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MTNL

महानगर टेलीफोन निगम लिमिटेड  
(भारत सरकार का उद्यम)  
**MAHANAGAR TELEPHONE NIGAM LIMITED**  
(A GOVERNMENT OF INDIA ENTERPRISE)  
निगम कार्यालय, CORPORATE OFFICE

MTNL/CO/R&E/AMRR/2014/  
Dated : 16.06.2016  
21

To

Executive Director ,MTNL  
Delhi/Mumbai

**Subject: Recruitment Rules and Career Progression Rules-reg.**


1. Recruitment Rule for Assistant Manager (AM) E-2 in Human Resource(HR)/ Marketing(Mktg.)/Legal/Company Secretary (CS).
2. Career Progression Rule for Assistant Manager (AM) E-2 Human Resource(HR)/ Marketing(Mktg.)/Legal/Company Secretary (CS) to Dy. Manager (HR/MKtg./Legal/CS) E-3 Scale.
3. Career Progression Rule for Assistant Manager(Finance)E-2 to Dy. Manager(Finance) E-3 scale.

Board of Directors of MTNL vide their 314<sup>th</sup> meeting held on 30.05.2016 have since approved the following Recruitment Rules and Career Progression Rules, copy of these Rules are enclosed herewith for needful at your end.

- (i) MTNL Recruitment Rule for the post of Assistant Manager(Human Resource, Marketing, Company Secretary and Legal) (E-2)-2016.
- (ii) MTNL Recruitment Rule for Promotion of Assistant Manager(HR/Mktg./Legal/CS) to Deputy Manager (HR/Mktg./Legal/CS)(E3).
- (iii) MTNL Recruitment Rule for Promotion of Assistant Manager(Finance) to Deputy Manager (Finance)(E3)

These Rules shall come into force with effect from the date of Board approval i.e 30.05.2016.

This issues with the approval of the competent authority.

  
(R.K.Tanwar)  
DGM(Pers)

Encl: as above

Copy to:

1. Dir(HR)/Dir.(Tech.)/Dir.(Fin.) for information pl.
2. GM(Fin.) Corporate Office
3. DGM(HR) MTNL, Corporate office
4. Company Secretary
5. Office copy.



**MAHANAGAR TELEPHONE NIGAM LIMITED**  
**(A Government of India Enterprise)**  
**CORPORATE OFFICE**  
**HR BRANCH**

**6<sup>th</sup> Floor, Mahanagar Doorsanchar Sadan, 9, CGO Complex, Lodhi Road,  
New Delhi-110 003.**

**MTNL Recruitment Rules for the post of Assistant Manager (Human  
Resource, Marketing, Company Secretary and Legal)(E-2)-2016**

**1. Title and Commencement:**

- 1.1. These rules shall be called as "Mahanagar Telephone Nigam Limited Assistant Manager Recruitment Rules for Human Resource, Marketing, Company Secretary and Legal Streams".
- 1.2. These rules shall come into force with effect from the date of approval of MTNL Board.

**2. Definition:**

In these rules, unless the context otherwise requires:

- 2.1 'Company' means Mahanagar Telephone Nigam Limited, a Govt. of India enterprise, having its Registered Office at 5<sup>th</sup> Floor, Mahanagar Doorsanchar Sadan, 9, CGO Complex, Lodhi Road, New Delhi-110 003.
- 2.2 'Board' means the Board of Directors of MTNL and includes, in relation to the exercise of powers, any committee of the Board / Management or any officer of the Undertaking to whom the Board delegates any of its powers.
- 2.3 'Appointing Authority': Appointing Authority shall be Director (HR), MTNL.

**3. Scope:**

These recruitment rules stipulate guidelines for recruitment of candidates, through Direct Recruitment, for identified posts in the pay scale of E-2 for non-technical streams of Human Resource, Marketing, Company Secretary and Legal.

**4. Number of Posts/Vacancies:**

Corporate Office in discussion with Units shall assess the requirement of the vacancies in Assistant Manager (HR/Marketing/CS/Legal streams) for the approval of CMD, MTNL.

