



No.3-97/2009/Estt.

Dated: 12/8/2010

To:

The Chief General Manager
Telecom Circle/Districts/Maintenance Regions/Projects/QA/TS/T&D/NCES

Sub: Infrastructure maintenance of ALTTC-Calling of Volunteers among JTOs & SDEs

There is a big infrastructure in ALTTC and we need young officers with administrative experience and who are ready to stay in ALTTC colony for the maintenance of infrastructure and administrative duties such as:

1. Hostels (Wardens)
2. House Keeping (Class room maintenance)
3. Student Centre
4. Vehicles
5. Horticulture (Gardens etc.)
6. Telecom Network
7. Building maintenance such as auditorium (CK Reddy Hall)
8. Electrical works
9. Civil works
10. Inspection Quarters
11. Faculty Club
12. Gymnasium
13. Audio-Visual Aids
14. Public relations (Liaison with Engg. Colleges for summer training etc.)
15. Business Development

Volunteers may be called for from willing officers among JTOs & SDEs with administrative experience and aptitude in maintenance of above mentioned infrastructure and allied services.

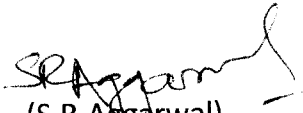
For effective supervision and maintenance the following service conditions may be imposed:

- a. The officer should stay in ALTTC colony inside campus
- b. They should have aptitude and administrative skills.
- c. The minimum period of stay in ALTTC will be 5 years. Type-3, 4 & 5 quarters are readily available.
- d. No vigilance or disciplinary case should be pending/contemplated against the officer.

Wardens get rent free quarters and training allowance also if they take lectures in addition to their warden work.

You are requested to call for volunteers for the above mentioned works with service conditions as mentioned above. The staff will be selected through screening committee.

Applications with complete bio-data in attached prescribed form may be forwarded to CGM ALTTC, Ghaziabad directly of those officers who can be relieved immediately. Application may please be forwarded to ALTTC latest by 30th Sept. 2010.


(S.R. Aggarwal)
Chief General Manager

Encl:Bio-data form

Copy to:

1. Shri R.K.Mishra, GM (Pers) B S N L, Bharat Sanchar Bhawan, Janpath New Delhi
2. Shri D.P.De, GM (Estt.) B S N L, Bharat Sanchar Bhawan, Janpath New Delhi-1
3. Shri Neeraj Verma GM (Trg.) BSNL Bharat Sanchar Bhawan, Janpath New Delhi

**Application for Posting at ALTTC Ghaziabad
(JTO/SDE/DE)**

Applications are invited for Administrative duties viz. Hostels, House Keeping, Student Centre, Vehicles, Horticulture, Building Maintenance, Electrical works, Civil works, Inspection Quarters, Public relations, Business Dev elopement etc. Last date of submitting application is 30/9/2010.

1.	Name	
2.	HRMS No.	
3.	Present Post & Scale & Designation	
4.	Length of service	

5. Details of past experience in the area of above mentioned administrative duties

Period	Designation	Main Duties
		Attach separate sheet

6. Details of your expertise in the technical area in which you can perform teaching duty:

Period	Designation	Main Responsibilities
		Attach separate sheet

7.	Give details of last five year postings	Attach a separate sheet
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8. Specialisation:-

9. Which infrastructure maintenance work you will like to do:

Conditions of posting:

1. ALTTC reserves the right to post the applicant in technical duties also as per its administrative needs.
2. Stay in ALTTC campus is compulsory. Quarter will be allotted as per entitlement. Warden of hostel is entitled for rent free accommodation. All the officers are entitled for training allowance if they take classes in addition to infrastructure maintenance work.
3. Tenure of posting at ALTTC is five years. No request for transfer will be entertained before its completion.

I certify that information given above is true to best of my knowledge and agree to above conditions.

(Applicant's signature)