



নর্দান ইলেক্ট্রিসিটি সাপ্লাই কোম্পানি (নেসকো) লিমিটেড
NORTHERN ELECTRICITY SUPPLY COMPANY LIMITED
(An enterprise of Bangladesh Power Development Board)

Service Rules-2019
(Approved in 92th Board of Directors of NESCO Ltd)

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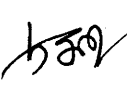
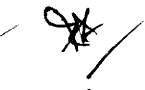





Northern Electricity Supply Company Limited
Service Rules, 2019.



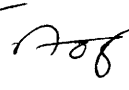
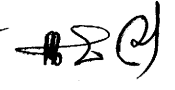
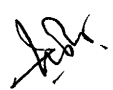
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CHAPTER - I

1.0. PRELIMINARY

1.1 Short Title and Application

- (a) These rules shall be called the Northern Electricity Supply Company Limited (Employees) Service Rules, 2019.
- (b) These rules shall apply to all employees in the employment of the company except as specifically mentioned in the respective rules.
- (c) It shall come into force as soon as it is approved by the Board of Directors of the company and on due circulation of the approval for general information to the employees.
- (d) The Board of Directors of the company may change or amend or repeal (cancel) these rules from time to time as it may deem fit.

1.2. **Definitions:** In this rules unless there is anything repugnant (objectionable) in the subject a context-

- (a) Additional Pay is payment(s) apart from the salary sheet as provided by approval authority.
- (b) "Appointing Authority" means the authority empowered to make appointments i.e., the 'Board of Directors' in relation to Managing Director, Executive Directors & Company Secretary' and 'Appointment Committee, Approved by the Board' in relation to all other employees.
- (c) "Authorized Medical Officer" means a medical practitioner so designated by the Competent Authority from time to time and if there is no "Authorized Medical Officer" so designated, any registered medical practitioner.
- (d) "Average pay" means the average of pay earned during the twelve complete months immediately preceding the month in which the leave is taken or the pay of the employee drawn immediately before proceeding on leave which is more favorable to the employee.
- (e) "Basic Pay" means the pay, which has been sanctioned for a post held by an employee regularly or in an officiating capacity, or to which he/she is entitled to by reason of his/her position in the company.

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- (f) "Board" means the Board of Directors of the Company which determines the policies, procedures, guidelines and directives for its overall management.
- (g) "Company" means the Northern Electricity Supply Company Limited (NESCO) incorporated under the Companies Act, 1994 (Act No. 18 of 1994).
- (h) "Competent Authority" means the Board of Directors or the authority designated or delegated by the Board to be competent for the specific purpose.
- (i) "Contract" means an Agreement between an employee and the company which lays down the terms of employment.
- (j) "Controlling Officer" means the officer declared by the appointing authority to be the controlling officer for the purpose of administrative, financial and technical matters.
- (k) "Day" means a calendar day beginning and ending at midnight but an absence from work place, which does not exceed twenty-four hours, shall be reckoned for all purposes as one day, at whatever hour the absence begins or ends.
- (l) "Dearness Allowance" means the allowances made for the employees for compensating higher cost of living.
- (m) "Duty" includes -
 - i. Service as a probationer and an apprentice provided such service is followed by an appointment for a permanent post;
 - ii. Joining time;
 - iii. The period spent on a duly authorized course of instruction, training or a visit including the time reasonably required for the journey to and from place of such training and visit; and
 - iv. Attendance at compulsory departmental examination/interview including a reasonable time required for the journey to and from the place of examination and the day or days of the examination.
- (n) "Emolument (Remuneration)" means and includes
 - i. Pay;
 - ii. Special pay, personal pay, technical pay, officiating pay and additional pay;
 - iii. Compensatory allowances other than traveling and medical allowances;
 - iv. Leave salary/ Leave encashment;
 - v. Any other payments and fees, if any, in the shape of fixed monthly addition to pay;

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- vi. Subsistence allowance; and
 - vii. Dearness allowance.
- (o) "Employee" means individual employed against the approved post of the company.
 - (p) "Family" means spouse children and parents dependent on the employee.
 - (q) "First entry post" means post(s) or a percentage of posts as embodied in the schedule in a category which is filled up by direct recruitment.
 - (r) Government: The People's Republic of Bangladesh (Government of Bangladesh)
 - (s) "Headquarters" means such place as the Head of office may prescribe and in the absence of any order to the contrary, means the place where the office or the place of duty of an employee is located.
 - (t) "Holiday" means a day declared as such by order of the Government/Board of Directors of the company.
 - (u) "Honorarium" means a recurring or non-recurring payment made to any employee by the company as remuneration for special work of an occasional character.
 - (v) "Incentive" means any compensation scheme or plan made by the company to motivate the individual/team for their improved performance.
 - (w) "Joining time" means the time allowed to a person to enable him/her to join in a new post on transfer and promotion, as defined by the competent authority.
 - (x) "Misconduct" means conduct prejudicial to good order or discipline or which is unbecoming of an employee or gentleman and includes contravention of any of the provisions of 7.1 and 7.2 of chapter VII of these rules.
 - (y) "Month" means a calendar month.
 - (z) "Officiate" means officiating in a post by an employee by discharging the duties of that post in which another person holds lien, or when he is appointed by an authority competent to make a regular appointment to the post to officiate in a vacant post to which no other person holds a lien.
 - (aa) "Pay" means the basic pay which has been sanctioned for a post held by an employee or in an officiating capacity or to which he/she is entitled to by reason of his/her position in a functional area and includes special pay, personal pay and additional pay, if any, admissible under general or special order.
 - (bb) "Personal pay" means an additional pay granted to an employee to save him/her from loss of pay in respect of a permanent post held by him/her due to a revision

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of pay or to reduction of such pay otherwise than as disciplinary measure or in exceptional circumstances, on other personal considerations.

- (cc) Performance Appraisal is Annual Confidential Record of an employee's job performance for a precedent year which is evaluated and documented by authorized officer of the Company.
- (dd) "Selection Committee" means a committee formed by the Board and will be responsible for selection of employee for any appointment.
- (ee) "Special pay" means an addition in the nature of pay to the emolument of an employee granted in consideration of –
 - i. the specially arduous nature of the duties; or
 - ii. a specific addition to the work or responsibility; or
 - iii. stressful work or challenging environment.
- (ff) "Subsistence Allowance" means a monthly allowance made to an employee during the period he/she is under suspension.
- (gg) "Transfer" means the movement of an employee from one work place to another to take up the duties of a new post.
- (hh) "Traveling" means any travel undertaken/made for interest of the company.
- (ii) "Year" means a financial year (July to June) for the purpose of accounts and finance and a calendar year for other purposes.

CHAPTER – II

2.0 POSTS

2.1 Creation of Posts

All posts shall be created by the Company with the approval of its Board of Directors and appointment to all posts will be contractual.

2.2 Categories and Classification of Posts

The post shall be of the following categories, namely –

- a) A regular post shall be a post of a definite pay grade approved by Board of Directors deemed to be continued for an indefinite time and which is included in the organizational setup.
- b) Outsourcing of any task/job of a functional area may be made for the interest of company as per the role, as specified and approved by the Board of Directors.

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2.3 Filling up a Regular Post

Appointment to all regular posts shall be made-

- a) by direct recruitment with provision of lateral entry to all categories of posts, if necessary; or
- b) by promotion.

Criteria/guidelines of promotion for employees shall be as per the provisions of the schedule of Recruitment & Promotion (Appendix I & II).

2.4 Probation Period:

Persons selected for appointment by direct recruitment in entry level to a regular post shall be appointed on probation for a period of at least 01 (one) year.

Provided that the appointing authority may, by an order in writing, extend the period of probation in the case of any person or terminate his/her service if his/her performance during that period is found unsatisfactory.

After successful completion of the period of probation the incumbent will be confirmed in the service with effect from date of joining.

CHAPTER – III

3.0 RECRUITMENT AND PROMOTION POLICIES & GUIDELINES:

3.1 Recruitment Policies

3.1.1 Objectives:

- (a) To provide the company with quality human resources to ensure better services to the customers and growth of the company.
- (b) To ensure adequate and consistent human resources for the effective and efficient operation of the company
- (c) To establish a transparent recruitment system.

3.1.2 Scope:

This policy shall be applicable to the company for the recruitment of its employees.

3.1.3 Strategies:

- (a) There shall be a uniform practice of recruitment in the company.
- (b) Recruitment shall be undertaken at any level in conformity with the provisions of these rules.
- (c) Recruitment shall be made on functional/discipline basis
- (d) Recruitment shall be carried out most efficiently and effectively.
- (e) Emphasis shall be given to the development of team work in the company. Therefore, care shall be taken to recruit an employee having appropriate qualities and aptitude.

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- (f) The criteria for screening shall be to determine technical ability and behavioral trait of the individual. The basic policy of recruitment shall be to recruit with total corporate performance in mind.
- (g) No discrimination shall be made on grounds of sex, caste, creed, locality etc.
- (h) Ensuring the recruitment of human resources having high morale and discipline, sound mental and physical health with requisite qualification.

3.2 Guidelines

3.2.1 Invitation of Applications

- (a) Efforts shall be made to ensure adequate number of job applicants having requisite qualification. It may be done through advertisement in the reputed and well circulated at least one Bangla and one English national dailies, company website, notice board.
- (b) Such advertisement shall contain all relevant information about the post including:
 - i. designation with number of vacant post
 - ii. pay grade
 - iii. educational qualifications
 - iv. age
 - v. experiences
 - vi. eligibility criteria
 - vii. last date for receiving applications.
 - viii. Any other requisite information set by the authority.
- (c) Applications shall be received at the Headquarters or any other authorized Offices through postal / courier services or on line or hand delivery as specified by the competent authority.

3.2.2 Screening

- (a) The main purpose of the screening process shall be to identify the most suitable candidate (s) for the company.

This screening shall be carried out at the following stages for all categories of employees of the company through:

- i. screening of the submitted documents.
- ii. written test
- iii. viva-voce and interview or any other method as decided by the company.
- iv. medical check up
- v. police verification

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- (b) All applications shall be scrutinized in respect of completeness and eligibility. Incomplete applications and those which do not fulfill the qualification criteria shall be rejected.
- (c) Only the concerned committee or the officer shall make screening of applications.
- (d) Written test shall be considered as an important screening device for all positions. Where number of applications received for any position except entry positions is so less that effective screening through viva-voce is possible, written test may not be considered for selection purpose. Only the acceptable applicants shall be allowed to sit for a written test. The marks distribution should be as follows:

i.	Analytical ability	20 points
ii.	Relevant Subject matter	40 points
iii.	General knowledge	20 points
iv.	Bengali, English & Power Sector	20 points

Total: 100 points

- (e) At best 5 applicants securing highest points in order of merit against each position shall be called for the viva voce. However, any applicant securing less than 50% in the written test shall not be invited for the viva-voce. The authority reserves the right to revise this provision and when it is required.
- (f) The interview Board shall be comprised of 5-7 members for recruitment of employees from the position Grade 03 to 8. This interview Board shall be constituted by the company board where at least one member from Power Division and one outside specialist should be included in viva board. Board may decide to conduct written test by out-sourcing institution.
- (g) Candidates securing less than 50 % marks in Written Test may be rejected. The authority reserves the right to revise this provision as and when it is required.
- (h) Out of 100 Weightage distribution shall be as follows Written 70, Academic Attainment 10, and Viva Voce 20. A list of successful candidates shall be prepared by adding the scores secured in the written test, academic attainment and viva voce.
- (i) In case of recruitment of employee below the grade 8, a selection committee comprising 4-5 members shall be constituted by the company board taking at least one member from the Power Division, the convener of the committee shall not be below the rank of ED of the Company.
- (j) Candidates securing less than 50% marks in viva voce shall not be considered eligible for selection.
- (k) Successful candidates shall be requested to report to the Authorized Medical Officer on a particular date and time for medical check-up.

- (l) Candidates declared fit by the Authorized Medical Officer, shall be issued appointment letters in order of merit to join the company on a particular date mentioning at least the following conditions:
 - i. Appointment in the entry post shall be confirmed subject to police verification.
 - ii. This appointment / contract shall be reviewed at the end of each contract period. Service may be extended on the basis of satisfactory ACR and APA.
- (m) Every employee shall, before joining in the service, sign declaration of fidelity, confidentiality and Non-Discloser Agreement (NDA) in the prescribed form.
- (n) Satisfactory Police verification report is a must for all entry level post.

3.3 Promotion Policies and Guidelines

3.3.1 Objectives of the Policy:

The main objectives of promotion policy of the company shall be:

- (a) To ensure better service for the company.
- (b) To ensure the promotion of competent personnel.
- (c) To create an internal environment for high morale and good performance of employees.
- (d) To create a sense of belongingness among the employees.
- (e) To have a stable, high quality and continuously improving workforce.

3.3.2 Scope :

This policy shall apply to all employees up to the level of Chief Engineer or equivalent.

