भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

No. 32-27/2004-Trg(Vol. VII)   **Dated: 12/12/2011**

To

All the Heads of Telecom Circles/Units
All the Staff Branches, BSNL CO

Sub: **Mandatory Training in E-Mode under EPP**

1. Kind attention of all concerned invited to this office order of even number dated 5th of May, 2011 [copy available on BSNL Intranet] conveying migration from class room to new mode of learning under the Executive Promotion Policy. It may be recalled that certain reference material viz. Instruction Sheet for **MANDATORY TRAINING THROUGH ELECTRONIC MEDIA AND ON LINE EXAMINATIONS** for trainee as well as template to be used by the respective staff branches in the event of time bound upgradation of officer/s were duly annexed with the above referred order for the reference/guidance of trainee officer/s as well as staff branches.

2. Despite the above fact, it has been observed that the orders of time bound up gradation of officers under EPP being issued by the respective staff branches are still referring the pre-revised clause of EPP for Mandatory Training purpose thereby leaving ample scope of confusion amongst such employees.

3. It is, therefore, requested that instructions/templates **(copy enclosed)** suggested by this Cell as per the above letter dated 5th May, 2011 for Mandatory Training purpose may kindly be used scrupulously by all the staff branches for appropriate guidance/help of all concerned.

Sd/-
[S.R.Saini]
AGM(Trg)

Bharat Sanchar Nigam Limited
(A Government of India Enterprise)

LETTER to UPGRADED OFFICER – TEMPLATE to be USED by FIELD HR UNIT

No. ……………….   Dated:……………………….

To: (Officer Name and Designation) ………………………………………………………………

Sub: Your upgradation in IDA scale

We are pleased to inform you that you have been successfully upgraded from_____to_____in accordance with the Executive Promotion policy for Group 'B' officers notified vide. letter no. 400-61/2004-Pers.1 dated 18.1.2007.

As per the stipulations of the policy, every Executive whose pay is upgraded to next higher IDA pay scale have to compulsorily undergo Two weeks of training (one week in administration/Management/ Customer Care and One week in latest developments in Core Competence Area) for being eligible for drawal of SECOND increment in the upgraded IDA scale, i.e. the training is to be completed within a period of two years from the date of the upgradation to the higher scale. The Executive who fails to successfully undergo the prescribed Two weeks training will not be eligible for consideration of next IDA Scale upgradation even if he/she is due for upgradation otherwise.

Please be informed that w.e.f. 1.04.11, the required training is being provided through electronic media based learning for all type of upgradation courses followed by an online examination, to be successfully completed within two years from the date of upgradation to the higher scale. Please find enclosed with this letter

a)_____**(enter no.) CDs** containing the relevant training material for every topic. The training material is in the form of Text documents, Presentation documents and recorded webinars. Learning through the means of these CDs should encourage you to upgrade your skills through your self-involvement in the training exercise, supplemented by an IT environment.

b) An **Instruction Sheet** (Annex III) that will give you detailed guidance on the following aspects of training:
- Part A- Instruction to use the CDS
- Part B - Your CTMS Interface- CTMS Page for Online Upgradation Training.
- Part C – Learning/Logistical Support Provided from
  - Subject Matter Experts (SMEs).
  - Training Centres
  - Training Cell, BSNL CO
- Part D - Instructions for online examination.
  In case of any clarification/doubt/suggestion/feedback,the following designated RTTC will be nodal agency and single point of contact (SPOC) officer.

RTTC--------------------------------NAME OF OFFICER----------------CONTACT NO------------------

Yours truly,

INSTRUCTION SHEET
MANDATORY TRAINING THROUGH ELECTRONIC MEDIA AND ON LINE EXAMINATIONS

PART A - Instructions for the Trainees to Use The CDs

- 2 CDs have been provided. One for the Core topics and another one for Management topics.
- Insert the CD into the CD drive and the following window will popup.

