telecom network, general administration within functional unit. He shall be responsible for General Financial Management, ensure compliance with government rules, regulations etc.

9. SUBMISSION OF APPLICATION:

- a) Prospective candidates shall send their applications, through proper channel through cadre controlling authority, in the format at Annexure-1, along with following documents --
 - i) Self-attested copies in support of age and qualification
 - ii) Self-attested Copy of latest pay slip in support of last pay drawn
 - iii) A write up on the significant contributions made by them during their present/past assignments and their suitability for the post.
 - iv) Photo copies of ACRs/APARs of applicant of last 5 years (2006-07 to 2010-11) duly attested by an officers not below the rank of STS/E-5 or equivalent grade.
 - v) Vigilance clearance certificate – A certificate from the employer that no disciplinary or vigilance cases are pending or contemplated against the applicant.

The applications in the enclosed format (as per Annexure-1) along with documents as per clause (9) giving the details about qualifications, experience and career achievements should reach at the under mentioned address, positively by **05:30PM of 10-02-2012**. Candidates should fill up online application form upto **07-02-2012** as available on our website www.mtnl.net.in. After online submission of application candidates may take the printout of the filled up applications form. The candidates should forward their printed copy of application through proper channel along with other documents mentioned above so as to reach at the under mentioned address by the

stipulated date. The envelope containing application form should be marked “*One-Time Special Recruitment for DGM and GM (Telecom Operations Stream) in MTNL*” in bold letters on top of the envelope. One Advance Copy of the completed application form (signed & scanned) should also be sent by email to GM(HR) on email ID gmrco@bol.net.in.

GENERAL MANAGER(HR)
MAHANAGAR TELEPHONE NIGAM LTD.
607, Mahanagar Doorsanchar Bhawan
Jawhar Lal Nehru Marg, New Delhi-110002
Tel: 011-23232522, Fax: 011-23232528
Email: gmrco@bol.net.in,

ONE-TIME SPECIAL RECRUITMENT FOR THE POST OF DGM/GMs
APPLICATION FORM **Annexure-1**
(THROUGH PROPER CHANNEL)

1. Name of the post applied for: _____
2. Name of Applicant: _____
3. Designation of Applicant (in full): _____
4. Staff/Employee No.: _____
5. Category (SC/ST/OBC/GENL): _____
6. Office Address: _____
7. Address for communication _____
8. Telephone No: Office _____ Residence _____ Fax No. _____
 Mobile No. _____ E-Mail Id: _____
9. Date of Birth _____ Age as on 31/01/2012 _____ Years _____ Months

10. ELIGIBILITY CRITERIA:

10 i) EDUCATIONAL QUALIFICATION:

Profession Qualification	Name of Degree	Name of Institution/ University	Year of Passing	% of Marks/ Grade
Essential				
Desirable				
Any other				

10 ii) Current Pay Details:

a) Pay Scale: _____ (IDA/CDA) (Regular/NF)

b) Basic Pay: _____ **c) Grade Pay (If any):** _____

10 iii) Experience:

	From	To	No. of Years & Month
Length of Service in Eligible scale			
Length of Service in higher scale beyond the Eligible scale (if any)			
Total Telecom Experience			

11 If holding present post on deputation basis?: Yes/No if Yes,

(a) Name of the organization in which on deputation:

(b) Date from which candidate is on deputation:

12. A) DETAILS OF EXPERIENCE & POSITION HELD: (Starting from current position)

S/N	Designation & Place of Posting	Organization	From	To	Pay Scale	Grade pay(if any)	Regular/Adhoc/ Officiating
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

12. B) EXPERIENCE PROFILE

S/N	Type of Experience	Experience Possessed (Yes/No)	Length of Experience (in months)
1	Experience in heading and managing Strategic Business Unit independently in telecom service sector		
2	Planning of Telecom Network i) Wireline Switching ii) Transmission iii)Wireless (GSM/CDMA iv)Data Network(Broadband/MPLS)		
3	Operation and Mtce of Telecom Network i) Wireline Switching ii) Transmission iii)Wireless (GSM/CDMA iv) Data Network(Broadband/MPLS)		
4	Project Management & Implementation		
5	Procurement process and Vendor Management		
6	HR Management & Development, Industrial Relations		
7	Licensing & Regulations in telecom sector		
8	Marketing, Sales & Business Development of Telecom services		
9	Customer Relationship Management		
10	Knowledge & Experience in financial management system, billing and revenue collection mechanism		

13. (a) Whether any punishment awarded to the applicant during the last 10 years:

Yes/No

If yes, the details thereof

(b) Whether any disciplinary / vigilance case are pending or contemplated against candidate?