3.3.3 Strategies

- (a) Promotion shall be made keeping the long-term organizational and individual goal in view.
- (b) Promotion in the company shall be fair and free from any influence and biases.
- (c) The main purpose of promotion shall be to ensure the employee motivation to continue to make persistent efforts to improve them.
- (d) Promotion shall be administered against a vacancy with due consideration to the terms and conditions envisaged in the service rules.
- (e) Promotion in the company shall be given without any discrimination based on sex, caste, creed, locality etc.
- (f) Promotion to any post shall be on the basis of merit cum seniority.
- (g) Any such promotion of an eligible candidate shall be reviewed and recommended by a scrutiny committee determined by the Board. The Committee may conduct written Exam and/or Viva as deemed fit. Based on the Seniority, APA, ACR and Service

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Record the Board will decide the number of eligible candidates for interview and promotion.

- (h) The company shall prepare and maintain a seniority list which will be approved by the competent authority. Discipline and functionality wise seniority list of all employees shall be kept by the company. The promotion of employees should be considered only on respective discipline basis. All such eligible candidates may be considered to appear at the written/ Viva for Promotion.

3.3.4 Guidelines

- (a) Promotion of all employees shall be subject to the fulfillment of required period of service as stipulated in the schedule of Recruitment and Promotion and the rating of performance appraisal.
- (b) Promotion to the post of all categories shall be subject to the fulfillment of conditions stipulated in the Schedule of Recruitment/ Appointment and the rating of the Performance Appraisal and result of written exam and viva voce. Each and every promotion shall be judged through an interview. The Board shall approve the Interview Committee for promotion.

CHAPTER – IV

4.0 GENERAL CONDITIONS OF SERVICE

4.1 Certain Pre-Conditions of Service

- (a) Unless in any case it is otherwise distinctly provided, the whole time of an employee shall be at the disposal of the Company and he/she may be employed in any manner in any place required by the Company.
- (b) Two or more employees shall not be appointed on a substantive basis to the same post at the same time.
- (c) An employee shall not be appointed to two or more posts at the same time.
- (d) Considering the nature of the company and employee motivation, career path needs to be established.
- (e) In case of direct appointment (applying through proper channel) of an employee of the company or any other organization to the higher post, his/her previous length of service shall be counted as continuous service for calculating the leave, contributory provident fund, Gratuity.

4.2. Deputation for foreign training/ exposure visits and personal visit.

An employee may be allowed to visit overseas for foreign training / exposure visit and personal visit with the approval of the authority.

4.3 Transfer

An employee may be transferred from one post to another or from one jurisdiction to another jurisdiction of the Company.

4.4 Pay and Allowances

An employee shall draw the pay and allowances appointed to the post with effect from the date he/she assumes the duties of that post and shall cease to draw the pay and allowances as soon as he/she ceases to discharge those duties.

4.5 Criteria of Promotion.

Criteria of promotion of employees are laid down in the promotion guidelines and the recruitment and promotion schedule.

4.6 Pay

An employee while on duty shall draw the pay approved for his post, as fixed from time to time.

4.7 Initial Pay

- (a) The initial pay of an employee on first appointment shall be the grade of pay of the new post to which he/she is appointed.
- (b) The initial pay of an employee appointed on promotion shall be fixed as per pay policy of the Company.

4.8 Annual Increment or Pay Raise

- (a) Annual increment or pay raise shall be based on the rating of the performance appraisal and APA.
- (b) The conditions under which the service will be considered for an increment to the grade of Pay of the post held by an employee are as follows:
 - i. duty in the post;
 - ii. service in another post, whether in substantive or officiating capacity. Leave other than an extraordinary leave;
 - iii. If an employee after officiating in a higher post is reverted to a lower post, the period of service in the higher post shall count for increment in the lower post;

4.9 Joining time

Joining time may be granted to an employee to join a new post to which he/she is appointed on transfer or on promotion while on duty.

4.10 Pay during joining time

- (a) Joining time shall be regarded as on duty during joining time and shall be entitled to the pay of his/her present/previous post as deem fit.
- (b) An employee, who does not join his/her post within joining time without proper ground (with proper documents) shall not be entitled to any pay or leave salary on the expiry of joining time.

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4.11 Period of joining time

- (a) The joining time admissible to an employee whose transfer does not involve a change of residence from one station to another will be the next day. If there is a holiday he/she should join immediately after the holiday.
- (b) In the case of transfer involving a change of residence from one station to another, a period of seven days shall be allowed for shifting.

4.12 Liveries:

- a) Company will prepare a Liveries Policy.
- b) Employees shall be provided with (02) two sets of uniforms/ dresses every year free of cost by the company. Under the provision, an officer shall be entitled to two sets of shirts and pants, a pair of shoes and a tie every year. A security guard shall be entitled to two sets of pants and shirts, one belt, one cap, one pair of boots, a rain coat and a whistle in every year while a member of technical staff such as lineman, electrician, plumber, helper shall get two sets of pants and shirts, one pair of shoes/gum boots and a rain coat appropriate of his/her nature of job. The drivers, gardeners, Office Attendant etc. shall be provided with two sets of pants and shirts, one pair of shoes and a rain coat in a calendar year.
- c) Employees in the Sub Station or Line Maintenance activities will be provided safety gear.

4.13 Income Tax

An employee shall pay income tax on his/her taxable income. Company shall deduct the income tax payable by him/her at source as per the Govt. Rules and will deposit the same to the Government Exchequer.

CHAPTER-V**5.0 LEAVE**

Unless otherwise stated, leave of an employee shall be governed by the provisions laid down in this chapter.

5.1 Types of leave

- | | |
|-------------------------------|-------------------------|
| (a) Earned Leave | (f) Compensatory Leave |
| (b) Casual Leave | (g) Ex-Bangladesh Leave |
| (c) Maternity Leave | (h) Quarantine Leave. |
| (d) Extra-Ordinary Leave | (i) Medical Leave. |
| (e) Special Disability Leave. | |

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5.2 Leave Procedure

- (a) Leave account of every employee shall be maintained as per the rules and procedures of the company as laid down in this chapter.
- (b) All applications for leave shall be submitted to the competent authority in the prescribed form.
- (c) All types of leaves within the country to be enjoyed by the employees shall be approved by the competent authority, in case of Managing Director the leave will be approved by the Chairman of the Board.

5.3 General Conditions

- (a) An incumbent shall be entitled to enjoy the leave admissible under the rule provided such leave is due to his/her credit. An employee shall obtain the information regarding the status of his/her leave in the account from the HR department.
- (b) Any prayer for leave may be rejected or the time and period of leave may be rearranged and granted in the interest of the company.
- (c) An employee shall not overstay without the prior approval of the competent authority.
- (d) If an employee fails to attend his/her duty due to illness, the competent authority shall be informed of such illness either on the same day or on the next immediate day. If the period of absence due to illness exceeds 3(three) days, the incumbent shall provide the medical certificate for the period of absence
- (e) An employee may be recalled from leave to duty before the expiry of his/her leave if the exigencies of service so warrants.
- (f) If an employee remains absent for more than 07 (seven) days without any permission, it shall be treated as misconduct.
- (g) Leave is a privilege; it cannot be claimed as a matter of right.

5.4. Earned Leave:

- (a) Full average pay: Leave on full average pay shall be earned at the rate of 1/11th of the period spent on duty and the maximum that may be accumulated shall be of 6 months at a time. But in case of refusal of earned leave, such rule shall not apply. The refused leave shall be added to the accumulated leave but encashment of 100% refused earned leave shall be admissible under this rule. The amount of leave on full average pay that may be taken at a time shall not exceed 60 days.
- (b) Half average pay: Leave on half average pay shall be earned by an employee at the rate 01/12th of the period spent on duty and accumulation of such leave shall be without limit. It shall be permissible to convert leave so allowed into leave on full pay on submission of medical certificate up to a maximum period of 12 months exclusive of the encashment of the leave as mentioned in clause (a) above.

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- (c) Encashment: The un-availed earned leave referred to clauses (a) & (b) above may be encashed at the time of retirement or at the time of separation from the service with the company.

5.5 Causal Leave

- (a) An employee shall be granted 20 (Twenty) days of casual leave in each calendar year. Such leave may be availed by an employee with the approval of the competent authority. Casual Leave shall be changed if the government order changes.
- (b) Casual Leave cannot be enjoyed for more than 10 (ten) days at a stretch.
- (c) Casual leave shall not be enjoyed between leaves. However it can either be prefixed or suffixed.
- (d) Casual leave cannot be carried forward to the next calendar year.

5.6 Maternity Leave

- (a) A female employee shall be entitled to maternity leave for a period of 6 (Six) months which is not dubitable to the leave account.
- (b) A female employee shall be entitled to such leave if the request for granting the leave is not suggested by a registered medical practitioner or retainer doctor appointed by the company.
- (c) A female employee of the company shall be entitled to maternity benefit up to two surviving children.

5.7 Extra ordinary Leave without pay

- (a) An extra ordinary leave without pay may be granted when an employee does not have any leave to his credit but when the employee concerned applies in writing for the grant of such leave.
- (b) The period of an extra ordinary leave without pay shall not be more than 3 (three) months at a time but such period may be extended under the following circumstances:
 - i. When the employee is under medical treatment.
 - ii. When the competent authority is satisfied that the said employee is unable to attend his/ her duties due to unavoidable circumstances.
 - iii. When the competent authority may convert the period of absence without leave into extra-ordinary leave with retrospective effect.
 - iv. The competent authority may approve study leave for an employee for not more than 02 (two) years without pay.

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5.8 Special Disability Leave

- (a) Special disability leave may be granted by the competent authority to an employee who is disabled by an injury received in the course of employment and out of employment Provided that an employee shall be granted leave for accidental injury arising out of and in the course of employment for such a period as it incapacitates him/her to attend the duty subject to the submission medical certificate.
- (b) Special disability leave shall not be granted unless disability is manifested itself within three months of the occurrence to which it is attributable and the person disabled acts with due promptitude in bringing it to the notice of the competent authority
- (c) The leave may be granted for the period as recommended by the doctor appointed for this purpose. Such leave shall not be extended without the certification of the doctor. The period of this leave will be 12 months but extraordinary up to 24 months.
- (d) Special disability leave may be combined with leave of any other kinds.
- (e) Special disability leave may be granted more than once if the disability is aggravated or reproduced in similar circumstances at a later date but not more than 24 months of such leave shall be granted in consequence of any one disability.
- (f) Special disability leave shall be treated as on duty and shall not be debited against the leave account.
- (g) An employee shall be entitled to full average pay as Leave salary during special disability period.

5.9 Ex-Bangladesh Leave:

An employee may be allowed Ex-Bangladesh leave for purposes of pilgrimage, treatment, meeting or visiting close family members, study, outside Bangladesh. In such cases, the maximum leave allowed shall not exceed 60 (sixty) days in a calendar year and shall be debited from earned leave or shall be counted as extra ordinary leave without pay. This leave shall be granted by the competent authority.

5.10 Quarantine Leave:

Quarantine Leave is the leave of absence from duty necessitated by the order not to attend the office in consequence of the occurrence of the infectious diseases in the family/ household of an employee. Such leave may be granted by the head of the office on the certificate of a medical or a public health officer for a period not exceeding 21 days or, in exceptional circumstances, 30 days. Any leave necessary for quarantine purposes in excess of this period shall be treated as extra ordinary leave. Quarantine leave may also be granted where necessary, in continuation of other leave subject to the maximum amount of admissible under this rule. An employee on quarantine leave shall treated as on duty during the leave.

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5.11 Medical Leave

- (a) Medical leave may be granted by the competent authority to an employee on acceptable medical ground. The leave may be granted for the period as recommended by the doctor appointed for this purpose. Such leave shall not be extended without the certification of the doctor. The period of this leave will be maximum 3 months.
- (b) Medical leave may be combined with leave of any other kinds.
- (c) Medical leave shall be treated as on duty and shall not be debited against the leave account. An employee shall be entitled to full average pay as Leave salary during special disability period.

CHAPTER – VI

6.0 HONORARIUM, BONUS AND ALLOWANCES

6.1 Honorarium

- (a) The Board may grant an honorarium to an employee for work performed which is not included in his/her job description and occasional in character and either so laborious or of such special merit as to justify a special reward.
- (b) The Board may, on a casual or intermittent basis, and under such conditions as it may prescribe, allow any of the employees, in individual cases or class of cases, to provide service to another organization at a fee prescribed by the appointing authority for work done or service rendered by him/her to such department or organization. A portion of the fee as decided by the Board shall be paid to the concerned employee or employees.

6.2 Festival Allowances and Bonus

- (a) An employee shall be entitled to 2 (Two) festival allowances equivalent to two months basic salary in a year.
- (b) Bangla New Year Allowance (Boishaki Bhata) at the rate of 20% of basic pay in a year.
- (c) The Board, in relation to a fiscal year, may provide performance incentive bonus to an employee at such rates and on such conditions as it may deem fit subject to the achievement of KPI or net profit. The power division (government) shall set and evaluate the KPI target and accordingly will approve the incentive bonus for the company.