Figure-1

- Click on the button to see the index page as shown below (Figure-1) The below window is for CFA

E1- E2 Consumer Fixed Access (CFA)
Core Topics

1. Text in pdf format for each Chapter
2. Power Point in pdf format for each Chapter
3. Webinars for each Chapter

To read the pdf documents , install Pdf reader by clicking the Pdf icon ![PDF]* PDF reader should be installed to read the text and ppt

Chapter 1 Packet Switching	Text	Power point	Webinar
Chapter 2 Routing Principle	Text	Power point	Webinar
Chapter 3 BB & MP	Text	Power point	Webinar 1 2
Chapter 4 IPv6	Text	Power point	Webinar
Chapter 5 MPLS VPN.	Text	Power point	Webinar
Chapter 6 NGN & IPTAX.	Text	Power point	Webinar
Chapter 7A SIP	Text	Power point	Webinar
Chapter 7B IMS	Text	Power point	Webinar
Chapter 8 SSTP	Text	Power point	Webinar 1 2
Chapter 9 Landline VAS	Text	Power point	Webinar 1 2
Chapter10 PCO Retention.	Text	Power point	Webinar
Chapter11CDR Billing	Text	Power point	Webinar
Chapter12 Udaan & Dosti.	Text	Power point	Webinar
Chapter13 Project Sanchay.	Text	Power point	Webinar
Chapter14 NGSDH & MSPP.	Text	Power point	Webinar
Chapter15 DWDM.	Text	Power point	Webinar
Chapter16 FTTH_NGPN.	Text	Power point	Webinar

(Figure-2)

- First column of Figure-2 shows all the chapter names against each chapter.
- When you click on Text, text document in pdf will be opened.

- When you click on Power point, power point document in pdf will be opened.
- When you click on Webinar, webinar video and audio will start.
- Webinar is opened in Internet Explorer with the audio, ppt presentation and video of the lecturer, who took the class. In order to effectively run recorded webinar sessions, please ensure that your computer has I.E. version 7.0 or above and Media Player 9.0 and above.
- In case the CD does not open automatically, then, directly from CD also we can open the Text, PowerPoint and Webinar folders. For that, after opening CD, double click the ppt, text and webinar folders to see the respective contents. Webinar folder will open as shown in (Figure-3) , this is for E1-E2 CM

▲ Files Currently on the Disc (10)			
Chapter 01.OVERVIEW OF GSM	08-04-2011 15:43	File folder	
Chapter 02.3GConcepts	08-04-2011 15:43	File folder	
Chapter 03.RFPLANNING	08-04-2011 15:40	File folder	
Chapter 04.M-VAS	11-04-2011 13:26	File folder	
Chapter 05. MIN	11-04-2011 13:25	File folder	
Chapter 06.Internatinal roaming	11-04-2011 13:25	File folder	
Chapter 07.ProjectVijay	08-04-2011 15:40	File folder	
Chapter 08. Sanchar Soft	11-04-2011 13:25	File folder	
Chapter 09.CDMA2000	08-04-2011 15:42	File folder	
Chapter 10.Wifi_WiMAX	08-04-2011 15:42	File folder	

(Figure-3)

- Double click on any chapter will open as shown below (figure-4)

Audio	08-04-2011 15:42	File folder	
PubData	08-04-2011 15:42	File folder	
RecordingData.frd	02-04-2011 02:19	FRD File	739 KB
ReplayMeeting.htm	09-07-2010 05:05	HTML Document	7 KB

(Figure-4)

- To watch the webinar double click on

ReplayMeeting.htm
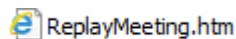
NOTE: IF YOU HAVE ANY PROBLEM WITH THE CDs, e.g. YOU ARE UNABLE TO OPEN THE TEXT, PPT or WEBINARS, YOU ARE REQUESTED TO CONTACT YOUR TRAINING CENTRE FOR ASSISTANCE. ALSO, THE DETAILS OF THE REQUIRED SOFTWARE TO PLAY RECORDED WEBINARS ARE AVAILABLE AT **http://www.training.bsnl.co.in**. PLEASE NOTE THAT THE REGISTERED TRAINEE CAN ALSO GET CONTENTS ONLINE AS WELL BY LOGGING TO TRAINING SITE **http://www.training.bsnl.co.in**

