



**“Career Opportunity in Power Sector (Revised Circular)”**

- 1.0 Coal Power Generation Company Bangladesh Limited (CPGCBL) is an Enterprise of Government of the People's Republic of Bangladesh and committed to reliable and efficient power generation. CPGCBL is inviting applications from qualified and energetic Bangladeshi nationals for the following position:

SL No	Name of Post	Basic Salary	CPGCBL Pay Grade	No. of Post
01.	Executive Director (Finance)	TK- 149,000/-	Grade-02	01 (one)

**2.0 Job Description**

The Executive Director (Finance) will be accountable to the Managing Director and the Board for establishing and maintaining an efficient accounting system in the company. His/her duties & responsibilities are to be personally responsible for managing finance and accounts of the company in a foolproof manner; to prepare financial plans and budget consistent to operation, maintenance and development of the company; to ensure that the income of the company has been correctly billed, realized and recorded; to ensure that payments are appropriately made and recorded; to ensure statutory audit of the company as directed by the board; to visit the plant time to time and advise on financial and cost reduction matters; to advise the Managing Director and the Board on financial matters; to ensure an efficient and effective financial planning to serve debt, generate adequate revenue for investment and any other duties assigned by the authority from time to time.

**3.0 Educational Qualification and Requirements**

- At least MBA/MCom in Finance/Accounting from any recognized university. Professional qualifications such as ACA/ACMA will be counted as an added advantage;
- Candidates passed in the grading system must possess at least CGPA 3.5 on a scale of 5.0 and CGPA 2.5 on a scale of 4.0. Candidates who passed in the conventional system (Class/Division) must possess at least 2nd class/division. No third Division/Class at any stage of the academic career shall be acceptable;
- In case of Public Sector (GoB/SOE's/ Autonomous Bodies)**, the candidate should have at least 18 years of experience of which at least 3 years in a senior management position (National Pay Scales substantive grade 4 & above),
- In case of State-owned companies (SOCs)**, the candidate should have at least 18 years of experience, of which at least 3 years in a senior management position (DGM or equivalent & above);
- In case of private sector**, the candidate should have at least 18 years of experience, of which 3 years in senior management/leadership position in well reputed organization(s) in power sector. **Moreover, the candidate's experience certificate must include detailed job responsibilities authorized by competent authority;**
- Must be able to demonstrate knowledge about relevant Govt. rules & regulations, PPA and PPR, etc.;
- Must be able to demonstrate knowledge in business laws, labor law, Tax/VAT Laws, Total Quality Management (TQM), Total Productive Management (TPM), Corporate Governance, Strategic Management, etc.;
- Must demonstrate strong participatory leadership ability and possess adequate knowledge in Corporate Management;
- Able to express information, in both English and Bangla, to individuals or groups effectively; make clear and convincing presentations, write concisely, and convincingly for the intended audience;
- Strong business acumen with a deep understanding of financial management, Procurement, strategic planning, and operational management.
- Excellent Negotiation skills with government agencies, development partners and private investors will be an advantage.

**4.0 Age**

Minimum: 45 years, Maximum: 60 years as on 09 March 2026.

**5.0 Tenure of Appointment**

The initial contract will be for 3 years subject to the maximum age limit of 65 years. It can be extended for two more terms of 3 years subject to the maximum age limit of 65 years in case of a competent candidate.

**6.0 Salary and Allowances**

Basic pay Tk. 1,49,000/-(One lac forty-nine thousand) only per month plus house rent 50% of basic pay. 2(two) festival bonus, Boishakhi allowance, gratuity, contributory provident fund, group insurance, leave encashment, reimbursement of medical expenses and other fringe benefits as per the pay structure and CPGCBL (Employees) Service Rules-2017; He/She will also be entitled to full-time transport with fuel and driver. Income tax shall be paid by the incumbent.

**7.0 Submission of Application**

Interested candidates shall have to submit application **addressing the Chairman, Coal Power Generation Company Bangladesh Limited (CPGCBL)** along with the following documents:

- Cover Letter signed by applicant;
- Candidates must fill out and submit the CV using the prescribed form as available on the Company's website ([www.cpgcbl.gov.bd](http://www.cpgcbl.gov.bd)) under the "Notice Board" section.
- Photocopies of all educational certificates and experience certificates including training and other activities;
- The candidate's experience certificate must include detailed job responsibilities authorized by competent authority;
- Photocopies of National ID card & Nationality Certificate from City Corporation/Pourasava/Union Parishad;
- 03 (three) copies of recent PP size photograph;
- Candidates still serving in GoB/SOE's/Autonomous bodies/SOC's should submit NOC from the authority.
- Candidates passed from foreign university(s)/institute(s) should have equivalent results and certificate from competent authority;
- MICR Bank Draft/Pay Order of TK-2,000 (Two Thousand) in favor of 'Coal Power Generation Company Bangladesh Limited (CPGCBL).'

The Application must have to be reached by **20<sup>th</sup> April 2026** (within office hour) to **“Company Secretary (CS)”**, Coal Power Generation Company Bangladesh Ltd, Unique Heights (Level-17), 117 Kazi Nazrul Islam Avenue, Dhaka-1217.

- 8.0 Please note that only short-listed candidates will be called for an interview. No fee is required for submitting the application. No TA/DA will be given to participate in the interviews.

- 9.0 The authority of CPGCBL reserves the right to accept or reject any or all the applications without assigning any reasons whatsoever.

- 10.0 **Candidates who applied under the previous circular must submit a fresh application to be considered for the current recruitment process, ensuring that all the above-mentioned criteria are fully met.**

  
09.03.2026  
(Kazi Md. Miraj Hossain, FCS, CGIA)  
Company Secretary, CPGCBL  
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Phone: 01332544800

# Coal Power Generation Company Bangladesh Limited (CPGCBL)

## Curriculum Vitae (C.V) form for the post Executive Director (Finance)

### 1. Personal Information:

a)	Name of the Applicant	:			
b)	Father's Name	:			
c)	Mother's Name	:			
d)	Address	:			
	i. Permanent Address	:			
		:			
		:			
	ii. Present/Mailing Address	:			
		:			
		:			
e)	National ID No.	:			
f)	Contact	Phone/Cell :			
		e-mail:			
g)	Date of Birth (As mentioned in SSC or equivalent exam)	:	Day	Month	Year
	Age (on 09 March 2026)	:	Years	Months	Day
h)	Marital Status	:			
i)	Nationality	:			

### 2. Educational Qualification:

Examination/ Degree	Major Group/ Subject	Passing Year	Board/University	Result (Division/Class/ GPA/CGPA)

(Chronology will be from S.S.C to upward and rows may be added if required)

### 3. Working Experience as per Clause 3(c), 3(d) and 3(e) of the circulars: (Chronology will be from past to present and rows may be added if required)

Name of the organization	Post/position	From (DD/MM/YY)	To (DD/MM/YY)	Length of experience (Years Months & Days)	Major Responsibilities
<b>Total Experience as per clause 3(c), 3(d) and 3(e) of the circulars.</b>					

NB: Job experience must be supported by experience certificates issued on the organization's official letterhead, duly signed and sealed by the authorized authority.

### 4. Other Relevant Information (If any):

1. ....
2. ....
3. ....

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Signature

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(Name of the Applicant)

Date:

**Note: Please use additional pages if needed.**