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6.3 Shift Duty Allowance

When an employee (both the officer and the staff) is required to work regularly on rotating shifts, he/she shall be allowed the shift duty allowance at the rate of 15% of the basic during the period of shift duty

6.4 Charge allowance for combination of appointment

When an employee is assigned to perform duties of another post, in addition to his own duties, he/she may be allowed an additional allowance on the following terms and conditions, namely

- (a) there shall be a formal order of the Competent Authority for holding the additional post;
- (b) no additional allowance shall be allowed for holding an inferior post;
- (c) no additional allowance shall be allowed when the period of dual charge is less than 3 weeks or more than 12 months
- (d) no additional allowance shall be allowed for holding the charge of a superior post which has never been filled up by appointment; and
- (e) for holding additional charge of another post, the employee shall draw the pay of his own post plus an additional 20% (not extending tk.5000) of his pay as charge allowance.

6.5 Traveling Allowance (Separate policy will be prepared)

6.6 Medical Benefit/Allowance: Medical Benefit/Allowance will be ensured as prescribed in the pay grade.

6.7 Gratuity.

Gratuity shall be admissible to-

6.7.1 All regular employees who rendered at least 3 (three) years continuous service in the company and

6.7.1.1 Have not been dismissed, discharged or removed from as a measure of punishment: or

6.7.1.2 Have not resigned, left or discontinued the service without permission of the competent authority: and

6.7.2 A regular employee whose service is terminated before completion of three years on the following grounds namely –

- i) The post to which he/she is appointed is abolished or he/she is retrenched from service for reduction of strength.
- ii) He/she is discharged from service due to total or partial disablement.
- iii) He/she died while in service.

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6.7.3 The amount of Gratuity

The amount of gratuity shall be computed at the following rate

Length of service of retirement	Amount of gratuity for each completed year	Remarks and condition
Up to 10 years	3.5 months basic	In case of normal retirement as per retirement age or as per clause 6.7.2 the incumbent will get this benefit.
11 years to 19 years	3.0 months basic (Total amount shall not be less than 35 basic)	
20 years and above	2.5 months basic (total amount shall not less than 57 basic)	
	2.5 months basic	In the case of resignation / release from the service by the company with minimum 3 (three) years' service.

Above mentioned amount of months basic pay for each completed year of service or for any part thereof minimum 180 days. The pay last drawn shall be the basis for such computation.

6.7.4 Nomination

- 6.7.4.1 Each employee shall make a nomination in prescribed form conferring one or more persons the right to receive the amount of gratuity in the event of his/her death before payment of gratuity.
- 6.7.4.2 If an employee nominates more than one person under sub rule 6.7.4.1, he/she shall specify in his/her nomination the share payable to each of the nominees in such a manner as to cover to whole amount of gratuity.
- 6.7.4.3 An employee may at any time cancel a nomination by notice in writing, and in doing so he/she shall along with such notice, send a fresh nomination made in accordance with the provision pf sub rule 6.7.4.1

6.7.5 Payment in the event of death

In the event of death of an employee before payment of gratuity, it shall be paid to his/her nominee/ nominees in the manner specified by him/her in the nomination, and, in the absence of any nomination, to his/her legal heir/heirs determined by Law.

6.8 Contributory Provident Fund (CPF)

An employee shall be allowed CPF benefits as per CPF Rule of NESCO.

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CHAPTER – VII

7.0 GENERAL CONDUCT AND DISCIPLINE

7.1 Fidelity and Secrecy

- (a) Every employee shall maintain strict secrecy regarding the affairs of the company and shall not communicate directly or indirectly to any person the information which has come into his/her possession in the course of his/her duties whether from official sources or otherwise, unless he is required to do so by law or directed by a superior officer in the discharge of his/her duties.
- (b) Every employee shall before joining service, sign declaration of fidelity and secrecy in the prescribed form.

7.2 Conduct and Discipline

- (a) Every employee shall -
- i. Conform to and abide by these rules;
 - ii. Remain aligned to the company vision, mission, policies and goals
 - iii. Demonstrate and participate in the process and show commitment through performance
 - iv. Observe, comply with and obey all orders and directions which may, from time to time, be given by the Company and any person or persons under whose jurisdiction, superintendence or control he may be;
 - v. Serve the Company and discharge his assigned duties faithfully, honestly and diligently;
 - vi. Use his utmost endeavor to promote the interests of the Company;
 - vii. Observe proper decorum, attend office / duty wearing uniform, use safety dresses and show courtesy in all matters to all concerned and the members of the public; and
 - viii. Maintain strict secrecy regarding the affairs of the Company
- (b) No employee shall
- i. Associate himself/herself with any political organization, front organization of political parties or otherwise take active part in politics or any political demonstration;
 - ii. Absent himself/herself from duties, or leave his/her station without obtaining permission from his/her controlling officer;

- iii. Make any public statement through media such as press, radio or television or e-mail or internet or web-site, unless specifically authorized to do so by the Company excepting on Company's day to day routine matters.
 - iv. Accept or seek any other employment or office or part time work, whether on payment, stipendiary or honorary, without previous sanction of the appointing authority.
 - v. Engage in any trade or business without specific approval of the appointing authority;
 - vi. Indulge in parochialism, favoritism, victimization, willful abuse of office, seizure (Gherao) of office or any officer or coercion to officer/staff in a body or individually.
- (c) No employee or member of his family shall-
- i. Accept any gift or concession from any employee or person having or likely to have dealing with the company; and
 - ii. Lend money to, or borrow money from, or place himself/herself under any pecuniary obligation to any person or firm having or likely to have dealings with the company
- (d) No employee shall be a member, office bearer or representative of any association or union other than a philanthropic, religious, social or professional organization unless such association or union is organized for the welfare and safeguard of the interest of the employees under the terms and conditions of the company rules and regulations in force.

7.3 Punishment and appeal

Grounds for penalty-Where an employee –

- (a) is guilty of negligence to his duties, or
- (b) is inefficient, or has ceased to be efficient; or
- (c) Is guilty of misconduct; or
- (d) is corrupt, or may reasonably be considered corrupt because-
 - i. He/she is, or any of his dependents or any other persons through him/her or on his/her behalf. is in possession of wealth which is disproportionate to his/her known source of income; or
 - ii. He/she has assumed a style of living beyond his ostensible means; or

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- (e) Is engaged in subversive activities, is reasonably suspected of being associated with other engaged in subversive activities, and whose retention in service is considered prejudicial to national security.

The authority may impose on him one or more penalties specified in clause 7.4 of this chapter.

7.4 Penalties

- (a) There shall be the following penalties, namely: -

- i Censure;
- ii. Withholding of increment or promotion for a specified period,
- iii. Recovery from pay of the whole or part of any loss caused to the company by the negligence or any other misconduct of the employee;
- iv. Removal from service; and
- v. Dismissal from service
- vi Any one or more.

- (b) Removal from service does not, but dismissal from service does, disqualify from future employment in the company.

7.5 Power to impose penalty

The power to impose penalty upon an employee shall vest in the authority competent to make appointment to the post or a delegated authority, which is held by the employee in the company.

7.6 Suspension

- (a) An employee may be placed under suspension, pending

inquiry, for any offence. The power of suspending an employee shall normally vest in the Appointing authority or a delegated authority. But the Controlling officer may also exercise this power with the approval of the Appointing authority.

Provided that the authority may, if it considers more expedient instead of placing such employee under suspension, by order in writing require him/her to proceed on such a leave as may be admissible to him/her from such a date as may be specified in the order.

- (b) During the period of suspension, an employee shall be entitled to a subsistence allowance at the rate of one-half of his/her basic. However, he/she shall be entitled to get all other allowances admissible under the rule in full. An employee shall not, while under suspension, leave the headquarters without prior permission of the authority.

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- (c) An employee committed to prison on a criminal charge should be considered under suspension from the date of arrest and should be allowed the subsistence allowances until the termination of proceedings against him.

7.7 Inquiry procedure in cases of negligence, inefficiency, misconduct and corruption:

- (a) When an employee is to be proceeded against under clause (a) or (b) or (c) or (d) under "punishment and appeal", he/she shall be called upon to submit explanation in writing to the authority within ten days or as per labour law which is minimum for the alleged offence.
- (b) When the explanation of the employee is not found satisfactory, the authority shall frame a charge.
- (c) The competent authority shall constitute a committee with officer (s) senior in rank to the accused to conduct the inquiry within 30 days from received the allegation which shall submit a report after giving the employee a personal hearing if so desired by him within two weeks (may be extended if so required) from the date of its constitution.
- (d) The competent authority shall consider the written statement submitted by the employee in his/her defense, the report of the Inquiry Committee and other circumstances, if any, and impose such penalty as it may deem proper in the circumstances of the case;

The decision of the authority shall be communicated by an order in writing to the employee concerned. The proceedings under this rule shall be completed within two months from the date of framing charge against an employee.

7.8 Procedure for disposal of a case, where an employee has been convicted by a court of law.

- (a) When an employee is convicted by a court of law on charge of a criminal offence, the competent authority may dismiss or remove him/her from the service of the company, or impose any other penalty upon him without following the inquiry procedure or may not impose any penalty, if the Appointing authority decides that the offence for which he/she is convicted is not liable to disciplinary action under these rules.
- (b) Any penalty imposed upon an employee shall take effect from the date of communication of the order of imposition of the penalty to the employee and not from the date of his/her conviction or suspension.

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- ii. it is found to be a repetition of appeal withheld or rejected before by the appointing authority unless it discloses any new point or circumstances which afford grounds for reconsideration; or
 - iii. it is addressed to an authority to which no appeal lies under this rule.
- (d) In every case in which an appeal is withheld, the appellant shall be informed of the fact and the reasons thereof. Provided that an appeal withheld under 7.10(c) may be re submitted at any time within thirty days from the date on which the appellant has been informed of withholding of the appeal in a form, which compiles, with the provisions of appeal requirement mentioned in Clause 7.10(b).
- (e) The appellate authority shall examine –
- i. Whether the facts on which the order of penalty is based have been established; and
 - ii. Whether the penalty is adequate, inadequate or excessive, and after such examination shall pass such order as it considers proper.
- (e) An appellate authority may call for the records of any case including an appeal withheld by an authority subordinate to it and may pass such orders thereon as it considers fit under the provisions of these rules.
- (f) Nothing in these rules shall preclude the Company Board from revising, whether on its own motion or otherwise, any order passed by an authority subordinate to it in exercise of powers conferred on such authority by these rules. The appellate Authority may reduce or enhancement or deem fit.

7.11 Reinstatement (Restoration):

When an employee who was dismissed, removed or suspended is reinstated, the punishing or appellate authority may grant him/her for the period of his/her absence from duty:

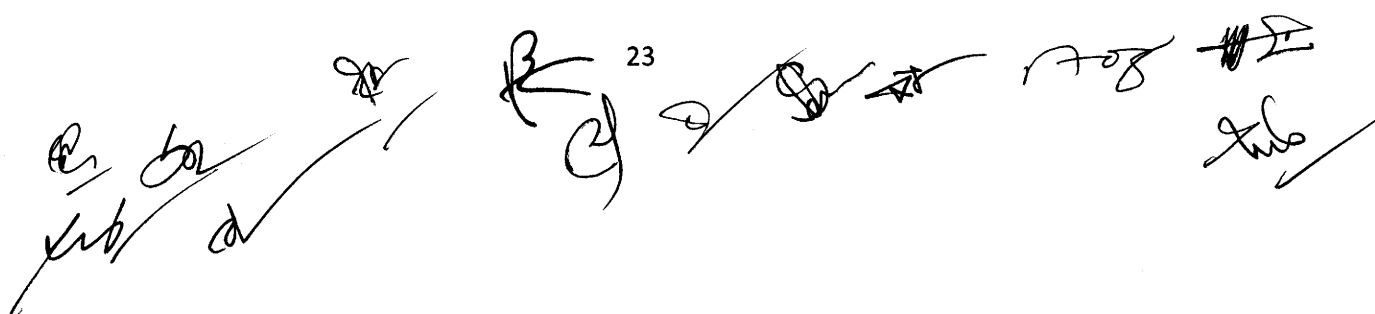
- (a) If he/she is honorably acquitted of the charge against him/her and is reinstated with retrospective effect, the full pay to which he/she would have been entitled had he/she not been dismissed, removed or suspended; or
- (b) If otherwise, such leave with full pay or with half-pay or without pay as the punishing or appellate authority may prescribe.

Explanation- Except in case of leave without pay, the subsistence allowance, if any paid to an employee during suspension shall be recovered from his/her salary on reinstatement

7.12 Bar to resign or retire by employees under suspension

An employee under suspension or prosecution on charge of offences under these rules shall not resign or retire at his/her own option from service until the case is finalized.

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CHAPTER – VIII

8.0 Service Record:

- (1) A record of service in a prescribed form of each employee shall be maintained separately and the company shall preserve the specific service record.
- (2) An employee shall be allowed to go through his/her service record once in a year in presence of an authorized officer and he/she shall sign with date in that service record stating that matters endorsed in the service record is true and complete.
- (3) If an employee finds any omission or error in the service record, he/she shall communicate the matter in writing for correction to the officer having the authority within 15 (fifteen) days.

