



## Revised Recruitment & Promotion Policy-2016

Teletalk Bangladesh Limited

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## **1. General policy –**

Teletalk Bangladesh Limited (TBL) is committed to select and employ the most suitable person(s) for the available position(s) by the way of:

- 1.1. Effective and appropriate screening and selection;
- 1.2. Selection standards are relevant to skill, training, experience, education and knowledge necessary for successful job performance;
- 1.3. The hiring procedures shall conform to the organization's requirement & organization's policies & procedures;
- 1.4. All appointments shall conform to its existing position and salary structure

## **2. Age Limit-**

No one who is below 21 years or above 65 years of age can be hired as an employee of TBL. A Declaration of age supported by secondary school certificate (SSC) or similar certificate issued by any Education board or Madrasa Board determining the age will be binding on the incumbent. No affidavit of age /date of birth at a later stage of employment shall be acceptable for any purpose whatsoever. Relaxation of age may be given to candidates as decided by the Board of Directors.

## **3. Minimum Qualification and Experience-**

For recruitment and promotion to various posts, the qualifications and experience is depicted in Table-1. of recruitment and promotion policy. The same may be revised or prescribed by the Board of Directors from time to time.

## **4. Mode of Appointment-**

The following shall be the mode of appointment for various posts available in Teletalk in accordance with the Recruitment & Promotion policy for various posts

- a) Direct Appointment
- b) Promotion
- c) Deputation
- d) Appointment on contract



## **5. Direct Appointment-**

Direct appointment means the appointment through open Recruitment and selection on the basis of written test and interview. However, the selection may be on the basis of interview only as may be decided by the Board of Directors. Appointment by direct recruitment in any post shall be made on the recommendation of a selection committee to select eligible candidates from amongst the applicants applying in response to an advertisement. Departmental candidate(s) shall have to apply through proper channel. Fulfillment of minimum qualification may not necessarily lead to short listing of candidates.

## **6. Selection committee-**

Selection committee for direct appointment shall be comprised of at least 05 (five) members out of which 03 (three) members will be from the Board of Directors and other members will be selected by the BoD.

## **7. Advertisement for Recruitment-**

Mode of advertisement shall be decided by Board of Directors (BoD).

## **8. Test and Interview Process-**

Upon receipt of the applications, TBL Management will make short list of the incumbents on a careful review based on the organizational need, applicant's qualification, experience and skill. The short listed candidates on approval by the selection committee may be called for tests- Written/Viva Voce/Presentation etc.. No candidate, in-house or external, is guaranteed for tests and interview.

## **9. Assessment and Evaluation of Candidates-**

All candidates shall be assessed and evaluated separately as per criteria set by the selection Committee on the basis of selection guideline determined by BoD.





## 10. Appointing Authority-

The appointment of Managing Director shall be approved by the Board of Directors. For selection and appointment of all other posts under TBL, Managing Director is the appointing authority with the approval of BoD.

## 11. Probation-

11.1 The probation period of a directly appointed employee shall be normally 12 (Twelve) months. The employee's service will be confirmed as permanent subject to the fulfillment of following requirements:

- a. Successful completion of probation period
- b. Satisfactory fulfillment of the assignment given to him from time to time by the concerned department during the probation period.
- c. Satisfactory police verification report.

11.2 The TBL management may extended the probation period up to another 6 (six) months in case of unsatisfactory performances. After this, if his performance is found still unsatisfactory, his service will be terminated without assigning any reason whatsoever.

11.3 In case of promotion to the post of Executive, the probation period will be six months. The provisions of paragraph 11.1 above shall apply mutadis mutandis. The TBL management may extended the probation period up to another 6 (six) months in case of unsatisfactory performances. After this, if his performance is found still unsatisfactory, he will be demoted to the previous position without assigning any reason whatsoever.

## 12. Execution of Service Agreement-

Every employee of the company shall be required to execute a service agreement with the Company thereby undertaking to abide by the rules and regulations, office orders, and instructions issued from time to time by the company.



### **13. Appointment on Deputation-**

Government can depute employees in TBL from other Government owned organization/ Bodies on the basis of demand from TBL authority. The terms and conditions of such appointments shall be fixed up by the Government or by the BoD of TBL.

