

MAHANAGAR TELEPHONE NIGAM LIMITED
OFFICE OF THE EXECUTIVE DIRECTOR, JANPATH, NEW DELHI-110050

No. GM(A) Trg. Cordin/ O/S/ B.Tech/ 2010/KW /15

Dated: 11th March, 2011

Subject - Vocational/ Industrial Training to the students of B.Tech/ BCA/ MBA/ICWA/ICSI

This is in continuation of training policy 2006 issued vide letter No MTNL/CO/GM-HR/2006/560 dated 18-08-2006 issued by GM (HR) Corporate office. Further as per the decision of the 171st EC Meeting held on 29.01.2011 regarding Vocational and Industrial Training to the students of B.Tech/ BCA/MBA/ ICWA/ ICSI, the following charges have been approved:

(A) VOCATIONAL TRAINING:

Proposed amount to be charged from the concerned candidates			Out of the proposed charges, 50% amount actually to be paid by the concerned candidates*	
Training Duration	Training charges for the ward of MTNL/DOT BSNL Employees**	Charges to be paid by the others **	Training charges for the ward of MTNL/DOT BSNL Employees **	Charges to be paid by the others **
Upto 6 weeks	Rs. 6,000/-	Rs. 10,000/-	Rs. 3,000/-	Rs. 5,000/-
6 to 8 weeks	Rs. 8,000/-	Rs. 12,000/-	Rs. 4,000/-	Rs. 6,000/-

*50% shall be borne by MTNL as a part of Corporate Social Responsibility (CSR) initiative.

** Service tax extra.

(B) INDUSTRIAL TRAINING:

In addition to above 6 months Industrial training may be introduced for the B.E./ B.Tech students in Electronics Communications, Computers and IT at ITTM, Delhi, the charges for the same shall be as under:

Training Duration	Training Charges **	Training charges for the ward of MTNL/DOT/ BSNL employees **
6 months	Rs. 30,000/-	Rs. 24,000/-
Actual charges after 50%	Rs. 15,000/-	Rs. 12,000/-

** Service tax extra.

(C) As the training of the students of ICSI /ICWA/ ICAI is long term internship where the candidates would be working on MTNLs assigned projects and adding value to the company, the executive committee decided that no charges will be levied for imparting training to the students of ICSI /ICWA/ ICAI who are required to undergo 15 months training.

(D) Application in the enclosed proforma for the above said trainings should be submitted in the office of SDE (Trg.- Coordination), Room No.556, K.L.Bhawan, New Delhi alongwith training charges, two pass port size photographs & sponsorship letter from the college/ institution.

(E) The training charges applicable as per above plus service tax as applicable (at present 10.30%) should be deposited in the office of Accounts Officer (Cash), HQ, MTNL, Eastern Court complex, New Delhi in cash or by Demand Draft drawn in favour of MTNL Delhi payable at New Delhi.

(F) Vocational / Industrial training will be provided by Institute of Telecom Technology & Management, MTNL, Telephone exchange building, Shadipur, New Delhi-110008.

This issues with the approval of competent authority.


(JAGDISH CHAND) 11/3/11
Asstt. Genl. Manager (REE&P)

Copy for kind information to:

1. Dir (HR) / Dir (Fin) C.O.
2. ED, MTNL, HQ, New Delhi.
3. CGM (WS) / PGM (O) / PGM (D) MTNL, New Delhi,
4. GM(TRG), MTNL, New Delhi, to work out training curriculum of the above said trainings
5. All GMs under ED.

PERFORMA FOR VOCATIONAL/ INDUSTRIAL TRAINING

**Self signed
Passport
size Photo**

1. NAME OF CANDIDATE: _____
2. DATE OF BIRTH : _____
3. FATHER'S NAME : _____
4. WHETHER WARD OF MTNL / BSNL/DOT EMPLOYEE? : _____
5. PERMANENT ADDRESS: _____
6. PRESENT ADDRESS FOR CORESSPONDANCE : _____
7. CONTACT PHONE & MOBILE NO: _____
8. E-MAIL ID : _____
9. NAME & ADDRESS OF COLLEGE/INSITTUTION: _____
10. BRANCH OF BE/B TECH//MBA: BCA
11. DURATION OF TRAINNIG: _____
12. TENTATIVE DATE OF COMMENCEMENT: _____
13. TRAINING CHARGES: Rs. DD No. Dated. drawn on.

Encl: 1.Passport Size Photographs-2 Nos.
2.Training Charges-DD/Cash receipt.
3. Sponsorship letter from the college/Institution.

SIGNATURE OF CANDIDATE

.....CUT HERE.....

ACHNOWLEDGEMENT

Received with thanks Drafts of Rs. DD No. Dated. drawn on
..... from Mr./Ms.
(DD will be in favour of MTNL, Delhi./Cash may be deposited with AO (Cash) HQ. Eastern Court Complex, MTNL, New Delhi).

SDE (TRG. & CORD.)

Charges to be paid by the candidate:-

- 1.Trg.charge upto Six weeks:Rs.5000/-+S.Tax
2. " " upto Eight weeks Rs.6000/-+S.Tax
3. " " upto Six months Rs.15000/-+S.Tax

For Ward of MTNL/BSNL/DOT Employees

Rs.3000/-+S.Tax
Rs.4000/-+S.Tax
Rs.12000/-+S.Tax