CHAPTER-IX

9.0 RETIREMENT, TERMINATION AND RESIGNATION, DISCHARGE, DISMISSAL

9.1 Retirement

- (a) Normal retirement is mandatory upon the employee's 60 years except Executive Director and above. The Executive Director and Managing Director shall retire from service on his attainment of 62 years of age but the authority may extend their service up to the age of 65 years.
- (b) If any judicial proceedings instituted by the Company or any departmental proceedings are pending against an employee at the time of his retirement or as the case may be, ceasing to be in service, he shall not be entitled to any retirement benefits, except his own contribution to any fund and the interest thereon, till the end of such proceedings and the payment of any retirement benefit to him shall be subject to the findings of such proceedings. The proceeding shall be completed within the time schedule mentioned in relevant section of the rules.
- (c) While paying retirement benefits, advances if any due shall be adjusted.

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9.2 Resignation

- (a) Unless otherwise provided in the terms of employment or of any bond executed by an employee, a regular employee may resign from the service after giving 3 (Three) months' notice in writing or refunding 3 (Three) months' pay in lieu of such notice or for the period by which such notice falls short of 03 (Three) months and after repaying the dues of the Company if any.
- (b) A probationer may resign from the Company after giving one month's notice in writing or refunding one month's pay in lieu of such notice or for the period by which the notice falls short of one month and after repaying the dues of the Company, if any

9.3 Termination

- (a) The appointing authority may terminate the service of an employee by giving 3 (three) months' notice in case of regular employees and 1 (one) months' notice in case of probationer employees or by paying an amount equivalent to 3 (three) months' or 1 (one) month's basic pay as the case may be without assigning any reason whatsoever. The appointing authority may terminate the services of a probationer at any time without giving any such notice in writing.
- (b) The appointing authority may terminate the service of a regular staff/worker as per labor law by giving 4 (four) months' notice and 1 (one) months' notice in case of temporary staff/worker by paying an amount equivalent to 4 (four) months' or 1 (one) month's wages/salary as the case may be without assigning any reason whatsoever. The appointing authority may terminate the services of a probationer at any time without giving any such notice in writing one month notice.

9.4 Discharge

An employee may be discharged from service for reason of physical or mental incapability or continued ill health such that he/she is not able to continue the work or other reasons not amounting to incapacity or continued ill health or other reasons not amounting to offence(s). Authorized Medical Officer or a medical board must be formed to examine and make recommendation in this regard. The cost will be borne by the company.

- (a) On being discharged the employee must be given the following benefits:
 - (i) One month's notice or pay in lieu (Basic amount only);
 - (ii) Basic pay and other allowances applicable up to the effective date of discharge;
 - (iii) Remuneration for unused Earned Leave (EL);

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- (iv) Gratuity amount (if length of service attains/exceeds 3 continuous years at the date of discharge);
 - (v) The provident fund amount payable to the employee, his/her own contribution and the company contribution, when the employee has completed continuous service of one Year or more;
 - (vi) If the service length of the employee is less than one Year in that case he/she shall be entitled to get only the amount of his/her contribution of the provident fund;
 - (vii) Accrued bonus amount in full or pro-rated on the basis of month being accrued;
 - (viii) While paying benefits, advances, if any, due shall be adjusted.
- (b) In case an employee falls under occupational hazard, NESCO will explore in all possible manners to provide the employee a desk top job or other job which he/she can perform under a certain period of probation as determined by the Management. If the employee fails to succeed in the job or a Authorized Medical Officer or a medical board concludes that the employee can't perform his/her job and accordingly Management decides to discharge the employee then he/she will be given 4 months basic salary as discharge benefit in addition to other usual benefits.

9.5 Dismissal

An employee is liable to be dismissed when he is convicted of an offence or is found guilty of offence(s) after observing the disciplinary procedure narrated under chapter 7 of these rules.

When an employee is dismissed he/she shall be entitled to the following benefits:

- (i) Salary and related benefits up to the last day of work.
- (ii) Employee's own contribution to the provident fund only irrespective of length of service;
- (iii) Compensation (Basic Salary) @ 14 days for every completed year of service and any part thereof in excess of 6 (six) months;
- (iv) Remuneration for unused Earned Leave;
- (v) While paying benefits, advances or loss of the company, if any, due shall be adjusted or deducted. If the loss of the company is more than his due benefits, rest amount shall be realized through the process under the law of the land.

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APPENDICES

Schedule of Recruitment and Promotion Guideline (Officer)

Sl	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/ Experience for Promotion
1.	Managing Director Pay Scale Grade-1	Maximum 60 years	Direct Recruitment	<p>a) At least graduate in Electrical/Mechanical Engineering or Masters in Finance/ Business Administration/ Management/ Economics from any recognized university.</p> <p>b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall not be acceptable.</p> <p>c) At least 25 years work experience of which at least 5 years in senior managerial position.</p> <p>d) At least 5 Years work experience in the relevant field like Electricity generation / transmission/distribution utilities.</p> <p>e) Must be able to demonstrate knowledge about relevant govt. rules & regulations.</p> <p>f) Must be able to demonstrate knowledge in company laws, labor laws, TQM, TPM, Preventive maintenance and corporate Governance etc.</p> <p>g) Must demonstrate strong participatory leadership ability.</p> <p>h) Must have strong communication skills in both Bengali & English including working experience using computer.</p> <p>i) The board may relax any qualifications for an extraordinary candidate.</p>	N/A



Sl	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/ Experience for Promotion
2.	<p>Executive Director (Engineering /Operation) Pay Scale Grade-2</p>	<p>Maximum 60 years</p>	<p>Direct Recruitment</p>	<p>a) At least graduate in Electrical/Mechanical Engineering from any recognized university. b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall not be acceptable. c) At least 05 years' experience in senior managerial position in the relevant field. d) At least 20 years work experience in the relevant field of which 5 years in Power generation / transmission/distribution utilities. e) Must demonstrate experience in operation & maintenance of power system and experience in public procurement, etc. f) Must demonstrate strong participatory leadership ability. g) Must be able to demonstrate knowledge in company laws, labor laws, TQM, TPM, Preventive maintenance and corporate Governance. h) Must have strong communication skill in both Bengali & English (written & verbal) including working experience using computer. i) The board may relax any qualifications for an extraordinary candidate.</p>	<p>N/A</p>

Sl	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/ Experience for Promotion
3.	Executive Director (Finance) Pay Scale Grade-2	Maximum 60 years	Direct Recruitment /Deputation	<p>a) At least Master Degree in Finance /Accounting or MBA (Finance / Accounting) from any recognized university. Candidates having FCA/FCMA will be given preference.</p> <p>b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall not be acceptable</p> <p>c) At least 05 years' experience in DGM or equivalent and above in relevant field.</p> <p>d) At least 20 years work experience in the relevant field of which 5 years in Power generation / transmission/ distribution / utilities.</p> <p>e) Must demonstrate knowledge in govt. financial rules & regulations, PPA, PPR, etc.</p> <p>f) Must demonstrate strong participatory leadership ability.</p> <p>g) Must be able to demonstrate knowledge in TQM and corporate Governance.</p> <p>h) Must have strong communication skill in Bengali & English (written & verbal) including working experience using computer.</p> <p>i) The board may relax any qualifications for an extraordinary candidate.</p>	N/A

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Sl	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/ Experience for Promotion
4.	Executive Director (HR & Administration) Pay Scale Grade-2	Maximum 60 years	Direct Recruitment/ Deputation	<p>a) At least Master Degree in Management/ Public Administration or MBA in HR any other relevant subject from any recognized university.</p> <p>b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall not be acceptable</p> <p>c) At least 05 years' experience in senior managerial position in the relevant field.</p> <p>d) At least 20 years work experience of which 5 years' experience in the relevant field of generation / transmission/distribution utilities.</p> <p>e) Must demonstrate strong participatory leadership ability.</p> <p>f) Must be able to demonstrate knowledge in TQM, TPM, Preventive maintenance and corporate Governance.</p> <p>g) Must have strong communication skill in Bengali & English (written & verbal) including working experience using computer.</p> <p>h) The board may relax any qualifications for an extraordinary candidate.</p>	N/A
5.	Chief Engineer (Operation/ Engineering/ Planning, Development & Project) Pay Scale Grade-3	Maximum 57 years	By Promotion (merit cum seniority) Or By Direct	<p>a) At least graduate in Electrical/ Electrical and Electronics/ Mechanical/ Computer Science & Engineering as decided by appointing authority from any recognized university.</p> <p>b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system</p>	<p>i) At least 5 years as Superintending Engineer.</p> <p>ii) Satisfactory service records and Sound health</p>

SI	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/ Experience for Promotion
			Recruitment	<p>(class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall not be acceptable</p> <p>c) At least 05 years' experience in senior managerial position (SE) in the relevant field.</p> <p>d) At least 15 years work experience of which 5 years' experience in the relevant field of power generation / transmission/distribution utilities.</p> <p>e) Must demonstrate experience in operations & maintenance of power system.</p> <p>f) Must demonstrate strong participatory leadership ability.</p> <p>g) Must be able to demonstrate knowledge in TQM, TPM, Preventive maintenance and corporate Governance.</p> <p>h) Must have strong communication skill in Bengali & English (written & verbal) including computer literacy.</p>	
6.	<p>Superintending Engineer (Operation/ Engineering/ Planning, Development & Project) Pay Scale Grade-4</p>	<p>Maximum 50 years</p>	<p>By Promotion (merit cum seniority) or By Direct Recruitment</p>	<p>a) At least graduate in Electrical/EEE/Mechanical/Civil/ Computer Science & Engineering or as decided by appointing authority from any recognized university.</p> <p>b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall not be acceptable</p> <p>c) At least 04 years' experience in senior position (XEN) in the relevant field.</p> <p>d) At least 12 years work experience of which 3 years' experience in the relevant field of Power generation / transmission/distribution utilities.</p>	<p>i) At least 4 years as Executive Engineer ii) Satisfactory service records iii) Sound health.</p>

Sl	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/ Experience for Promotion
7.	Executive Engineer (Operation/ Engineering/ Planning, Development & Project) Pay Scale Grade-5	Maximum 40 years	By Promotion (merit cum seniority) or By Direct Recruitment	<p>e) Must demonstrate experience in operations & maintenance of power system.</p> <p>f) Must demonstrate strong participatory leadership ability.</p> <p>g) Must be able to demonstrate knowledge in TQM, TPM, Preventive maintenance and corporate Governance.</p> <p>h) Must have strong communication skill in Bengali & English (written & verbal) including computer literacy.</p> <p>a) At least graduate in Electrical/Mechanical/EEE/Civil/ Computer Science & Engineering as decided by appointing authority from any recognized university.</p> <p>b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall not be acceptable</p> <p>c) At least 07 years work experience of which 4 years' experience as SDE in power generation / transmission/distribution utilities.</p> <p>d) Must demonstrate experience in operations & maintenance of power system and experience in public procurement, etc.</p> <p>e) Must demonstrate strong participatory leadership ability.</p> <p>f) Must be able to demonstrate knowledge in TQM, TPM, Preventive maintenance and corporate Governance.</p>	<p>i) At least 7 years' experience with 4 years as Sub-Divisional Engineer</p> <p>ii) Satisfactory service records</p> <p>iii) Sound health.</p>

Sl	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/ Experience for Promotion
8.	Sub-Divisional Engineer (Operation/ Engineering/ Planning, Development & Project) Pay Scale Grade-6		By Promotion (merit cum seniority) only	<p>g) Must have strong communication skill in Bengali & English (written & verbal) including computer literacy.</p> <p>(a) At least graduate in Electrical/Mechanical/EEE/Civil/Computer Science & Engineering or any graduate in engineering as decided by appointing authority from any recognized university.</p> <p>b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall not be acceptable</p> <p>c) At least 05 years work experience in the relevant field.</p> <p>d) Must demonstrate experience in operations & maintenance of power system and experience in public procurement, etc.</p> <p>e) Must demonstrate strong participatory leadership ability.</p> <p>f) Must have strong communication skill in Bengali & English (written & verbal) including computer literacy.</p> <p>h) In-case of departmental candidate, having required qualification age may be relaxed up to 40 years.</p>	<p>i) At least 3 years as Assistant Engineer (Operation/ Engineering/ Planning, Development & Project)</p> <p>ii) Must successfully complete a training program on relevant field.</p> <p>iii) Satisfactory service records.</p> <p>iv) Sound health.</p>
9.	Assistant Engineer (Operation/ Engineering/ Planning, Development & Project) Pay Scale Grade-7	Maximum 30 years Age can relaxed as per the Government rule.	i) By Direct Recruitment ii) By Promotion (Merit cum seniority)	<p>(a) At least graduate in Electrical/Mechanical/Civil/EEE/Computer Science & Engineering or any graduate in engineering as decided by appointing authority from any recognized university.</p> <p>b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall not be acceptable</p>	<p>i) At least 5 years as Sub Assistant Engineer</p> <p>ii) Must successfully complete a Basic course.</p> <p>iii) Not more than 33% to be filled by promotion.</p> <p>iv) Satisfactory service records.</p>