**5. Method of Recruitment:**

Vacancies in identified posts shall be filled through Direct Recruitment only.

**6. Eligibility Criteria:**

**6.1 Educational Qualification:**

- Management Trainee (Marketing): 2 years Full Time MBA course/ equivalent Full Time Post Graduate Diploma with specialization in Marketing.
- Management Trainee (Human Resource): 2 years Full Time MBA course/MSW/MA (PM & IR)/equivalent Full Time Post Graduate Diploma with specialization in Human Resource/Personnel.
- Management Trainee (Legal): Full Time Graduate with 3 year Full Time LLB or 5 years Full time Integrated LLB. One year post qualification experience is desirable in the relevant field.
- Management Trainee (Company Secretary): Full Time Graduate with Associate Membership of ICSI.

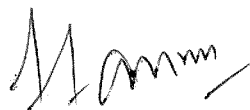
**Note:** Degree/Diploma or equivalent mentioned above must be from a recognized University/Institute/ AICTE.

**6.2 Age Limit:**

Minimum 23 years Maximum 30 years as on the closing date of receipt of application. Age relaxation to other categories shall be as per Govt. of India guidelines.

**7. Pay Scale and Designation:**

- 7.1 The officers recruited to these posts shall be designated as Assistant Manager (HR/Marketing/CS/Legal). They shall be placed in the pay scale of Rs.20, 600 - 46,500 in E-2 grade.
- 7.2 During the period of one year training they will be designated as Management Trainee, and they shall be given stipend as decided by the Management.



**8. Job Description:**

- 8.1 HR – Functions such as Recruitment and Examination, Training, Personnel, Establishment, IR & Welfare, and shall perform all duties assigned by the GM (HR)/Admn and the Section Head.
- 8.2 Marketing – Functions such as Marketing, Sales, Enterprise Business, and Business Development etc., work in Customer Service Centers, PR, and shall perform all duties assigned by the respective GM and the Section Head.
- 8.3 Legal – Shall be posted to the respective Legal Section of the Unit/Corporate Office and shall perform all duties assigned by the respective GM and the Section Head.
- 8.4 CS – Shall be posted to the Office of Company Secretary and shall perform all duties assigned by the Company Secretary.

**9. Training:**

All Direct Recruits shall be put on training for one year including 10 weeks of classroom induction training.

**10. Bond:**

All candidates recruited against the vacancies for Direct Recruitment shall execute a bond of Rs. 2.0 Lakh to serve MTNL for a period of Five years from the date of their appointment as Management Trainee (HR, Marketing, CS and Legal).

**11. Probation and Confirmation:**

- 11.1 Upon successful completion of one year training period, the candidate will be placed on probation for a period of one year.
- 11.2 Upon successful completion of one year training and one year probation period, the candidate will be confirmed in service subject to completion of all appointment related formalities and, with the approval of CMD, MTNL.

**12. Seniority:**

The seniority among the Assistant Managers (HR, Marketing, CS and Legal) appointed shall be determined on the basis of marks obtained in the classroom induction training. There shall be common seniority list for Delhi/Mumbai/CO/WS.

**13. Sphere of Duty:**

The officer appointed shall be liable to be posted/transferred to any place falling in the operational area of MTNL (Corporate Office/Delhi Unit/Mumbai Unit/MTNL Subsidiary/Joint Venture Companies etc.

either temporarily or on permanent basis) in the interest of the Company as per the policy of the Company.

**14. Reservations:**

The reservation of posts shall be provided as per the instructions of Govt. of India, issued from time to time.

**15. Career Progression:**

Career Progression shall be according to separate rules in place for promotion from Assistant Manager (E-2) to Deputy Manager (HR/Marketing/Legal/CS) (E-3) post.

