

**MAHANAGAR TELEPHONE NIGAM LIMITED
O/O THE EXECUTIVE DIRECTOR, K.L.BHAWAN NEW DELHI-110001**

No.:- STA-I/Policy/Consultant/2018/7
Dated at New Delhi, 23rd May'2018

To.

General Manager (BB-O),
M.T.N.L.,
Kidwai Bhawan,
New Delhi 110001.

Subject: - Requirement of one consultant for smooth execution/liaisoning work related to skill development programme.

As per MTNL Corp. Office letter no. MTNL/CO/Pers/Engagement of Consultant/2016/1270 dated 07.05.2018, one young and energetic consultant to handle the skill Development Programme under PMKVY and RPL related activities on a short term contract basis from Full time MBA/Post Graduate Diploma in HR/Personal Management is to be engaged. An advertisement is being published in one Hindi and one English Newspaper.

In view of the above, approved draft for advertisement, the terms and conditions for appointment of consultant, Scope of Work (Annexure 'A') and Application form (Annexure 'B') are to be uploaded on the MTNL website: www.mtnl.net.in urgently. The copy of terms and conditions along with Annexure 'A' and Annexure 'B' are enclosed. It is therefore, requested that these may please be got uploaded on MTNL website.

It may be treated as **MOST URGENT** please.


23.5.18
Dy. General Manager (Estt. & Genl.)

Encl.:- As above.

Copy to:-

DGM (Internet) O/o General Manager (BB-O) for uploading the same on MTNL website.

Dated : /05/2018

Engagement of one consultant to handle the Skill Development Programme related activities in MTNL

MTNL invites application on a short term contract basis from Full time MBA/ Post Graduate Diploma in HR/ Personal Management applicants to handle skill development programme related activities, who are less than 35 years as on date of advertisement for engagement as Consultant. For details including eligibility Criteria, scope of work and Terms & Conditions of Engagement, log on the company's website: www.mtnl.net.in.

If eligibility conditions are matched by widow/widower of deceased MTNL Employee then Priority shall be given to them while selecting the candidate for above requirement.

Last date for submission of applications is 15 days from date of publishing of Advertisement.

Applications received after due date and time will not be considered.

DGM (Estt.) Delhi

D

**TERMS AND CONDITIONS FOR
APPOINTMENT OF CONSULTANT FOR SKILL DEVELOPMENT PROGRAMME**

1. MTNL intends to engage (one) consultant for Skill Development Programme related activities.
2. Scope of Work/ Job Responsibility:- As per **Annexure-A** (attached)

3. Eligibility Criteria :

A. Educational Qualification :

The person should have full time MBA degree / Post Graduate Diploma in HR /Personal Management.

- B. Age:** - less than 35 years as on date of advertisement.

Priority will be given to the widow/ widower of deceased MTNL employee whose age and qualification matched with the required criteria.

4. Terms of Appointment:

- 4.1. The appointment will be purely on a short term contract basis initially for a period of 6 (six) months which can be further extended based on requirement and performance. However, MTNL can discontinue the contract at anytime by giving 30 days' notice.
- 4.2. Selection shall be based on the qualifications/ eligibility criteria on the recommendation of the committee to be constituted for the purpose.
- 4.3. The consultant(s) so engaged by MTNL shall in no case represent or give opinion for advice to others in any matter that are adverse to the interest of MTNL.
- 4.4. During the period of assignment with MTNL, it is likely that consultant may come across certain information of important or confidential nature. Therefore, the consultant would not only during the period of assignment but also thereafter would not divulge any information gathered by him/her during the period of assignment to anyone who is not authorized to know/have the same.

5. Terms of Payment:

- 5.1. The consolidated fee payable shall be Rs.40,000/- (Rupees Forty Thousand only) per month.
 - 5.2. No other charges shall be admissible.
 - 5.3. Income Tax or any other tax liable to be deducted as per prevailing rules, will be deducted at source before effecting the payment for which MTNL will issue TDS Certificate.
 - 5.4. Casual Leave upto a maximum of 12 in a year and to be granted on pro-rata basis in case period of engagement is less than a year.
6. MTNL reserves the right to cancel the advertisement and/ or not to proceed with the matter and/ or to accept or reject any or all applications, at any stage without giving any reasons, whatsoever.
 7. Application form is as per **Annexure 'B'**.