Sl	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/ Experience for Promotion
10.	Sub Assistant Engineer (S&D/ Engineering Services) Pay Scale Grade-8	Maximum 30 years. Age can be relaxed as per the Government rule.	By Direct Recruitment only	<p>c) Must Demonstrate strong Participatory leadership ability.</p> <p>d) Must have strong communication skill in Bengali & English (written & verbal) including computer literacy.</p> <p>e) In-case of departmental candidate, having required qualification age may be relaxed up to 35 years.</p> <p>(a) At least Diploma in Electrical / Mechanical/Industrial/Civil/Computer/Power Engineering or any diploma in engineering as decided by appointing authority from any recognized educational Institution.</p> <p>b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall not be acceptable</p> <p>c) Must demonstrate strong participatory leadership ability.</p> <p>d) Must have strong communication skill in Bengali & English (written & verbal) including computer literacy.</p> <p>e) In-case of departmental candidate, having required qualification age may be relaxed up-to 35 years.</p>	v) Sound health conditions
11.	General Manager (HR/Admin) Pay Scale Grade-3	Maximum 57 years	By Promotion (Merit cum seniority) or By Direct Recruitment	<p>a) At least Master Degree in HR/management/MBA or any other relevant subject from any recognized university.</p> <p>b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall not be acceptable</p>	<p>i) At least 5 years as Deputy General Manager (HR/Admin).</p> <p>ii) Satisfactory service records.</p> <p>iii) Sound health.</p>

SI	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/ Experience for Promotion
				<p>c) At least 05 years' experience in Senior managerial position (DGM) in the relevant field.</p> <p>d) At least 15 years work experience of which 05 years' experience in the relevant field of power generation / transmission/distribution utilities.</p> <p>e) Must demonstrate strong participatory leadership ability.</p> <p>f) Must be able to demonstrate knowledge in TQM and corporate Governance.</p> <p>g) Must have strong communication skill in Bengali & English (written & verbal) including working experience.</p>	
12	<p>General Manager (Finance/Accounts) Pay Scale Grade-3</p>	<p>Maximum 57 years</p>	<p>By Promotion (merit cum seniority) or By Direct Recruitment</p>	<p>a) At least Masters degree in /Finance/Accounts or MBA in Finance and Accounting from any recognized university. Candidates having FCA/FCMA will be given preference.</p> <p>b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall not be acceptable</p> <p>c) At least 5 (Five) years' experience in senior position (DGM) in the relevant field.</p> <p>d) At least 15 (Fifteen) years' work experience in the relevant field of which 05 (Five) years in generation / transmission/distribution utilities.</p> <p>e) Must demonstrate strong participatory leadership ability.</p> <p>f) Must be able to demonstrate knowledge in TPM, TQM</p>	<p>i) At least 5 years as Deputy General Manager (Finance/Accounts)</p> <p>ii) Satisfactory service records.</p> <p>iii) Sound health.</p>

Sl	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/ Experience for Promotion
13	Chief Engineer (Procurement) Pay Scale Grade-3	Maximum 57 years	By Promotion (merit cum seniority) or By Direct Recruitment	Preventive maintenance and corporate Governance. g) Must have strong communication skill in English (written & verbal) including computer literacy. a) At least Master Degree in Commerce /Accounting/MBA/ Supply Chain Management or At least graduate in Engineering from any recognized university. Professional Degree on Procurement will give preference. b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall not be acceptable c) At least 5 (Five) years' experience in senior position (SE) in the relevant field. (d) At least 15 years work experience in the relevant field of which 5 years in generation/transmission/distribution utilities. d) Must demonstrate strong participatory leadership ability. f) Must have strong communication skill in English (written & verbal) including working experience using computer.	i) At least 5 years as SE. iii) Satisfactory service records ii) Sound health.
14	CE/GM Commercial Operation Pay Scale Grade-3	Maximum 57 years	By Promotion (Merit cum seniority) or By Direct Recruitment	a) At least graduate in Engineering from any recognized university. Professional Degree on Procurement will give preference or At least Master Degree in Commerce /Accounting/MBA from any recognized university. Candidates having ACA/ACMA will be given preference. b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a	i) At least 5 years as SE/DGM ii) Satisfactory service records ii) Sound health.

Sl	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/ Experience for Promotion
				<p>scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall not be acceptable</p> <p>c) At least 5 (Five) years' experience in senior position (SE) in the relevant field.</p> <p>(d) At least 15 years work experience in the relevant field of which 5 years in generation/transmission/distribution utilities.</p> <p>e) Must demonstrate strong participatory leadership ability.</p> <p>f) Must be able to demonstrate knowledge in TPM, TQM, Preventive maintenance and corporate Governance.</p> <p>g) Must have strong communication skill in English (written & verbal) including computer literacy.</p>	
15	<p>Company Secretary (equivalent to DGM) Pay Scale Grade-4 After five years he will be eligible for the next grade</p>	<p>Maximum 50 years</p>	<p>By Direct Recruitment Or Deputation.</p>	<p>(a) At least Masters in law/ Management or MBA (Management) from any university recognized by UGC. Professional qualification from Institute of Chartered Secretaries of Bangladesh (ACS/FCS) will get preference.</p> <p>b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall not be acceptable</p> <p>c) At least 4 (Four) years of experience in senior position in the relevant field.</p> <p>d) At least 12 (Twelve) years' work experience in the</p>	<p>i) At least 4 years as Deputy Company Secretary</p> <p>ii) Satisfactory service records.</p> <p>iii) Sound health.</p>

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Sl	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/ Experience for Promotion
16	Deputy General Manager (HRM/Admin) Pay Scale Grade-4	Maximum 50 years	By Promotion (Merit cum seniority) or By Direct Recruitment	<p>relevant field of which 4 years in generation / transmission/distribution utilities.</p> <p>e) Must demonstrate strong participatory leadership ability.</p> <p>f) Must be able to demonstrate knowledge in TPM, TQM, Preventive maintenance and corporate Governance.</p> <p>g) Must have strong communication skill in English (written & verbal) including computer literacy.</p> <p>f) For departmental candidate the age limit for direct recruitment will be maximum 55.</p> <p>a) At least Master Degree in Management/ Public Administration/ MBA (Management/ HRM) or other relevant subject from any recognized university.</p> <p>b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall not be acceptable</p> <p>c) At least 4 (Four) years of experience in senior position in the relevant field. (Manager)</p> <p>d) At least 12 years work experience in the relevant field of which 4 years in generation / transmission /distribution utilities.</p> <p>e) Must demonstrate strong participatory leadership ability.</p> <p>f) Must be able to demonstrate knowledge in TPM, TQM, Preventive maintenance and corporate Governance.</p> <p>g) Must have strong communication skill in English (written & verbal) including computer literacy.</p>	<p>i) At least 4 years as Manager (HR/Admin).</p> <p>ii) Satisfactory service records.</p> <p>iii) Sound health.</p>

SI	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/ Experience for Promotion
17	Deputy General Manager (Finance/Accounts) Pay Scale Grade-4	Maximum 50 years	By Promotion (Merit cum seniority) or By Direct Recruitment	<p>a) At least Master Degree Accounting/ Accounting & Information System / Finance/ Banking or MBA (Accounting/ Accounting & Information System / Finance/ Banking) from any recognized university. Candidates having ACA/ACMA will be given preference.</p> <p>b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall not be acceptable</p> <p>c) At least 4 (Four) years of experience in senior position in the relevant field. (Manager)</p> <p>d) At least 12 years work experience in the relevant field of which 4 years in generation / transmission /distribution utilities.</p> <p>e) Must demonstrate strong participatory leadership ability.</p> <p>f) Must be able to demonstrate knowledge in TPM, TQM, Preventive maintenance and corporate Governance.</p> <p>g) Must have strong communication skill in English (written & verbal) including computer literacy.</p>	<p>i) At least 4 years as Manager (Finance/Accounts).</p> <p>ii) Satisfactory service records.</p> <p>iii) Sound health.</p>
18	General Manager Legal & Company Affairs Pay Scale Grade-3	Maximum 57 years	By Promotion (Merit cum seniority) or By Direct Recruitment	<p>(a) At least Master Degree in Public Administration /Management/ Law/ MBA (Finance/ Accounting/ Management) from any university recognized by UGC.</p> <p>(b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall not be acceptable.</p>	<p>At least 5 years as Deputy General Manager (Legal & Company Affairs) Satisfactory service records Sound health.</p>

Sl	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/ Experience for Promotion
19	Deputy General Manager (Legal & Company Affairs) Pay Scale Grade-4	Maximum 50 years	By Promotion (Merit cum seniority) or By Direct Recruitment	<p>c) At least 5 (Five) years' experience in senior position (DGM) in the relevant field.</p> <p>(d) At least 15 years work experience in the relevant field of which 5 years in generation/transmission/distribution utilities.</p> <p>e) Must be able to demonstrate strong participatory leadership ability.</p> <p>(f) Must demonstrate strong participatory leadership ability.</p> <p>(g) Able to demonstrate knowledge in Company Law, TQM, Corporate Governance and Strategic Management will get preference.</p> <p>(h) Must have strong communication skill in English (written & verbal) including computer literacy</p> <p>(a) At least Master Degree in Public Administration/ Management/ Law from any university recognized by Govt. & UGC.</p> <p>(b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall not be acceptable.</p> <p>c) At least 4 (Four) years of experience in senior position in the relevant field. (Manager)</p> <p>(d) At least 12 years work experience in the relevant field of which 4 years in generation/transmission/distribution utilities.</p> <p>e) Must be able to demonstrate strong participatory leadership ability.</p> <p>(f) Must demonstrate strong participatory leadership ability.</p>	<p>i) At least 4 years as Manager (Legal & Company Affairs)</p> <p>ii) Satisfactory service records.</p> <p>iii) Sound health.</p>

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SI	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/ Experience for Promotion
20	SE (Procurement) Pay Scale Grade-4	Maximum 50 years	By Promotion (Merit cum seniority) or By Direct Recruitment	<p>(g) Able to demonstrate knowledge in Company Law, TQM, Corporate Governance and Strategic Management will get preference.</p> <p>(h) Must have strong communication skill in English (written & verbal) including computer literacy</p> <p>a) At least Graduate Engineering (EEE/EE/Mech/Civil) from any recognized university. Professional Degree on Procurement will give preference.</p> <p>b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall not be acceptable</p> <p>c) At least 4 (Four) years of experience in senior position in the relevant field. (Manager)</p> <p>d) At least 12 years work experience in the relevant field of which 4 years in generation / transmission /distribution utilities</p> <p>e) Must demonstrate strong participatory leadership ability.</p> <p>f) Must have strong communication skill in English (written & verbal) including working experience using computer.</p>	<p>i) At least 4 years as Manager (Procurement)</p> <p>ii) Satisfactory service records.</p> <p>iii) Sound health.</p>
21	SE/DGM (Commercial Operation) Pay Scale Grade-4	Maximum 50 years	By Promotion (Merit cum seniority) or By Direct Recruitment	<p>a) At least Graduate Engineer (EEE/EE/ME/Civil) or Master Degree in Accounting / Accounting & information System or MBA (Accounting) from any recognized university. Candidates having ACA/ACMA will be given preference.</p> <p>Candidates passed in the grading system must possess a least</p>	<p>i) At least 4 years as Manager (Commercial)</p> <p>ii) Satisfactory service records.</p> <p>iii) Sound health.</p>

SI	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/ Experience for Promotion
				<p>a) CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall not be acceptable</p> <p>c) At least 4 (Four) years of experience in senior position in the relevant field. (Manager)</p> <p>d) At least 12 years work experience in the relevant field of which 4 years in generation / transmission /distribution utilities</p> <p>e) Must demonstrate strong participatory leadership ability.</p> <p>f) Must be able to demonstrate knowledge in TPM, TQM, Preventive maintenance and corporate Governance.</p> <p>g) Must have strong communication skill in English (written & verbal) including computer literacy.</p>	
22	General Manager (ICT) Pay Scale Grade-3	Maximum 57 years	By Promotion (Merit cum seniority) or By Direct Recruitment	<p>(a) At least graduate in CSE/IT/EECE/E/TE or any other relevant subject from recognized university.</p> <p>(b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall not be acceptable.</p> <p>(c) At least 4 (Four) years' experience in senior position (Manager) in the relevant field.</p> <p>(d) At least 12 years work experience in the relevant field of which 4 years in generation/transmission/distribution utilities.</p> <p>(e) Must demonstrate strong participatory leadership ability.</p>	At least 5 years as Deputy General Manager Satisfactory service records Sound health.