**16. Savings:**

- a. These Recruitment Rules will supersede all the orders issued so far in this regard.
- b. The Company reserves its right to modify, amend or cancel any of these rules without notice.
- c. In case of difficulty in interpretation of any provision of these rules, the interpretation of CMD, MTNL shall be final and binding.
- d. CMD, MTNL shall have the power to relax/modify/amend any provisions of these Rules to mitigate any hardship in any individual case or where the organizational interest so warrants.
- e. In respect of matters, which are not covered in the above Rules, specific references may be made to Corporate Office for taking decision.



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## MAHANAGAR TELEPHONE NIGAM LIMITED

### MTNL RECRUITMENT RULES FOR PROMOTION OF ASSISTANT MANAGER (HR/Mktg./Legal/CS) (E2) TO DEPUTY MANAGER (HR/Mktg./Legal/CS) (E3)

#### 1. Title and Commencement:

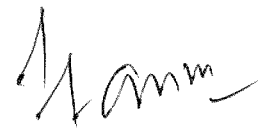
- 1.1 These Rules shall be called as "MTNL Recruitment Rules for Promotion of Assistant Manager (HR/Mktg./Legal/CS) (E2) to Deputy Manager (HR/Mktg./Legal/CS) (E3)".
- 1.2 These Rules shall be applicable to all regular Officers of the Company in HR/Mktg./Legal/CS streams in E-2 scale of pay including those who are on deputation to MTML, UTL etc.
- 1.3 These Rules shall come into force with effect from the date of Board approval i.e 30.05.2016.

#### 2. Definition:

- 2.1 **Company** means the Mahanagar Telephone Nigam Limited, a Govt. of India enterprise, having its Registered Office at 5<sup>th</sup> Floor, Mahanagar Doorsanchar Sadan, 9, CGO Complex Lodhi Road New Delhi-110003.
- 2.2 **Board** means the Board of Directors of MAHANAGAR TELEPHONE NIGAM LIMITED and includes, in relation to the exercise of powers, any committee of the Board / Management or any officer of the Undertaking to whom the Board delegates any of its powers.
- 2.3 **LICE** means Limited Internal Competitive Examination.
- 2.4 **SCF** means Seniority cum Fitness.

#### 3. Scope:

The scope of these rules is to provide promotional opportunities to eligible executives in AM (HR/Mktg./Legal/CS) stream in the pay scale of E-2 to become DM (HR/Mktg./Legal/CS) in E-3 pay scale.



**4. Number of posts/Vacancies:**

Stream	Sanctioned strength of different disciplines		Revised Sanctioned Strength different disciplines			Seniority Cum Fitness (SCF)/LICE Quota (E)
	Assistant Manager	Senior Manager	Assistant Manager (Rs. 10750-Rs. 16750/-)	Deputy Manager (Rs. 13000-Rs. 18250/-)	Senior Manager	
HR	39	15	<b>31(39-8)</b>	<b>16(8+8)</b>	<b>7 (15-8)</b>	SCF= 67%  Exam=33%
Marketing	71	20	<b>57 (71-14)</b>	<b>27(14+13)</b>	<b>7(20-13)</b>	
Legal	05	03	<b>04 (5 -1)</b>	<b>02(1+1)</b>	<b>2 (3-1)</b>	
CS	08	01	<b>06 (8 – 2)</b>	<b>03(2+0)</b>	<b>1</b>	

Note- Sanctioned posts in E3 Grade in HR/Marketing/Legal is taken by 50% downgrading from E5 Grade and 50% by upgrading from E2 Grade except in case of CS as there is only 01 post of Sr. Manager (E5 Grade). This is done to maintain hierarchical structure.

As first step, vacancies earmarked for SCF may be filled immediately and process of examination may be initiated later on in all streams.

**5. Method of Recruitment:**

The notified vacancies shall be filled up by internal eligible candidates through promotion as follows:

- 67% of total vacancies shall be filled up through SCF.
- 33% through LICE.

**6. Eligibility/Work Experience:**

- For SCF:** Officers must have at least 3 years of work experience in E-2 grade as regular AM (HR/Mktg./Legal/CS) on the crucial date applicable in the relevant DPC process, and meet all DPC criteria.
- For LICE:** Officers must have at least 3 years of work experience in E 2 grade as regular AM (HR/Mktg./Legal/CS) on the crucial date stipulated in the relevant examination notification.

