



महानगर टेलीफोन निगम लिमिटेड

(भारत सरकार का उद्यम)

**MAHANAGAR TELEPHONE NIGAM LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)**

पंजीकृत एवं निगम कार्यालय: छटा तल, कोर ३, महानगर दूरसंचार सदन, ९, सीजीओ कार्पोरलेक्स,
लोधी रोड, नई दिल्ली-११०००३, भारत

REGD. & CORPORATE OFFICE: 6th Floor, Core III, MahanagarDoorsancharSadat, 9, CGO Complex,
Lodhi Road, New Delhi-110 003, India

[Advt. No. MTNL/CO/R&E/1(145)/2017/Non-Technical Dated 11.08.2018]

Recruitment Notice for the post of Assistant Manager in HR, Marketing and Finance in MTNL (A Govt. of India Enterprise) through Online Examination

MTNL is a Public Sector Enterprise having major operations in the markets of Delhi and Mumbai. We are providing our services in Nepal through our joint venture United Telecom Limited and in Mauritius through our wholly owned subsidiary MTML.

Applications are invited from bright, result oriented, dynamic and energetic persons with initiative and enterprise, desirous of making a career with MTNL, for filling up following posts on direct recruitment through **Online Examination**:

| Discipline | Vacancies | Education Qualifications in the following streams: | Age criteria | |
|---------------------------------------|---|--|---|---|
| | | | Minimum Age | Max age |
| Assistant Manager (Human Resource)** | 6 reservation as (Gen:3;SC:1;OBC:2) | 2 years Full Time MBA course/MSW/MA (PM&IR) / Equivalent Full Time Post Graduate Diploma with specialisation in Human Resource/Personnel | 23 years as on closing date of receipt of application | 30 years as on closing date of receipt of application |
| Assistant Manager (sales & Marketing) | 15 reservation as (Gen:8;SC:2;ST:1;OBC:4) | 2 years Full Time MBA course / Equivalent Full Time Post Graduate Diploma with specialisation in | 23 years as on closing date of receipt of application | 30 years as on closing date of receipt of application |

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| | | Marketing | | |
|---------------------------------|--|--|---------------------------|---------------------------|
| Assistant Manager (Finance)/JAO | 17* reservation as (Gen:6;SC:6;ST:1;OBC:4) | (i) Passed CA/ICWA. or (ii) Commerce Graduate with intermediate pass in CA and with a minimum of five years experience gained after possessing the qualifications in reputed Public/Private Limited Company will also be eligible. | 20 years as on 01.01.2018 | 30 years as on 01.01.2018 |
| Total | 38 | | | |

*Out of 17 vacancies, 5 vacancies(4 SC and 1 ST) belongs to backlog vacancies of SC/ST.

**One post reserved for PwD candidate in HR stream with benchmark disabilities under para 2.2 (d) and (e) of DoPT Order No:36035/02/2017-estt(Rs.) dated 15th Jan, 2018. Persons suffering from not less than 40% of the relevant disability shall alone be eligible for the benefit of reservation.

Reservation and Relaxations:

1. Reservation of posts will be as per Govt. rules in force.

2. Relaxation in Upper Age Limit:

a. For OBC Non Creamy Layer (NCL) candidates:

3 Years

b. For SC/ST candidates:

5 years

c.

For PwD candidates: 10 years over and above category relaxation (i.e. 10 years for a PwD candidate belonging to General Category, 13 years for a PwD candidate belonging to OBC (NCL)Category and 15 years for a PwD candidate belonging to SC/ST Category / Ex-serviceman).

d. Ex-Servicemen:

5 years


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4. **Reservation/Relaxation/Concession for SC/ST candidates** will be subject to submission of Caste Certificate in the GOI prescribed format issued by the Competent Authority, if shortlisted for document verification.
5. **Reservation/Relaxation for OBC (NCL) candidates** will be subject to submission of OBC (NCL) Certificate along with NCL declaration in the format prescribed by the GOI for "Appointment to Posts under Govt. of India" from the Competent Authority, if shortlisted for document verification. The candidates need to furnish their OBC (NCL) Certificate issued within six months from the last date of receipt of applications i.e. 27.09.2018
6. **Reservation/Concession for Ex-Servicemen** will be subject to submission of Age Relaxation cum Domicile Certificate/ Discharge Certificate in the prescribed format issued by the Competent Authority, if shortlisted for document verification.
7. **Reservation/Relaxation/Concession for Persons with Disability** will be subject to submission of Disability Certificate issued by a Government Medical Board in the format prescribed by the GOI, if shortlisted.

Selection Process: Eligible candidates will have to undergo Online examination to be conducted by MTNL. Based on the Online examination score, candidates will be shortlisted in the descending order of merit, and accordingly will be called for document verification. Appointment will be given on the basis of successful verification of documents. **It may be noted that for this recruitment process, Online Examination scores only will be valid.**

Candidates shall have undergo the examinations in two papers – (i) General Aptitude and (ii) Specialization in HR/Marketing/Finance as detailed below:

| Discipline | Eligibility | Paper code | Max marks | Duration of Exam |
|---------------------------|-------------------------------|------------|-----------|------------------|
| General Aptitude | AM(HR/Finance/Sales&Mktg/JAO) | AMGA | 100 | 2 hrs |
| Specialisation in HR | AM(HR) | AMHR | 300 | 2 hrs |
| Specialisation in Mktg | AM(Mktg) | AMMKTG | 300 | 2 hrs |
| Specialisation in Finance | AM(Finance)/JAO | AMFIN | 300 | 2 hrs |


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Qualifying marks for SC/ST candidates shall be 33% and Others candidates shall be 40% for General Aptitude and Specialization examination separately

Marking pattern : Negative marking with scoring of 25% weightage for each question.