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SI	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/ Experience for Promotion
23	Deputy General Manager (ICT & Billing) Pay Scale Grade-4	Maximum 50 Years	By Direct Recruitment or By Promotion (Merit cum seniority).	<p>(f) Must be able to demonstrate knowledge in TPM, TQM, Preventive Maintenance and Corporate Governance.</p> <p>(g) Must have strong communication skill in English (written & verbal) including computer literacy</p> <p>(a) At least graduate in CSE/IT/ECE/EIE or any other relevant subject from recognized university.</p> <p>(b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall not be acceptable.</p> <p>(c) At least 4 (Four) years' experience in senior position (Manager) in the relevant field.</p> <p>(d) At least 12 years work experience in the relevant field of which 4 years in generation/transmission/distribution utilities.</p> <p>(e) Must demonstrate strong participatory leadership ability.</p> <p>(f) Must be able to demonstrate knowledge in TPM, TQM, Preventive Maintenance and Corporate Governance.</p> <p>(g) Must have strong communication skill in English (written & verbal) including computer literacy</p>	<p>i) At least 4 years as Manager (ICT/MIS)</p> <p>ii) Satisfactory service records.</p> <p>iii) Sound health.</p> <p>iv) Must have graduate degree in CSE/ IT/ ECE/ EIE or any other relevant subject.</p>
24	Deputy General Manager (Internal Control and Audit) Pay Scale Grade-4	Maximum 50 Years	By Direct Recruitment or By Promotion (Merit cum seniority).	<p>a) At least Master Degree Accounting/ Accounting & Information System or MBA (Accounting/ Accounting & Information System) from any recognized university. Candidates having ACA/ACMA will be given preference.</p> <p>b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No</p>	<p>i) At least 4 years as Manager (internal control and Audit),</p> <p>ii) Satisfactory service records.</p> <p>iii) Sound health.</p>

Sl	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/ Experience for Promotion
				<p>third Division/Class or equivalent at any stage of the academic career shall not be acceptable</p> <p>c) At least 4 (Four) years of experience in senior position in the relevant field.(Manager)</p> <p>d) At least 12 years work experience in the relevant field of which 4 years in generation / transmission /distribution utilities.</p> <p>e) Must demonstrate strong participatory leadership ability.</p> <p>f) Must be able to demonstrate knowledge in TPM, TQM, Preventive maintenance and corporate Governance.</p> <p>g) Must have strong communication skill in English (written & verbal) including computer literacy.</p>	
25	<p>Deputy General Manager (Networking & Infrastructure) Pay Scale Grade-4</p>	<p>Maximum 50 Years</p>	<p>By Direct Recruitment or By Promotion (Merit cum seniority)</p>	<p>(a) At least graduate in CSE/IT/ECE/EETE or any other relevant subject from recognized university.</p> <p>(b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall be acceptable.</p> <p>(c) At least 4 (Four) years' experience in senior position in the relevant field. (Manager)</p> <p>(d) At least 12 years work experience in the relevant field of which 4 years in generation transmission/distribution utilities.</p>	<p>i) At least 4 years as Manager (ICT/MIS)</p> <p>ii) Satisfactory service records.</p> <p>iii) Sound health.</p> <p>iv) Must have graduate degree in CSE/ IT/ ECE/ ETE or any other relevant subject.</p>

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Sl	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/ Experience for Promotion
26	Deputy General Manager (Budgeting & Planning) Pay Scale Grade-4	Maximum 50 Years	By Direct Recruitment or By Promotion (Merit cum seniority)	<p>(e) Must demonstrate strong participatory leadership ability.</p> <p>(f) Must be able to demonstrate knowledge in TPM, TQM, Preventive Maintenance and Corporate Governance.</p> <p>(g) Must have strong communication skill in English (written & verbal) including computer literacy</p> <p>a) At least Master Degree in Accounting/ Finance/ Economics / Statistics/ Management or MBA (Finance or accounting) from any recognized university. ACA / ACMA will give preference.</p> <p>b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall not be acceptable</p> <p>c) At least 4 (Four) years of experience in senior position in the relevant field. (Manager)</p> <p>d) At least 12 years work experience in the relevant field of which 4 years in generation / transmission /distribution utilities.</p> <p>e) Must demonstrate strong participatory leadership ability.</p> <p>f) Must be able to demonstrate knowledge in TPM, TQM, Preventive maintenance and corporate Governance.</p> <p>g) Must have strong communication skill in English (written & verbal) including computer literacy.</p>	<p>i) At least 4 years as Manager (Budgeting & Planning)</p> <p>ii) Satisfactory service records.</p> <p>iii) Sound health.</p>

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Sl	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/ Experience for Promotion
27	Deputy Company Secretary (equivalent to Manager) Pay Scale Grade-5	Maximum 40 years	By Direct Recruitment Or By Promotion. (Merit cum seniority)	<p>a) At least Masters in law/ Management or MBA (Management) from any university recognized by UGC Professional qualification from Institute of Chartered Secretaries of Bangladesh (ACS/FCS) will get preference.</p> <p>b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall not be acceptable</p> <p>c) At least 4 (Four) years of experience in senior position in the relevant field. (Deputy Manager)</p> <p>d) At least 7 (Seven) years work experience in the relevant field.</p> <p>e) Must demonstrate strong participatory leadership ability.</p> <p>f) For departmental candidate the age limit for direct recruitment will be maximum 45.</p> <p>f) Must be able to demonstrate knowledge in TPM, TQM, Preventive maintenance and corporate Governance.</p> <p>g) Must have strong communication skill in English (written & verbal) including computer literacy.</p>	<p>i) At least 4 years as Deputy Manager</p> <p>ii) Satisfactory service records.</p> <p>iii) Sound health.</p>
28	Manager (HR/Admin/ personnel/Training/Transport & estate/Public Relationship/Store) Pay Scale Grade-5	Maximum 40 years	By Promotion (Merit cum seniority) or By Direct Recruitment	<p>a) At least Master Degree in Management/ Public Administration or MBA (Management/ HRM) from any recognized university.</p> <p>b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall not be acceptable</p>	<p>i) Total 7 years' experience with 4 years as Deputy Manager (HR/Admin/ personnel/Training/Transport & estate/ Public Relationship/ store/Labour welfare) respectively.</p>

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Sl	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/ Experience for Promotion
29	<p align="center">Manager (Finance/Accounts) Pay Scale Grade-5</p>	<p align="center">Maximum 40 years</p>	<p align="center">By Promotion (Merit cum seniority) or By Direct Recruitment</p>	<p>c) At least 4 (Four) years of experience in Deputy Manager / Similar position in the relevant field. d) At least 7 years work experience in the relevant field of which 4 years in generation / transmission /distribution utilities. e) Must demonstrate strong participatory leadership ability. f) Must be able to demonstrate knowledge in TPM, TQM, Preventive maintenance and corporate Governance. g) Must have strong communication skill in English (written & verbal) including computer literacy.</p> <p>a) At least Master Degree in Accounting/ Accounting & Information System / Finance/ Banking or MBA (Accounting/ Accounting & Information System / Finance/ Banking) from any recognized university. Candidates having ACA/ACMA will be given preference. b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall not be acceptable c) At least 4 (Four) years of experience in Deputy Manager / Similar position in the relevant field. c) At least 7 years work experience in the relevant field of which 4 years in generation / transmission /distribution utilities d) Must demonstrate strong participatory leadership ability. e) Must be able to demonstrate knowledge in TPM, TQM, Preventive maintenance and corporate Governance. f) Must have strong communication skill in English (written</p>	<p>ii) Satisfactory service records. iii) Sound health.</p> <p>i) Total 7 years' experience with 4 years as Deputy Manager (Finance/Accounts). ii) Satisfactory service records. iii) Sound health.</p>

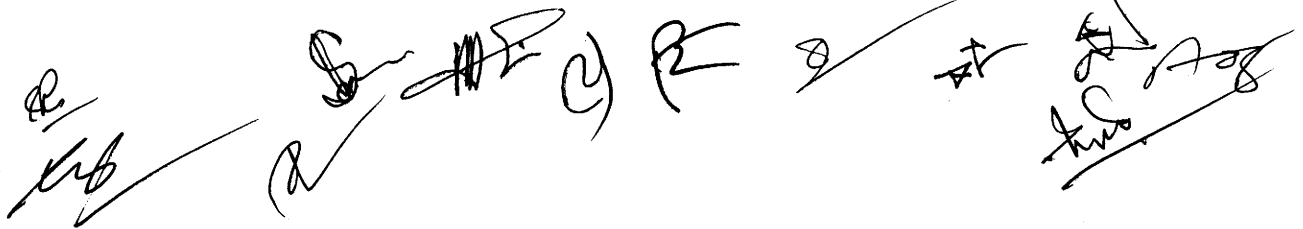
Sl	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/ Experience for Promotion
30	Manager (Budget & Planning) Pay Scale Grade-5	Maximum 40 Years	By Direct Recruitment or By Promotion (Merit cum seniority)	<p>& verbal) including computer literacy.</p> <p>a) At least Master Degree in Accounting/ Accounting & IS/ Finance/ Banking/ Economics/ Statistics or MBA (Accounting/ Accounting & IS/ Finance/ Banking) from any recognized university. Candidates having ACA/ACMA will be given preference.</p> <p>b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall not be acceptable</p> <p>c) At least 4 (Four) years of experience in Deputy Manager / Similar position in the relevant field.</p> <p>d) At least 7 years work experience in the relevant field of which 4 years in generation / transmission /distribution utilities</p> <p>e) Must demonstrate strong participatory leadership ability.</p> <p>f) Must be able to demonstrate knowledge in TPM, TQM, Preventive maintenance and corporate Governance.</p> <p>g) Must have strong communication skill in English (written & verbal) including computer literacy.</p>	<p>i) Total 7 years' experience with 4 years as Deputy Manager (Finance/ Accounts).</p> <p>ii) Satisfactory service records.</p> <p>iii) Sound health.</p>
31	Manager Commercial/ XEN (Technical Operation) Pay Scale Grade-5	Maximum 40 Years	By Direct Recruitment or By Promotion (Merit cum seniority)	<p>a) At least Graduate Engineer (EEE/ME/EE) from any recognized university.</p> <p>b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall not be acceptable</p>	<p>i) Total 7 years' experience with 4 years as Deputy Manager (Commercial).</p> <p>ii) Satisfactory service records.</p> <p>iii) Sound health.</p>

Sl	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/ Experience for Promotion
32	Manager Commercial (Financial Operation) Pay Scale Grade-5	Maximum 40 Years	By Direct Recruitment or By Promotion (Merit cum seniority)	<p>c) At least 4 (Four) years of experience in Deputy Manager / Similar position in the relevant field.</p> <p>d) At least 7 years work experience in the relevant field of which 4 years in generation / transmission /distribution utilities</p> <p>e) Must demonstrate strong participatory leadership ability.</p> <p>f) Must be able to demonstrate knowledge in TPM, TQM, Preventive maintenance and corporate Governance.</p> <p>g) Must have strong communication skill in English (written & Verbal) including computer literacy.</p> <p>a) At least Master Degree in Accounting/ Accounting & IS /Banking/Management/Finance/ or MBA (Accounting/ Accounting & IS /Banking/Management/Finance) from any recognized university. Candidates having ACA/ACMA will be given preference.</p> <p>b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall not be acceptable</p> <p>c) At least 4 (Four) years of experience in Deputy Manager / Similar position in the relevant field.</p> <p>d) At least 7 years work experience in the relevant field of which 4 years in generation / transmission /distribution utilities</p> <p>e) Must demonstrate strong participatory leadership ability.</p> <p>f) Must be able to demonstrate knowledge in TPM, TQM,</p>	<p>i) Total 7 years' experience with 4 years as Deputy Manager (Commercial).</p> <p>ii) Satisfactory service records.</p> <p>iii) Sound health.</p>

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Sl	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/ Experience for Promotion
33	Manager (XEN) (Procurement) Pay Scale Grade-5	Maximum 40 Years	By Direct Recruitment or By Promotion (Merit cum seniority)	<p>Preventive maintenance and corporate Governance.</p> <p>g) Must have strong communication skill in English (written & verbal) including computer literacy.</p> <p>a) At least Graduate Engineer (EEE/EE/ME/Civil) MBA (Finance/ Accounting/ Accounting & IS/ Banking) or Professional degree in SCM from any recognized university will get preference</p> <p>b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall not be acceptable</p> <p>c) At least 4 (Four) years of experience in Deputy Manager / Similar position in the relevant field.</p> <p>d) At least 7 years work experience in the relevant field.</p> <p>e) Must demonstrate strong participatory leadership ability.</p> <p>f) Must have strong communication skill in English (written & verbal) including working experience using computer.</p>	<p>i) Total 7 years' experience with 4 years as Deputy Manager (Procurement).</p> <p>ii) Satisfactory service records.</p> <p>iii) Sound health.</p>
34	Manager (Data Centre) Pay Scale Grade-5	Maximum 40 Years	By Direct Recruitment or By Promotion (Merit cum seniority)	<p>(a) At least graduate in CSE/IT/ECE/E/TE or any other relevant subject from recognized university.</p> <p>(b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the</p>	<p>i) Total 7 years' experience with 4 years as Deputy Manager (DC)</p> <p>ii) Satisfactory service records.</p> <p>iii) Sound health.</p> <p>iv) Must have graduate</p>