8. Termination of Agreement :

- a. The consultant is unable to address the assigned works.
- b. Quality of the assigned works is not upto the satisfaction of MTNL.
- c. The Consultant fails in timely achievement of the milestones as decided by MTNL.
- d. The Consultant is found lacking in honesty and integrity.
- e. MTNL reserves the right to terminate the contract by giving 30 days notice.

Termination shall be effected by written notice served on the Consultant and shall take effect in 30 days of delivery of such notice. The termination will be without prejudice to either party's rights accrued before termination.

Jan

SCOPE OF WORK :

MTNL has signed a MOU under the Skill Development Programme with Telecom Sector Skill Council and global Institute of Skill Development for execution of Skill Development work/ Training.

Co-ordination of work related to the following activities under the skill development programme for outsiders and In-house existing employee for the following activities.

A. General:

- (i) Identify the training centres where skill development program shall take place according to TSSC norms.
- (ii) Mapping of required study material in line with the QPs & NOS developed by TSSC.
- (iii) Providing Infrastructure for conduction of classes.
- (iv) Providing Infrastructure for conduction of practical.
- (v) Delivery of theory, practical and tutorial for the courses as per Qualification Pack based protocols followed by TSSC and laid down by MSDE/ DIETY.
- (vi) MTNL may share the list of faculty available at their training centres who wish to become Assessors or Master Assessors under the aegis of TSSC.

B. Recognition of Prior Learning (RPL) :

Co-ordinating activities related to RPL Certification of targeted employees under Skill Development Programme. MTNL has target to do RPL of about 5,000 own existing employees. Delhi unit has assigned for 5000 existing employees RPL certification. The RPL training is to be conducted for the job role of Optical Fibre Splicer and Broadband Technician. In this context, following activities are involved.

1. Conducting RPL awareness workshop in area GMs of Delhi unit.
2. Collecting the nomination for RPL from Delhi unit and collecting the data of nominees such as Scanned copy of Aadhar Card, scanned photograph, account number and job role for RPL, in desired format.
3. RPL's nominees data for further uploading on NSDC website or as required.

C. Liaison/compliance work with DoT/GISD/TSSC/NSDC :

Frequent liaisoning is required with the Ministries and training partners. In this context, following activities are involved.

1. Monthly report of skill development is required to submit DoT.
2. MTNL's training centres has been recognized and registered as centre of excellence with NSDC. In this regard, various work involved to comply with the same.
3. Liaison/ coordination work involved to maintain coordination among MTNL/ DoT and training partner.

du

Application form for Consultant for Skill Development related activities in MTNL

Paste Passport
size photo
(self attested)

1. Name :
2. Father's/Husband's name :
3. Date of Birth :
4. Age as on date of advertisement
Published :
5. Whether applicant is widow/ widower
of MTNL's deceased employee :
6. Present Correspondence Address :
- City :
- State :
- Pin Code :
7. Mobile Number :
8. Email ID :
9. Category :
10. Educational Qualification :

| S. No. | Class | Year of passing | Name of Board/ University | Total maximum marks | Total marks obtained | Percentage of marks obtained | Division/ CGPA | Remarks |
|--------|-------|-----------------|---------------------------|---------------------|----------------------|------------------------------|----------------|---------|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Note : Self attested photocopies of documents i.e. Educational qualification, date of birth and proof of widow/ widower of MTNL's deceased employee to be attached

11. Whether any disciplinary/Vigilance :
criminal case is pending against applicant
12. Whether the Applicant is under currency of any penalty. If yes, details thereof:
13. Whether the Applicant have ever been convicted :
14. Any other information :

Signature of the applicant _____

DECLARATION TO BE SIGNED BY THE APPLICANT

I do hereby declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any particular information given above being found false or incorrect, my candidature for the post of Consultant in MTNL is liable to be rejected or cancelled and in the event of my mis-statement or discrepancy in the particulars being detected after my appointment, my services are liable to be terminated forthwith without any notice to me.

Signature of the Applicant