**7. Pay Scale and Designation:**

The Officers promoted, through SCF / as per merit in the LICE, shall be placed in the IDA pay scale of Rs.24,900-50,500 (E-3). They shall be designated as DM (HR/Mktg./Legal/CS).

**8. Job description:**

The DMs so promoted through SCF / LICE shall perform all the duties in their relevant area and responsibilities assigned by Management from time to time and may also be asked to work in other fields as per the requirement of Company.

#### 9. Probation:

On promotion as DM (HR/Mktg./Legal/CS), these executives shall be placed on probation for a period of two years in E-3 scale.

#### 10. Place of Posting:

Upon promotion, the Officer shall be liable for transfer to Delhi, Mumbai or to any place falling in the operational area of MTNL (Subsidiary/Joint Venture Companies etc.) in the interest of the Company as per the policy of the Company.

#### 11. Seniority:

**11.1 For LICE:** The seniority among the group of executives promoted as DM (HR/Mktg./Legal/CS) through LICE shall be determined on the basis of marks obtained in the LICE.

**11.2 For SCF:** The seniority among the group of executives promoted as DM (HR/Mktg./Legal/CS) through SCF shall be in the same order as that in their previous cadre, i.e, AM (HR/Mktg./Legal/CS)

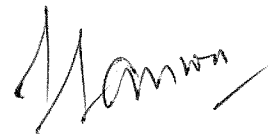
**11.3** The inter-se-seniority between the two groups of executives promoted as DM (HR/Mktg./Legal/CS) shall be:

- (i) Whenever LICE and SCF are both carried out then executives promoted through LICE shall rank **junior** by maintaining 2:1 ratio to the executives promoted through SCF in that particular year.
- (ii) Whenever, LICE is not conducted and promotions in that year is only through SCF then the seniority will be as per Clause 11.2.
- (iii) Whenever, SCF is not conducted and promotions in that year is only through LICE then the seniority will be as per clause 11.1.

Further, the seniority mentioned above will be based on the examination or DPC conducted by the Company under its prevailing rules and it will neither depend on year of recruitment nor year of vacancy etc.

#### 12. Reservations:

The reservation shall be as per the instructions of Govt. of India, issued from time to time.





### **13. Composition of Departmental Promotion Committee:**

For promotions through SCF, the Composition of Departmental Promotion Committee shall be as follows:

1. One Officer not below the rank of GM – Chairman.
2. Two Officers not below the grade of E-5 including one SC/ST representative – Members.
3. One Officer in E-3 grade from HR Unit as member/Convener.

### **14. Savings:**

- 14.1 The Company reserves its right to modify, amend or cancel any of provision mentioned in the recruitment rules without notice.
- 14.2 After notification of these recruitment rules, promotion from E-2 posts to E-3 posts in HR/Mktg./Legal/CS stream shall be performed strictly in accordance with the guidelines prescribed in the recruitment rule implying thereby that past cases shall not be opened and no weightage shall be given to results of any past examination.
- 14.3 It shall be the prerogative of the company to fill the vacancies either through DPC or through LICE or through both and the seniority will be decided as per clause 11. The seniority will neither depend on Year of recruitment nor on year of vacancy.
- 14.4 In case of difficulty in interpretation of any provision of the recruitment rules, the interpretation of CMD shall be final and binding.
- 14.5 CMD shall have the power to relax/modify/amend any provisions of the recruitment rules to mitigate any hardship in any individual case or where the organizational interest so warrants.
- 14.6 In respect of matters, which are not covered in the above rules, specific references may be made to Corporate Office for taking decision.