Sl	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/ Experience for Promotion
35	<p style="text-align: center;">Manager (Database & Cloud) Pay Scale Grade-5</p>	<p style="text-align: center;">Maximum 40 Years</p>	<p style="text-align: center;">By Direct Recruitment or by Promotion (Merit cum seniority)</p>	<p>academic career shall not be acceptable.</p> <p>c) At least 4 (Four) years of experience in Deputy Manager / Similar position in the relevant field.</p> <p>d) At least 7 years work experience in the relevant field of which 4 years in generation transmission/distribution utilities.</p> <p>e) Must demonstrate strong participatory leadership ability.</p> <p>(f) Must be able to demonstrate knowledge in TPM, TQM, Preventive Maintenance and Corporate Governance.</p> <p>(g) Must have strong communication skill in English (written & Verbal) including computer literacy</p> <p>(a) At least graduate in CSE/IT/ECE/EITE or any other relevant subject from recognized university.</p> <p>(b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall not be acceptable.</p> <p>c) At least 4 (Four) years of experience in Deputy Manager / Similar position in the relevant field.</p> <p>d) At least 7 years work experience in the relevant field of which 4 years in generation transmission/distribution utilities.</p> <p>(e) Must demonstrate strong participatory leadership ability.</p> <p>(f) Must be able to demonstrate knowledge in TPM, TQM,</p>	<p>degree in CSE/ IT/ ECE/ ETE or any other relevant subject.</p> <p>i) Total 7 years' experience with 4 years as Deputy Manager (DBA)</p> <p>ii) Satisfactory service records.</p> <p>iii) Sound health.</p> <p>iv) Must have graduate degree in CSE/ IT/ ECE/ ETE or any other relevant subject.</p>



Sl	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/ Experience for Promotion
				<p>Preventive Maintenance and Corporate Governance.</p> <p>(g) Must have strong communication skill in English (written & verbal) including computer literacy</p> <p>(h) For departmental candidate the age limit for direct recruitment will be maximum 45.</p>	
36	<p>Manager (GIS and SCADA) Pay Scale Grade-5</p>	<p>Maximum 40 Years</p>	<p>By Direct Recruitment or By Promotion (Merit cum seniority)</p>	<p>(a) At least graduate in CSE/IT/ECE/EITE or any other relevant subject from recognized university.</p> <p>(b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall not be acceptable.</p> <p>(c) At least 4 (Four) years of experience in Deputy Manager / Similar position in the relevant field.</p> <p>(d) At least 7 years work experience in the relevant field of which 4 years in generation transmission/distribution utilities.</p> <p>(e) Must demonstrate strong participatory leadership ability.</p> <p>(f) Must be able to demonstrate knowledge in TPM, TQM, Preventive Maintenance and Corporate Governance.</p> <p>(g) Must have strong communication skill in English (written & Verbal) including computer literacy</p>	<p>i) Total 7 years' experience with 4 years as Deputy Manager (GIS and SCADA)</p> <p>ii) Satisfactory service records.</p> <p>iii) Sound health.</p> <p>iv) Must have graduate degree in CSE/ IT/ ECE/ ETE or any other relevant subject.</p>

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Sl	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/ Experience for Promotion
37	Manager (MIS) Pay Scale Grade-5	Maximum 40 Years	By Direct Recruitment or By Promotion (Merit cum seniority)	<p>(a) At least Masters in MIS or graduate in EEE/CSE/IT/ECE/E/ETE/ or from any other relevant subject from recognized university.</p> <p>(b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall not be acceptable.</p> <p>(c) At least 4 (Four) years of experience in Deputy Manager / Similar position in the relevant field.</p> <p>(d) At least 7 years work experience in the relevant field of which 4 years in generation transmission/distribution utilities.</p> <p>(e) Must demonstrate strong participatory leadership ability.</p> <p>(f) Must be able to demonstrate knowledge in TPM, TQM, Preventive Maintenance and Corporate Governance.</p> <p>(g) Must have strong communication skill in English (written & verbal) including computer literacy</p>	<p>i) Total 7 years' experience with 4 years as Deputy Manager (MIS)</p> <p>ii) Satisfactory service records.</p> <p>iii) Sound health.</p> <p>iv) Must have graduate degree in CSE/ IT/ ECE/ ETE or any other relevant subject.</p>
38	Manager (Software & Billing) Pay Scale Grade-5	Maximum 40 Years	By Direct Recruitment or By Promotion (Merit cum seniority)	<p>(a) At least graduate in Software engineering/ CSE/IT/ECE/E/ETE or any other relevant subject from recognized university.</p> <p>(b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall not be acceptable.</p>	<p>i) Total 7 years' experience with 4 years as Deputy Manager (ICT/MIS)</p> <p>ii) Satisfactory service records.</p> <p>iii) Sound health.</p> <p>iv) Must have graduate degree in CSE/ IT/</p>

Sl	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/ Experience for Promotion
39	<p style="text-align: center;">Manager (Legal & Company Affairs) Pay Scale Grade-5</p>	<p style="text-align: center;">Maximum 40 Years</p>	<p style="text-align: center;">By Direct Recruitment or By Promotion (Merit cum seniority)</p>	<p>c) At least 4 (Four) years of experience in Deputy Manager / Similar position in the relevant field. (d) At least 7 years work experience in the relevant field of which 4 years in generation transmission/distribution utilities. (e) Must demonstrate strong participatory leadership ability. (f) Must be able to demonstrate knowledge in TPM, TQM, Preventive Maintenance and Corporate Governance. (g) Must have strong communication skill in English (written & verbal) including computer literacy</p> <p>(a) At least Masters in law from any university recognized by UGC Professional qualification from Institute of Chartered Secretaries of Bangladesh (ACS/FCS) will get preference. (b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall not be acceptable. c) At least 4 (Four) years of experience in Deputy Manager / Similar position in the relevant field. d) At least 7 years work experience in the relevant field of which 4 years in generation/transmission/distribution utilities. e) Must be able to demonstrate strong participatory leadership ability. f) Must demonstrate strong participatory leadership ability.</p>	<p>ECE/ ETE or any other relevant subject.</p> <p>i) At least 7 years' experience with 4 years as Deputy Manager (Legal & Company Affairs) ii) Satisfactory service records. iii) Sound health.</p>

Sl	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/ Experience for Promotion
40	<p align="center">Manager (Internal Control and Audit) Pay Scale Grade-5</p>	<p align="center">Maximum 40 Years</p>	<p align="center">By Direct Recruitment or By Promotion (Merit cum seniority)</p>	<p>g) Able to demonstrate knowledge in Company Law, TQM, Corporate Governance and Strategic Management will get preference.</p> <p>h) Must have strong communication skill in English (written & verbal) including computer literacy</p> <p>a) At least Master Degree Accounting/ Accounting & Information System or MBA (Accounting/ Accounting & Information System) from any recognized university. Candidates having ACA/ACMA will be given preference.</p> <p>b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall not be acceptable</p> <p>c) At least 4 (Four) years of experience in Deputy Manager / Similar position in the relevant field.</p> <p>d) At least 7 years work experience in the relevant field of which 4 years in generation / transmission /distribution utilities</p> <p>e) Must demonstrate strong participatory leadership ability.</p> <p>f) Must be able to demonstrate knowledge in TPM, TQM, Preventive maintenance and corporate Governance.</p> <p>g) Must have strong communication skill in English (written & verbal) including computer literacy.</p>	<p>i) Total 7 years' experience with 4 years as Deputy Manager (Internal Control and Audit).</p> <p>ii) Satisfactory service records.</p> <p>iii) Sound health.</p>

Sl	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/ Experience for Promotion
41	Manager (Regional Accounts Offices) Pay Scale Grade-5	Maximum 40 Years	By Direct Recruitment Or By Promotion (Merit cum seniority)	<p>a) At least Master Degree in Accounting/ Accounting & IS or MBA (Accounting/ Accounting & IS) from any recognized university. Candidates having ACA/ACMA will be given preference.</p> <p>b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall not be acceptable</p> <p>c) At least 4 (Four) years of experience in Deputy Manager / Similar position in the relevant field.</p> <p>d) At least 7 years work experience in the relevant field of which 4 years in generation / transmission /distribution utilities</p> <p>e) Must demonstrate strong participatory leadership ability.</p> <p>f) Must be able to demonstrate knowledge in TPM TQM, Preventive maintenance and corporate Governance.</p> <p>g) Must have strong communication skill in English (written & verbal) including computer literacy.</p>	<p>i) Total 7 years' experience with 4 years as Deputy Manager (Accounts).</p> <p>ii) Satisfactory service records.</p> <p>iii) Sound health.</p>
42	Deputy Manager (HR/ Admin/ Personnel/ Training/ Transport & estate/ Public Relationship/ store/ Labour welfare) Pay Scale Grade-6		By Promotion only (Merit cum seniority)	<p>a) At least Master Degree in Management/ Public Administration/MBA (HRM) from any UGC approved university.</p> <p>b) No third Division/Class at any stage of academic career shall be acceptable. Candidates passed in the grading system must possess at least a CGPA 3.5 on a scale of 5.0 and CGPA 2.5 on a scale of 4.0</p>	<p>i) At least 3 years as Assistant Manager. (HR/Admin/personnel/ Training/Transport & estate/Public Relationship/store/ Labour welfare)</p> <p>ii) Must successfully</p>

Sl	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/ Experience for Promotion
				<p>c) At least 5 years work experience in the relevant field.</p> <p>d) Must demonstrate strong participatory leadership ability.</p> <p>e) Must have strong communication skill in English (written & verbal) including computer literacy.</p>	<p>complete a training program on relevant field.</p> <p>iii) Satisfactory service records.</p> <p>iv) Sound health.</p>
43	Deputy Manager (Internal Control) Pay Scale Grade -6		By Promotion Only (Merit cum seniority)	<p>a) At least Master Degree in Accounting/MBA from any recognized university.</p> <p>b) No third Division/Class at any stage of academic career shall be acceptable. Candidates passed in the grading system must possess at least a CGPA 3.5 on a scale of 5.0 and CGPA 2.5 on a scale of 4.0</p> <p>c) At least 5 years work experience in the relevant field.</p> <p>d) Must demonstrate strong participatory leadership ability.</p> <p>e) Must have strong communication skill in English (written & verbal) including working experience using computer.</p>	<p>i) At least 3 years as Assistant Manager (Finance/Accounts).</p> <p>ii) Must successfully complete a training program on relevant field.</p> <p>iii) Satisfactory service records.</p> <p>iv) Sound health.</p>
44	Deputy Manager (Finance/Accounts) Pay Scale Grade-6		By Promotion Only (Merit cum seniority)	<p>a) At least Master Degree in Commerce /Accounting/MBA from any recognized university.</p> <p>b) No third Division/Class at any stage of academic career shall be acceptable. Candidates passed in the grading system must possess at least a CGPA 3.5 on a scale of 5.0 and CGPA 2.5 on a scale of 4.0</p> <p>c) At least 5 years work experience in the relevant field.</p> <p>d) Must demonstrate strong participatory leadership ability.</p> <p>e) Must have strong communication skill in English (written & verbal) including working experience using computer.</p>	<p>i) At least 3 years as Assistant Manager (Finance/Accounts).</p> <p>ii) Must successfully complete a training program on relevant field.</p> <p>iii) Satisfactory service records.</p> <p>iv) Sound health conditions.</p>

Sl	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/ Experience for Promotion
45	Deputy Manager (Commercial Operations) Pay Scale Grade-6		By Promotion Only (Merit cum seniority)	<p>a) At least Master Degree in Commerce /Accounting/MBA or BSC Engineering from any recognized university.</p> <p>b) No third Division/Class at any stage of academic career shall be acceptable. Candidates passed in the grading system must possess at least a CGPA 3.5 on a scale of 5.0 and CGPA 2.5 on a scale of 4.0</p> <p>c) At least 5 years work experience in the relevant field.</p> <p>d) Must demonstrate strong participatory leadership ability.</p> <p>f) Must have strong communication skill in English (written & verbal) including working experience using computer.</p>	<p>i) At least 3 years as Assistant Manager / Asst. Engineer</p> <p>ii) Must successfully complete a training program on relevant field.</p> <p>iii) Satisfactory service records.</p> <p>iv) Sound health.</p>
46	Deputy Manager (Legal and Company Affairs) Pay Scale Grade-6		By Promotion Only (Merit cum seniority)	<p>a) At least Master Degree in Law from any university recognized by Govt. & UGC with Bar Counsel enrolment.</p> <p>b) No third Division/Class or equivalent at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess a least a CGPA 3.5 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division.</p> <p>c) At least 5 years work experience in the relevant field.</p> <p>d) Must be able to demonstrate strong participatory leadership ability.</p> <p>e) Must have strong communication skill in English (written & verbal) including computer.</p>	<p>i) At least 3 years as an Assistant Manager (Legal and Company Affairs)</p> <p>ii) Must successfully complete a training program on relevant field</p> <p>iii) Satisfactory service records</p> <p>iv) Sound health</p>
47	Deputy Manager (Budget & Planning) Pay Scale Grade-6		By Promotion Only (Merit cum seniority)	<p>a) At least Master Degree in Commerce /Accounting/MBA from any recognized university.</p> <p>b) No third Division/Class at any stage of academic career shall be acceptable. Candidates passed in the grading system must possess at least a CGPA 3.5 on a scale of 5.0 and</p>	<p>i) At least 3 years as Assistant Manager (Finance/Accounts).</p> <p>ii) Must successfully complete a training program on relevant</p>

