



No. 79-2/2016-Rectt.

Dated 31-07-2018

To,

All the Chief General Managers,
BSNL Telecom Circles.

Sub: Recruitment process through ERP – Internal & External.

In reference to aforesaid context it is hereby intimated that BSNL conducts LICE & DR(direct) exams for promotion & fresh recruitment respectively. There are certain pre & post-examination activities at circle level after declaration of result. The activities are being executed manually in accordance with the understanding of guidelines at circle level and lot of queries/contradiction in this regard always co-exist.

All concerned are hereby intimated that Recruitment process has been developed & ready for use in ERP system. The entire pre & post-examination activities pertaining to LICE / DR Exams as per requirement has been formulated through ERP to optimize and smoothen the process.

Recruitment Process has been divided in three following parts:

- i. Internal recruitment (LICE/LDCE Promotion),
- ii. External recruitment (New Appointment/Hiring)
- iii. Vacancy calculation.

The details of the process are given in the attached annexure (Annexure-A) for implementation. The recently conducted/recruited JAOs in BSNL has been considered as a pilot project for the purpose and necessary data has already been uploaded in ERP module; it is requested to instruct concerned team at circle to start using Recruitment Process in ERP with immediate effect and in case of any issue, same may please be raised through PIS issue on ERP helpdesk Portal only.

For any feedback/query please contact Sh. Anand, DM HCM Core team: (Office LL 0120-2755048)

Encl: Annexure-A


(SAMITA LUTHRA)
General Manager (Rectt.),
BSNL CO.

Copy to:

1. DIR(HR) for kind information please.
2. All the cadre controlling Authorities.
3. GM (Training) BSNL CO for kind information please.
4. GM (ERP Core Team) ALTTC Ghaziabad for kind information please.



Annexure-A

Recruitment process through ERP – Internal & External.

The sequence of process is as below:

➤ Internal recruitment (LICE/LDCE Promotion)

- Employee will apply through portal www.internalexam.bsnl.co.in
- BSNL CO will upload the advertisement details through T-Code “zhr_recruit_adv_upd” and also the list of such applicant through T-Code “zhr_recruit_ver_upd” in ERP.
- The Circle/SSA recruitment team can view the list of applicants through T-Code “zhr_recruit_ver_view” and e-verify the eligibility using T-Code “zhr_ir_verification”. Prior to e-verification, present cadre (IT9007 subtype 0001), substantive cadre (IT9016) & recruitment category (IT0077) need to be maintained for all applicants.
- The recruitment cell of respective Circle/SSA must have below mentioned roles, which may be got assigned by raising PIS on ERP help desk:
 - I. zhr_recruit_circle – for Circle Team
 - II. zhr_recruit_SSA – for SSA team
 - III. zhr_pa30_IT9016_cadreo2to05 – for Circle/SSA team.
- Status of e-verification can also be monitored through T-Code “zhr_recruit_ver_view”.
- Employees with status “Eligible” will only appear for exam.
- List of qualified applicants will be updated in ERP by BSNL CO using T-code “zhr_recruit_ver_upd”. Recruitment team can view the list of such qualified applicants using T-code “zhr_recruit_ver_view”.
- The successful applicants can be sent for training by registering on CTMS portal and update it in ERP through T-code “zhr_ir_training”.

➤ External recruitment (New Appointment/Hiring on or after 01.07.2018)

- Applicants will apply through portal www.externalexam.bsnl.co.in and recruitment process will be completed by recruitment cell of BSNL CO out of ERP.
 - BSNL CO will upload the advertisement details through T-Code “zhr_recruit_adv_upd” and also the list of successful candidates through T-Code “zhr_recruit_er_upd” in ERP.
- [List of 973 successful candidates of JAO-2017 exam applicant data has already been uploaded by recruitment cell of BSNL CO against advertisement no. 10-1/ 2017- RECTT, Dated 04.09.2017]

However, for individual appointment such as appointment on compassionate ground, circle recruitment team to execute T-Code “PB40”.

- The recruitment cell of respective Circle must have below mentioned roles, which may be got assigned by raising PIS on ERP help desk:
 - I. zhr_recruit_circle – for Circle Team.
- The Circle/SSA recruitment team can view the list of successful candidate through T-Code “zhr_er_training” allotted for their circle.
- The successful candidates can be sent for training and status can be updated in ERP through T-code “zhr_er_training”.



- On completion of successful training, Circle recruitment/HR team to execute T-code "PBA7" or PA40 which will capture employee appointment related details.
- Above steps to be followed for all fresh recruitment/appointment in all cadres, with effect from 01.07.2018 (including recently conducted JAO). Further, PERNR number generation in ERP system will be internal now as external earlier for all employees appointed on or after 01.07.2018.
- Any ITS cadre employee if getting absorbed in BSNL & for whom need to give new PERNR, in such cases, execution of action PB40 for creating applicant data is not required. Such cases may be forwarded to core team by raising PIS on ERP help desk for creation of their appointment data along with details in HCM12 template.

➤ **Vacancy Calculation**

- The detail will be intimated soon.

The recruitment process manual has been uploaded on ERP help desk Portal website – <http://10.197.216.213/> --> Module ---> HCM ---> PROCESS WISE MANUALS ---> "Recruitment process User Manual". For any query please call :

- Core team (Office LL 0120-2755048).
- Mr. Vipin, AM, HCM Core team (Office LL 0120-2755035).

All are requested to instruct concerned team to start using Recruitment Process in ERP with immediate effect and in case of any issue, same may please be raised through PIS issue on ERP helpdesk Portal only.