### **14. Appointment on Contract-**

Appointment on contract shall be made by the Board of Directors taking into consideration the nature of assignment and work load involved, and terms and conditions as may be agreed to between the appointing authority and the person appointed on contract. Duration of such contracts normally shall not exceed 2 (two) years at a time. It can however be extended for a maximum additional period 3 (three) years subject to the satisfactory performance with the approval of Board of Directors.

#### **14.1 Special provision for the appointment of employees serving in the Teletalk's project on contractual basis-**

If the performance and skill of project personnel are found satisfactory and their support are imperative for the company, the board of directors of the company may appoint those in the service of the company following the procedure laid down below.

- a) Appointment may be given against the corresponding vacant post of TBL.
- b) Upon recommendation of a selection committee formed by the board, the suitable employee working in the project may be appointed to TBL.
- c) The employee serving in the project must have continuation in contractual service of project.
- d) The employee must have satisfactory performance record during the contractual service in the project.
- e) Age limit may be relaxed by the Board of Directors for the project personnel while appointing them to TBL.
- f) The qualification and experience for the post to be filled by the appointment shall be equivalent to the post of the project.



- g) Initial salary will be fixed-up as per the salary scale of the corresponding TBL post.
- h) There shall be a specific list approved by the board for the appointment of project personnel.
- i) Appointment may be given under the provision of the recruitment and promotion policy of TBL.
- j) Terms, conditions and other facilities, as may be determined by the Board of Directors, are applicable.

## 15. Promotion-

### 15.1 Guideline (s):

All promotion shall be made on the basis of recommendations of Promotion Committee (PC) formed by Board of Directors. The meeting of the promotion committee (PC) may be convened as and when required. Promotion to the next higher posts requires the fulfillment of specific time limit. But the fulfillment of time for the eligibility of promotion would not be the only criterion to get the promotion. The employee's promotion test result, performance appraisal, qualification, physical and mental fitness, ability and other competencies will also be taken into account. The "Written warning" or "Censure" as referred to in Service Rule may not constitute a bar to the eligibility and consideration for the purpose of promotion/confirmation if it is considered so by TBL management. But the other penalties might form a bar for eligibility of getting promotion.

Upon considering the satisfactory performance of the employees working through transfer on deputation from government, they may be placed at suitable posts of the company.

### 15.2 Functions of the Promotion Committee (PC)-

PC will consider and make recommendations in all cases of promotion of employee on respective post.





### **15.3 Mode of Promotion-**

PC shall decide for itself the method and procedure to be followed. PC may not hold written tests of personal interviews for all or any single category of posts under its consideration and may do so only if it deems necessary.

### **15.4 Promotion Authority –**

Promotion to the all positions shall be given by the Managing Director on the recommendations of PC and approval of Board of Director.

### **15.5 Promotion Criteria-**

Officers & Employees must fulfill the requirement as set by the TBL authority. The promotional criteria have been listed in Table -1.

## **16. Outsourcing of manpower-**

16.1 Manpower below the rank of Executive such as Associate, Market coordinator, Assistant, Market Promoter, Operator, Representative, Supervisor, Inspector, Driver, Cook, Technician, Security Guards, Cleaner, Peon, Sweeper or other equivalent levels will be outsourced.

16.2 However existing manpower such as Associate, Market coordinator, Assistant, Market Promoter, Operator, Representative, Driver, Cook and Operator or other equivalent levels will be retained their services and will be regulated as per policy of the company.

16.3 In case of immediate requirement Teletalk, upon approval of BoD, may engage manpower on daily basis as per PWD Schedule rate.

16.4 Job Specifications of outsourced manpower shall be determined by TBL management time to time as per requirement.



## 17. Appointment of consultant (s)


For bringing the efficiency and effectiveness in Teletalk's business operations and on the basis of requirements, BoD may appoint part-time and full-time consultant(s) on specific assignment having sound professional background for a maximum period of 12 months for the first time which may be extended to another 12 months based on the performance and requirement. In no way, number of consultants shall exceed three in a single fiscal year subject to availability of provisions in the budget. Appointment of such consultants with remunerations and other benefits will be fixed up by BoD.