Sl	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/ Experience for Promotion
				<p>CGPA 2.5 on a scale of 4.0</p> <p>c) At least 5 years work experience in the relevant field.</p> <p>d) Must demonstrate strong participatory leadership ability.</p> <p>e) Must have strong communication skill in English (written & verbal) including working experience using computer.</p>	<p>field.</p> <p>iii) Satisfactory service records.</p> <p>iv) Sound health.</p>
48	Deputy Manager (ICT) Pay Scale Grade-6		By Promotion Only (Merit cum seniority)	<p>(a) At least graduate in CSE/IT/ECE/EITE or any other relevant subject from recognized university.</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(c) At least 8 years work experience in the relevant field of which 3 years in generation transmission/distribution utilities.</p> <p>(d) Must demonstrate strong participatory leadership ability.</p> <p>(e) Must be able to demonstrate knowledge in TPM, TQM, Preventive Maintenance and Corporate Governance.</p> <p>(f) Must have strong communication skill in English (written & verbal) including computer literacy</p>	<p>i) At least 3 years as an Assistant Manager (ICT)</p> <p>ii) Must successfully complete training program on relevant field</p> <p>iii) Satisfactory service records</p> <p>iv) Must have graduate degree in CSE/ IT/ ECE/ ETE or any other relevant subject.</p> <p>v) Sound health conditions</p>
49	Deputy Manager (Customer Services) Pay Scale Grade-6		By Promotion Only (Merit cum seniority)	<p>a) At least Master Degree from any recognized university.</p> <p>b) No third Division/Class at any stage of academic career shall be acceptable. Candidates passed in the grading system must possess at least a CGPA 3.5 on a scale of 5.0 and CGPA 2.5 on a scale of 4.0</p> <p>c) At least 5 years work experience in the relevant field.</p>	<p>i) At least 3 years as Assistant Manager.</p> <p>ii) Must successfully complete a training program on relevant field.</p>

Sl	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/ Experience for Promotion
50	Deputy Manager (Procurement) Pay Scale Grade-6		By Promotion Only (Merit cum seniority)	<p>d) Must demonstrate strong participatory leadership ability.</p> <p>e) Must have strong communication skill in English (written & verbal) including working experience using computer.</p> <p>a) At least Master Degree in Commerce /Accounting/MBA or BSC Engineering from any recognized university.</p> <p>b) No third Division/Class at any stage of academic career shall be acceptable. Candidates passed in the grading system must possess at least a CGPA 3.5 on a scale of 5.0 and CGPA 2.5 on a scale of 4.0</p> <p>c) At least 5 years work experience in the relevant field.</p> <p>d) Must demonstrate strong participatory leadership ability.</p> <p>e) Must have strong communication skill in English (written & verbal) including working experience using computer.</p>	<p>iii) Satisfactory service records.</p> <p>iv) Sound health.</p> <p>i) At least 3 years as Assistant Manager (Procurement).</p> <p>ii) Must successfully complete a training program on relevant field.</p> <p>iii) Satisfactory service records.</p> <p>iv) Sound health conditions.</p>
51	Assistant Manager (HR/Admin/personnel/Appraisal/Training/Transport/estate/Public Relationship/store/Labour welfare/security) Pay Scale Grade-7	Maximum 30 years Age can be relaxed as per the Government rule.	i) By Direct Recruitment ii) By Promotion (Merit cum seniority)	<p>a) At least Master Degree in Management/ Public Administration or MBA (HRM/ Management) from any recognized university.</p> <p>b) Candidates passed in the grading system must possess at least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall be acceptable</p> <p>c) Must demonstrate strong participatory leadership ability.</p> <p>d) Must have strong communication skill in English (written & verbal) including computer literacy.</p> <p>e) For eligible departmental candidate the age limit may be relaxed up to 35 years.</p>	<p>i) At least 5 years as Junior Assistant Manager(HR/Admin/personnel/Appraisal/Training/Transport/estate/Public Relationship/store/Labour welfare/security)</p> <p>ii) Must successfully complete a residential course on "Basic Management".</p> <p>iii) Not more than 33% to be filled by promotion.</p>

Sl	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/ Experience for Promotion
52	Assistant Manager (Finance/Accounts) Pay Scale Grade-7	Maximum 30 years Age can be relaxed as per the Government rule.	i) By Direct Recruitment ii) By Promotion (Merit cum seniority)	<p>a) At least Master Degree Accounting/ Accounting & Information System / Finance/ Banking or MBA (Accounting/ Accounting & Information System / Finance/ Banking) from any recognized university. Candidates having ACA/ACMA will be given preference.</p> <p>b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall be acceptable</p> <p>c) Must demonstrate strong participatory leadership ability.</p> <p>d) Must have strong communication skill in English (written & verbal) including working experience using computer.</p>	<p>iv) Satisfactory service records.</p> <p>v) Sound health.</p> <p>i) At least 5 years as Junior Assistant Manager (Finance/Accounts).</p> <p>ii) Satisfactory service records.</p> <p>iii) Sound health.</p>
53	Assistant Manager (Internal Control & Audit) Pay Scale Grade-7	Maximum 30 years Age can be relaxed as per the Government rule.	By Direct Recruitment Or By Promotion (Merit cum seniority)	<p>a) At least Master Degree Accounting/ Accounting & Information System or MBA (Accounting/ Accounting & Information System) from any recognized university. Candidates having ACA/ACMA will be given preference.</p> <p>b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall not be acceptable</p>	<p>i) At least 5 years as Junior Assistant Manager (Finance/Accounts).</p> <p>ii) Satisfactory service records.</p> <p>iii) Sound health.</p>

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Sl	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/ Experience for Promotion
54	Assistant Manager (Legal and Company Affairs) Pay Scale Grade-7	Maximum 30 years Age can be relaxed as per the Government rule.	By Direct Recruitment (Merit cum seniority)	<p>c) Must demonstrate strong participatory leadership ability.</p> <p>d) Must have strong communication skill in English (written & verbal) including working experience using computer.</p> <p>a) At least Master Degree in Law from any university recognized by UGC/ Bar Counsel enrolment.</p> <p>b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall not be acceptable</p> <p>c) Must be able to demonstrate strong participatory leadership ability.</p> <p>d) Must have strong communication skill in English (written & verbal) including computer.</p> <p>e) For eligible departmental candidate the age limit may be relaxed up to 35 years.</p>	<p>i) At least 5 years as Junior Assistant Manager. (Legal and Company Affairs)</p> <p>ii) Satisfactory service records.</p> <p>iii) Sound health.</p>
55	Assistant Manager/ Assistant Engineer (Procurement) Pay Scale Grade-7	Maximum 30 years Age can be relaxed as per the Government rule.	<p>i) By Direct Recruitment</p> <p>ii) By Promotion (Merit cum seniority)</p>	<p>a) Graduate Engineer (EEE/EE/ME/Civil) or MBA (Finance/ Accounting/ Accounting & IS/ Banking) from any recognized university or Professional degree in SCM from any recognized university will get prevalence.</p> <p>b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No</p>	<p>i) At least 5 years as SAE</p> <p>ii) Must successfully complete a Basic Management course".</p> <p>iii) Not more than 33% to be filled by promotion.</p> <p>iv) Satisfactory service</p>

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Sl	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/ Experience for Promotion
				<p>third Division/Class or equivalent at any stage of the academic career shall be acceptable</p> <p>c) Must demonstrate strong participatory leadership ability.</p> <p>d) Must have strong communication skill in English (written & verbal) including working experience using computer.</p> <p>e) For eligible departmental candidate the age limit may relaxed up to 35 years.</p>	<p>records.</p> <p>v) Sound health conditions.</p>
56	Assistant Manager (ICT) Pay Scale Grade-7	Maximum 30 years Age can relaxed as per the Government rule.	By Direct Recruitment By Promotion (Merit cum seniority)	<p>(a) At least graduate in CSE/IT/ECE/EITE or any other relevant subject from recognized university.</p> <p>b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall be acceptable</p> <p>(c) Must demonstrate strong participatory leadership ability.</p> <p>(d) Must have strong communication skill in English (written & verbal) including computer literacy.</p> <p>e) For eligible departmental candidate the age limit may relaxed up to 35 years.</p>	<p>i) At least 5 years as a junior Asstt. manager</p> <p>ii) Must be successfully complete a on "Basic Management course"</p> <p>iii) Not more than 33% to be filled by promotion</p> <p>iv) Satisfactory service records</p> <p>Sound health.</p>
57	Medical Officer Pay Scale Grade-7 Grade may extend up to 4	Maximum 30 years Age can relaxed as per the Government	By Direct Recruitment	<p>(a) MBBS or equivalent degree from any recognized university plus 1 year internship along with BMDC registration</p> <p>(b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system</p>	

Sl	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/ Experience for Promotion
				(class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall be acceptable. (c) Must demonstrate strong participatory leadership ability. (d) Must have strong communication skill in English (written & verbal) including computer literacy.	
58	Head Master Pay Scale Grade-7	Maximum 30 years Age can relaxed as per the Government rule.	By Direct Recruitment	Second class Master's degree with B. Ed. or its equivalent degree from a recognized University and 5 years' experience in teaching or educational administration. OR Second class Bachelor degree with Second class B. Ed. or its equivalent degree from a recognized University and 7 years' experience in teaching or educational administration. OR Bachelor degree with B. Ed. or its equivalent degree from a recognized University and 9 years' experience in teaching or educational administration.	N/A
59	Junior Assistant Manager (Enforcement Coordination) Pay Scale Grade-8	Maximum 30 years Age can relaxed as per the Government rule.	i) By Direct Recruitment ii) By Promotion (Merit cum seniority)	a) At least Bachelor Degree in Finance /Accounting/MBA from any recognized university b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall be acceptable	i) At least 5 years in the immediate lower position of respective discipline. ii) Must have graduate degree. iii) Satisfactory service records. iv) Sound health.

Sl	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/ Experience for Promotion
				<p>c) Must demonstrate strong participatory leadership ability.</p> <p>d) Must have strong communication skill in English (written & verbal) including computer literacy.</p> <p>e) For eligible departmental candidate the age limit may relaxed up to 35 years.</p>	
60	Junior Assistant Manager (Internal Control & Audit) Pay Scale Grade-8	Maximum 30 years Age can relaxed as per the Government rule.	<p>i) By Direct Recruitment</p> <p>ii) By Promotion (Merit cum seniority)</p>	<p>a) At least Bachelor Degree in Accounting/ Accounting & Information System or MBA (Accounting/ Accounting & Information System) from any recognized university.</p> <p>b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall not be acceptable</p> <p>c) Must demonstrate strong participatory leadership ability.</p> <p>d) Must have strong communication skill in English (written & verbal) including working experience using computer.</p> <p>e) For eligible departmental candidate the age limit may relaxed up to 35 years.</p>	<p>i) At least 5 years in the immediate lower position of respective discipline.</p> <p>ii) Must have graduate degree in Commerce.</p> <p>iii) Satisfactory service records.</p> <p>iv) Sound health</p>
61	Junior Assistant Manager (Finance & Accounts) Pay Scale Grade-8	Maximum 30 years Age can relaxed as per the Government rule.	<p>i) By Direct Recruitment</p> <p>ii) By Promotion (Merit cum seniority)</p>	<p>a) At least Bachelor Degree in Commerce or MBA from any recognized university.</p> <p>b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the</p>	<p>i) At least 5 years in the immediate lower position of respective discipline.</p> <p>ii) Must have graduate degree in Commerce.</p> <p>iii) Satisfactory service records.</p>

Sl	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/ Experience for Promotion
				academic career shall be acceptable c) Must demonstrate strong participatory leadership ability. d) Must have strong communication skill in English (written & verbal) including working experience using computer. e) For eligible departmental candidate the age limit may relaxed up to 35 years.	iv) Sound health.
62	SAE/JAM(ICT) Pay Scale Grade-8	Maximum 30 years Age can relaxed as per the Government rule.	i) By Direct Recruitment ii) By Promotion (Merit cum seniority)	(a) At least Diploma CSE/IT/ECE/EETe in any recognized educational Institution. b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall not be acceptable c) Must demonstrate strong participatory leadership ability. d) Must have strong communication skill in Bengali & English (written & verbal) including computer literacy.	N/A
63	Medical Attendant Pay Scale Grade-8	Maximum 30 years Age can relaxed as per the Government rule.	By Direct Recruitment only	Must have 3 (Three) years Diploma from Pharmacy Council (govt. approved). Experience Pharmacists will get preference. Computer proficiency required	N/A

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 বিদ্যুৎ জ্বালানি ও খনিজ সম্পদ মন্ত্রণালয়
 গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

৯. কে. এম. হুমায়ুন কবীর
 অতিরিক্ত সচিব, বিদ্যুৎ বিভাগ
 চেম্বারম্যান, পরিচালনা পর্ষদ
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