

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: 02 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. 02-01-2012 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 educational qualification, length of relevant experience and Interview performance.

9 **PROBATION:** Candidates joining MTNL through these RR 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 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. 02-01-2012.

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 76000) 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, WiMW, 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, WiMW, 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.