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## **MAHANAGAR TELEPHONE NIGAM LIMITED**

### **MTNL RECRUITMENT RULES FOR PROMOTION OF ASSISTANT MANAGER (Finance) (E2) TO DEPUTY MANAGER (Finance) (E3)**

#### **1. Title and Commencement:**

- 1.1** These Rules shall be called as "MTNL Recruitment Rules for Promotion of Assistant Manager (Finance) (E2) to Deputy Manager (Finance) (E3)".
- 1.2** These Rules shall be applicable to all regular Officers of the Company in Finance streams in E-2 scale of pay including those who are on deputation to MTML, UTL etc.
- 1.3** These Rules shall come into force with effect from the date of Board approval i.e 30.05.2016.

#### **2. Definition:**

- 2.1 Company** means the Mahanagar Telephone Nigam Limited, a Govt. of India enterprise, having its Registered Office at 5<sup>th</sup> Floor, Mahanagar Doorsanchar Sadan, 9, CGO Complex Lodhi Road New Delhi-110003.
- 2.2 Board** means the Board of Directors of MAHANAGAR TELEPHONE NIGAM LIMITED and includes, in relation to the exercise of powers, any committee of the Board / Management or any officer of the Undertaking to whom the Board delegates any of its powers.
- 2.3 LICE** means Limited Internal Competitive Examination.
- 2.4 SCF** means Seniority cum Fitness.

#### **3. Scope:**

The scope of these rules is to provide promotional opportunities to eligible executives in AM (Finance) stream in the pay scale of E-2 to become DM (Finance) in E-3 pay scale.



**4. Number of posts/Vacancies:**

Stream	No of sanctioned posts
JAO/AM(Fin)	714
AO/Dy.Manager (Fin)	314

**5. Method of Recruitment:**

The notified vacancies shall be filled up by internal eligible candidates through promotion as follows:

- (i) 67% of total vacancies shall be filled up through SCF.
- (ii) 33% through LICE.

**6. Eligibility/Work Experience:**

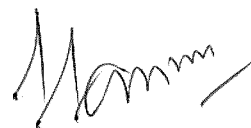
- a. **For SCF:** Officers must have at least 3 years of work experience in E-2 grade as regular AM (Finance) on the crucial date applicable in the relevant DPC process, and meet all DPC criteria.
- b. **For LICE:** Officers must have at least 3 years of work experience in E 2 grade as regular AM (Finance) on the crucial date stipulated in the relevant examination notification.

**7. Pay Scale and Designation:**

The Officers promoted, through SCF / as per merit in the LICE, shall be placed in the IDA pay scale of Rs.24,900-50,500 (E-3). They shall be designated as DM (Finance).

**8. Job description:**

The DMs so promoted through SCF / LICE shall perform all the duties in Finance & Accounts Section relevant area and may also be asked to work in other fields as per the requirement of company.



## 9. Probation:

On promotion as DM (Finance), these executives shall be placed on probation for a period of two years in E-3 scale.

## 10. Place of Posting:

Upon promotion, the Officer shall be liable for transfer to Delhi, Mumbai or to any place falling in the operational area of MTNL (Subsidiary/Joint Venture Companies etc.) in the interest of the Company as per the policy of the Company.

## 11. Seniority:

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**11.2 For SCF:** The seniority among the group of executives promoted as DM (Finance) through SCF shall be in the same order as that in their previous cadre, i.e, AM (Finance)

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3. One Officer in E-3 grade from HR Unit as member/Convener.

## 14. Savings:

- 14.1** The Company reserves its right to modify, amend or cancel any of provision mentioned in the recruitment rules without notice.
- 14.2** After notification of these recruitment rules, promotion from E-2 posts to E-3 posts in Finance stream shall be performed strictly in accordance with the guidelines prescribed in the recruitment rule implying thereby that past cases shall not be opened and no weightage shall be given to results of any past examination.
- 14.3** It shall be the prerogative of the company to fill the vacancies either through DPC or through LICE or through both and the seniority will be decided as per clause 11. The seniority will neither depend on Year of recruitment nor on year of vacancy.
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- 14.6** In respect of matters, which are not covered in the above rules, specific references may be made to Corporate Office for taking decision.

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