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## Table 1

SL #	Name of the Post	Age Limit (for direct recruitment)	Method of Recruitment	Method of Promotion	Criteria	
					Direct Recruitment/Deputation	Promotion
1	Executive	30 Years (Max)	Written and Viva-voce	Written-30% Viva-Voce -10% KPI based evaluation - 60%	(70% through direct appointment)  <b>Educational Qualification:</b> a. For Technical posts: <b>Minimum Bsc. Engg</b> or equivalent degree in <b>concerned discipline(s) from recognized univarsity/institute</b> b. For General posts: Minimum Graduation <b>(4 years) in concerned discipline(s) from recognized univarsity/institute</b>  <b>Required experience:</b> Not required	(30% through promotion)  Minimum 5 years services experience as an Assistant/Market Promoter /Operator/ Representative or Minimum 4 years service experience as an Associate /Market coordinator
2	Senior Executive			Written-30% Viva-Voce -10% KPI based evaluation - 60%	Not Applicable	(100% through promotion)  <b>Experience:</b> Minimum 4 years service experience as <b>Executive</b> .
3	Assistant Manager (AM)	34 years (Max) for external candidates and 37 years (Max) for departmental candidates	Written and Viva-voce	Written-30% Viva-Voce -10% KPI based evaluation - 60%	(40% through direct Recruitment)  <b>Educational Qualification:</b> a. For Technical posts: Minimum Bsc. Engg or equivalent degree in concerned discipline(s) from recognized university/institute b. For General posts: Minimum Master Degree in concerned discipline(s) from recognized university/institute  <b>Required experience:</b> Minimum 5 (Five) years working experience in relevant field.	(60% through promotion )  Minimum 2 years Service experience as senior Executive.
4	Deputy Manager (DM)			Written-30% Viva-Voce -10% KPI based evaluation - 60%	Not Applicable	(100% through Promotion) Minimum 03 (three) Years service experience as an Assistant Manager.
5	Manager	42 years (Max) for external candidates and 45 years (Max) for departmental candidates	Written: 50% Viva Voce: 25% Case based Presentation: 25%	Written-30% Viva-Voce -10% KPI based evaluation - 60%	(40% through direct recruitment)  <b>Educational Qualification:</b> a. For Technical post : Minimum B.Sc. Engg. or equivalent degree in concerned discipline(s) from recognised University/Institute b. For General post : Minimum Master degree in concerned discipline(s) from recognised University/Institute <b>Professional Qualification:</b> may be sought as needed for respective posts <b>Required Experience:</b> Minimum 10 (ten) Years work experience in relevant field.	(60% through Promotion) Minimum 03 (Three) Years service experience as DM having B.Sc. Engg or equivalent degree/Masters Degree in concerned Discipline(s) from recognised University/Institute

## Table 1

SL #	Name of the Post	Age Limit (for direct recruitment)	Method of Recruitment	Method of Promotion	Criteria	
					Direct Recruitment/Deputation	Promotion
6	Deputy General Manager	48 years (Max) for external candidates and 50 years (Max) for departmental candidates	Viva Voce: 50% Case based Presentation: 50%		<b>Educational Qualification:</b> a. For Technical post : Minimum B.Sc. Engg. or equivalent degree in concerned discipline(s). b. For General post : Minimum Master in concerned discipline(s) <b>Professional Qualification:</b> may be sought as needed for respective posts <b>Required experience:</b> 12 (twelve) Years experience in relevant field. Departmental Candidates may be given preference in direct recruitment.	
7	General Manager	52 Years (Max)	Viva Voce: 50% Case based Presentation: 50%		<b>Educational Qualifications:</b> a. For Technical post : Minimum B.Sc. Engg. or equivalent degree in concerned discipline(s). Candidate having MBA will be given preference. b. For General post : Minimum: Master in concerned discipline(s)  <b>Professional Qualification(s):</b> may be sought as needed for respective posts  <b>Required experience:</b> 15 (fifteen) years experience in relevant field.	Not Applicable
8	Managing Director	55 Years (Min) to 65 Years (Max)	Viva Voce only		<b>Educational Qualifications:</b> B.Sc. in Engineering and MBA or its equivalent degree from any recognized University  <b>Required Experience:</b> 20 (Twenty) Years experience in Telecom Sector with at least 05 (Five) Years experience in 3rd layer management or above in any organization.	Not Applicable