<p style="text-align:center"><u>**PART B – CTMS On line Upgradation Page**</u></p>

For visiting the **trainee homepage,** click the link 'Online Upgradation Training' on the training site CTMS (http://training.bsnl.co.in). On this page, you can,

- Register as a trainee for online upgradation study and examination.
- Following registration (see instructions below) you can login to CTMS to download study material (Contents).
- The list of SMEs (Subject Matter Experts) is also available (module wise). The SMEs can be contacted (e-mail and telephone numbers have been made available) for any clarification regarding the study topic.
- The trainee can also appear for mock test as a preparation for final online exam at examination centre.
- Candidates can also give suggestions / feedback.

<u>**Nomination/Registration for On line Upgradation Training**</u>

- The facility of nomination to various online upgradation training courses is being made available through training site CTMS (http://www.training.bsnl.co.in)
- The nominations can be entered by the trainee, her/his SSA training coordinator or her/his circle coordinator.
- The trainee will have to visit training site CTMS and click on the link – **Online Upgradation Training.** By entering the personal details (including HR number), the trainee will be able to send his nomination to his SSA/Circle for approval. While nominating himself, the trainee will be able to select the date of examination.
- The SSA training coordinators will be able to forward the nomination to the circle office as they are doing for various in-service courses.
- The circle training coordinator will be finally approving the nominations along with examination centre and examination date.

<p style="text-align:center"><u>**PART C – Learning/Logistical Support**</u></p>

1.0   Subject Matter Experts (SMEs).

SME's are the faculty members of various training centres (ALTTC/BRBRAITT/NATFM/RTTCs) who are the facilitator of the learning of the concerned topic/stream. For any clarification/doubt/suggestion/feedback with respect to the content, the SME may be contacted through phone or e-mail. The list of the SME for every session/topic in every stream is provided in the CTMS.

2.0   Training Centres .

The Training Centres may be contacted for any support or problems faced during the study. A link for complaints/suggestions has been provided in the CTMS for this
purpose.

3.0   Training Cell, BSNL CO.

Support/assistance from the Training Cell, BSNL CO may also be solicited through the Training Desk on the intranet.

PART D – On line Examination

a) This system of on-line learning and on-line examination has been designed to work on quarterly basis.
b) The nominations for the upgradation batches on on-line learning/ examination system will be opened in the CTMS on the first day of every quarter.
c) The online examination date and venue will be fixed at the time of approval of nomination.
d) The candidate can view his schedule of examination by visiting CTMS.
e) For the examination, the candidate will have to report to the centre at least, one hour before the start of the examination. The candidate must bear his BSNL ID card for appearing in the examination.
f) The examination will be conducted online on computers under the supervision of the centre supervisor.
g) There will be separate exams each of 90 minutes duration for each module (Management and Technical), comprising of 50 multiple choice, objective type questions.
h) For E5-E6 training, since there are no separate management and technical modules, the contents have been divided into two volumes (Volume-I and Volume-II). The exam-I will be from contents of Volume-I and exam-II from Volume-II. Each exam will comprise of 50 multiple choice, objective type questions.
i) The method of exam will be similar to that of mock test.
j) The candidate will have to clear both the exams by securing at least 50 percent marks.
k) On successful clearance of exam, candidate will be able to download and print the scorecard and certificate, by logging in to the CTMS.
l) The failed candidate will nominated again for the next exam automatically. Candidates will not have to reappear in the modules they have passed.
m) Executives will be allowed to clear the on-line examination in maximum three attempts. In case the executive is not able to clear the exam in a quarter, he/she will be nominated automatically in the next batch on the CTMS portal.
n) Executives should register themselves in a manner so that they clear their respective mandatory trainings within the stipulated period of TWO years from the date of their respective up-gradations.