Yes/No

If yes, the details thereof

SELF-DECLARATION

I certify that the details furnished by me in Clause 1 to 13 above are true and I am an eligible candidate for consideration. I understand that in the event of any particular information given above being found false or incorrect, my candidature for the post applied is liable to be rejected or cancelled and in the event of any misstatement of discrepancy in the particulars being detected after my appointment, my services are liable to be terminated forthwith without any notice to me

I further submit my willingness that I will join the post, if selected. In case, if I do not join MTNL within stipulated time after issue of offer of appointment, my candidature will stand cancelled and I will not have any claim in what-so-ever manner for appointment to the said post in MTNL.

Place:

Date:

Name & Signature of Applicant

(To be filled by the PSU/Ministry/Department/Company concerned)

It is certified that the particulars furnished above have been scrutinized and found to be correct as per official records.

Dated:

Place:

Name, Signature & Designation
of the Competent Authority with
Telephone no. & office Seal.

**CORRIGENDUM TO ADVERTISEMENT FOR One-Time Special
RECRUITMENT OF DGMS & GMS in MTNL**

ATTENTION APPLICANTS:

Due to some technical problem, we are unable to provide On-line Application Submission Facility. Applicants are advised to download Application Form from website here, fill it and send a signed & scanned copy by email to gmhrco@bol.net.in and dgmmktgco@gmail.com latest by 10-02-2012. The physical copy of application form should be sent through proper channel so as to reach to MTNL at address mentioned in advertisement by prescribed date of 10-02-2012. Action on your application shall be taken only after its receipt through proper channel.

ebuilt for ₹24 cr



hat goes to Lonl was constructed just three years ago. SAKIB ALI/HT

months of its construction. We are studying the entire episode," Singh said.

Sources say GDA officials are now under tremendous pressure to clear the remaining payment. GDA vice-chairman Narendra Kumar Chaudhary said some maintenance was done at a later stage but "no inquiry have been ordered as yet."

The road originally belonged to state Public Works Department (PWD), which transferred it to the GDA for development.

Currently, the PWD is going ahead with another ₹48.82-crore road project, which includes reconstruction of the 7.1 km stretch and paving extra 2km at a cost of around ₹24 crore.

"Any probe will have to be initiated by the GDA. For our recent project, we have again got the road transferred to our department and are working on it," says DC Vashisth, executive engineer UP-PWD (construction division II).

The PWD intends to complete the project by 2013.

over parking dispute

Some constables were nearby. They rushed to the spot after hearing gun shots.

V. RENGANATHAN
additional CP (west)

Sharma was caught on the spot. The guard's condition is stable," Renganathan added. Sharma, an employee of Metro Security Services, was a home guard earlier. He is presently working as a personal security guard of the builder in East Punjabi Bagh.

Police said both of them used to have arguments over parking in the past as well. "They entered into an argument once again on Saturday and Sharma fired at the guard," police said.

tal. The personal security guard, who is a native of Sonapat, has been arrested.

"Some beat constables were nearby and they rushed to the spot after hearing gun shots.

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(A Govt. of India Enterprise)

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12th Floor, 12A, Connaught Circus, New Delhi-110001

No. MTNL/COR&EDGM&GM/2011 Dated: 21/01/2012

As a One-time special recruitment drive, applications are invited from Group 'A' ITS officers of Dept. of telecom having requisite experience in telecom sector for filling a post of DGMs and GMs in Telecom Functions in MTNL through direct recruitment. Last date for submission of application is 05:30 pm of 30.02.2012. For Application Form and more details on recruitment terms & conditions visit our website www.mtnl.net.in

GM(HR) MTNL CO

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Recruitment of GMs and DGMs

(Weekly Plan)

Week	Period	Target
1	21 Nov - 27 Nov	Finalization of RRs
2	28 Nov- 4Dec	Notifying the Board
3	5 Dec - 11 Dec	Seeking approval of the Board
4	12 Dec – 18 Dec	
5	19 Dec - 25 Dec	
6	26 Dec - 1 Jan	
7	2 Jan - 8Jan	
8	9 Jan - 15 Jan	Approval of the Board for Amendments
9	16 Jan - 22 Jan	
10	23 Jan -- 29 Jan	Publicize Advertisement for recruitment and Receiving applications
11	30 Jan - 5 Feb	
12	6 Feb - 12 Feb	
13	13 Feb – 19 Feb	Scrutinizing & Evaluation of Received applications
14	20 Feb - 26 Feb	Calling for interview
15	27 Feb - 4 March	Holding Interview for Selection
16	5 March -11 March	
17	12 March – 18 March	Finalization of candidates for appointment
18	19 March – 25 March	Issue of appointment letters to selected candidates
19	26 March – 31 March	Relieving of all un-absorbed officers & Joining of selected candidates