Training & Probation: After joining the candidates shall be required to undergo On-the- Job Induction Training for a period of one year. After successful completion of training, they shall be placed on Probation for a period of one year. They shall be confirmed in service after successful completion of probation and other related formalities i.e. two years after joining the Company.

Pay & Emoluments: Selected candidates will be entitled for stipend of Rs 30,000/- per month during training period, and on successful completion of training they shall be placed in the pay scale of Rs 20600 - 46500 + DA +HRA/subsidized housing and other benefits like Medical Facilities, Gratuity, Contributory Provident Fund etc. admissible as per rules of the Company.

Placement: The final place of posting shall be decided after completion of training. MTNL operates primarily in Delhi and Mumbai. However the candidate is liable for All India posting and transfer to any section/unit/place of MTNL.

Health Medical Fitness: Before joining, the candidate will have to undergo medical examination as per MTNL norms which shall be separately intimated. No relaxation in health standards is allowed.


Service Agreement Bond:The selected candidates shall be required to execute a service agreement bond of Rs. Three Lacs and Fifty thousands to serve the company for at least 5 years after successful completion of training period.

Application Fee: (Non refundable)

Rs. 1000/- for General/ OBC category.

Rs. 500/- for SC/ST/PwD category.

Application of the candidates who do not pay the application fee will not be considered for selection process. Application fee can be paid through **online mode**. For online mode payment can be made through online portal on MTNL website www.mtnl.net.in through the payment gateway, using a Master / Visa Debit or Credit card or netbanking. On successful completion of the transaction through the payment gateway, an e-payment receipt will be generated. Candidates are required to take print out of the e-payment receipt as proof of the fee paid online. The payment towards recruitment application fee can be made 13.08.2018 onwards, but before the close of business hours on 27.09.2018 i.e. the date of closure of online application.


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How to apply: Read the instructions carefully before applying.

General Instructions:

1. Only Indian nationals are eligible to apply.
2. No relaxation in health standards is allowed.
3. One candidate can apply for only one post.
4. **Candidates are advised to be in regular touch with our website www.mtnl.net.in for latest updates regarding the recruitment process.**
5. Before applying the candidate should ensure that he/she fulfils the eligibility criteria and other norms mentioned in the advertisement as well as on website www.mtnl.net.in. MTNL would be free to reject any application at any stage of the recruitment process if the candidate is found ineligible for the post for which he/she has applied and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s). If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated. The decision of the Company shall be final in this regard.
6. All qualifications should be from an Indian University/Institute recognized by AICTE/Appropriate Statutory Authority.
7. While MTNL will exercise every care to avoid errors in the conduct in all stages of the recruitment process, it shall not take any liability for any error as may inadvertently occur in the process.
8. Mere fulfilling the minimum requirement of qualification and experience will not vest any right on the candidates to be selected. In case of overwhelming response, MTNL reserves the right to shortlist the candidates by fixing revised eligibility criteria.
9. Decision of MTNL Management for selection shall be final. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.
10. Those who have qualification equivalent to any of the prescribed qualifications should produce certificate from the concerned University certifying that the said degree is equivalent to the particular Degree of the University. Applications without the authoritative equivalency certificate as said above will not be considered.
11. Most of the selected candidates will be placed in Mumbai for training as well as posting.
12. Documents to be brought at the time of document verification, if called for:
 - i. Original Registration_ID Slip generated at the time of online application.
 - ii. Original Online examination Scorecard.
 - iii. Proof of Date of Birth (Class Xth certificate).
 - iv. All relevant Original Educational Qualification Certificates.
 - v. Original Caste Certificate/Disability Certificate/ Any other certificate. (As applicable).
 - vi. For Ex-Servicemen, as indicated in point no. (6) under "Reservations and Relaxations".
 - vii. Candidates employed with Govt. department/PSUs/Autonomous Bodies have to produce NOC at the time of document verification essentially without which, they would not be allowed to appear for the same and his/her TA/DA would not be reimbursed.
13. MTNL reserves the right to increase or decrease the numbers of vacancies.


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14. MTNL reserves the right to cancel/restrict/modify/alter the recruitment process, if need so arises without issue of any further notice or assigning any reason what so ever.
15. The cities for conduct of examination are mentioned below, however, MTNL reserves the right to cancel/ relocate any city to conduct the examination:

| Sl. No | Name of State | Name of the Examination Centre (Circle HQ)/Cities. |
|--------|-----------------|--|
| 1 | Uttar Pradesh | Allahabad |
| 2 | Karnataka | Benguluru |
| 3 | Madhya Pradesh | Bhopal |
| 4 | Odisha | Bhubaneshwar |
| 5 | Punjab | Chandigarh |
| 6 | TamilNadu | Chennai |
| 7 | Delhi | Delhi |
| 8 | Asaam | Guwahati |
| 9 | Jammu & Kashmir | Jammu |
| 10 | Rajasthan | Jaipur |
| 11 | West Bengal | Kolkata |
| 12 | Maharashtra | Mumbai |
| 13 | Bihar | Patna |
| 14 | Chattisgarh | Raipur |
| 15 | Jharkhand | Ranchi |
| 16 | Gujarat | Vadodara |
| 17 | Andhra Pradesh | Vishakhapatnama |

Important Date

| | |
|--|------------|
| Commencement of Online Submission of Application to MTNL | 13.08.2018 |
| Last date for online submission of Application to MTNL | 27.09.2018 |


 DEPUTY GENERAL MANAGER (HR)
 MAHANAGAR TELEPHONE NIGAM LIMITED