



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.

