

Service Rules 2017

(with effect from August 16, 2017)

Approved by the Board in its 343rd Board Meeting held on 16/08/2017



Dhaka Electric Supply Company Limited (DESCO)
22/B Faruk Sarani, Nikunja-2, Khilkhet, Dhaka-1229

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CHAPATER-I

1.0 Preliminary

1.1 Short Title and Application

- (a) These rules shall be called the Employee Service Rules of Dhaka Electric Supply Company (DESCO) Ltd.
- (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 these rules from time to time as it may deem fit.

1.2 Definitions

- (a) "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 Managing Director or any other official approved by the Board for other posts.
- (b) "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.
- (c) "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.
- (d) "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.
- (e) "Board" means the Board of Directors of the company which determines the policies, procedures, guidelines and directives for its overall management.
- (f) "Company" means Dhaka Electric Supply Company (DESCO) Ltd.
- (g) "Competent Authority" means the Board of Directors or the authority designated or delegated by the Board to be competent for the specific purpose.

- (h) **"Contract"** means an agreement between an employee and the company which lays down the terms of employment.
- (i) **"Controlling Officer"** means the officer declared to be the controlling officer for the purpose of administrative and financial and technical matters including traveling allowance and medical facilities of a particular employee or class of employees by the Board of Directors.
- (j) **"Day"** means a calendar day beginning and ending at midnight but an absence from headquarters, which does not exceed twenty-four hours, shall be reckoned for all purposes as one day, at whatever hour the absence begins or ends.
- (k) **"Dearness Allowance"** means the allowances made for the employees for compensating higher cost of living.
- (l) **"Deputation"** means duty of an employee to and from the company.
- (m) **"Duty" includes-**
- i. Service as a probationer and apprentice provided such service is followed by an appointment on 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 the 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"** means and includes-
- i. Pay;
 - ii. Special pay, personal pay, technical pay, officiating pay and additional pay;
 - iii. Compensatory allowances other than reviling 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;
 - vi. Subsistence allowance; and
 - vii. Dearness allowance.
- (o) **"Employee"** means an officer or staff employed in the approved post of the company.

- (p) **"Expensive place"** means the city areas declared by the government and any other places declared from time to time.
- (q) **"Family"** means wife (s) or husband and legitimate children and parents dependent on the employee.
- (r) **"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.
- (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) **"Hospital"** means any hospital/clinic at home and abroad for the pre approved hospital/clinics in the treatment of the employees of the company and their authority.
- (w) **"Incentive"** means any compensation scheme or plan made by the company to motivate the individual/the group for their improved performance.
- (x) **"Joining time"** means the time allowed to a person to enable him/her to join a new post on transfer and promotion.
- (y) **"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 clause 7.1 and 7.2 of chapter VII of these rules.
- (z) **"Month"** means a calendar month.
- (aa) **"Officer"** means the employee holding the post of the Junior Assistant Manager/Sub Assistant Engineer, Accountant or equivalent post up to the post of Managing Director.
- (bb) **"Officiate"** means officiating in a post by an employee discharging the duties of that post in which another person holds lien, or when he/she 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.
- (cc) **"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 cadre and includes special pay, personal pay and additional pay, if any, admissible under general or special order.
- (dd) **"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 of pay or to reduction of such pay otherwise than as disciplinary measure or in exceptional circumstance, on other personal considerations.

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- (ee) **"Schedule"** means Schedule of Recruitment and Promotion of these rules.
- (ff) (i) **"Selection Committee for Recruitment"** means a committee constituted under sub-clause 3.2.2(f) of chapter III of these rules.
- (ii) **"Selection Committee for Promotion"** means a committee constituted as per relevant provisions of the "Promotion Policy of DESCO".
- (gg) **"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. The unhealthiness of the locality in which the work is performed.
- (hh) **"Staff"** means an employee including an apprentice who is employed in the company in any position below the level of Junior Assistant Manager (JAM)/Sub Assistant Engineer (SAE) or equivalent.
- (ii) **"Subsistence Allowance"** means a monthly allowance made to an employee during the period he/she is under suspension.
- (jj) **"Transfer"** means the movement of an employee from one headquarters station in which he is employed to another such station either to take up the duties of a new post or in consequence of change of his/her headquarters;
- (kk) **"Traveling"** means any travel undertaken/made for carrying out the activities of the company or for its interest.
- (ll) **"Year"** means a financial year for the purpose of accounts and finance and a calendar year for other purposes.

Chapter-II

2.0 Posts

2.1 Creation of Posts

To manage the affairs of the company, posts shall be created by the Management and approved by the Board in consultation with major share holder. The Board shall create all permanent post(s) considering the organization structure, functional differentiation

2.2 Categories and Classification of Posts

- (a) A permanent post shall be a regular post carrying a definite pay grade approved by the Board deemed to be continued for an indefinite time and which is included in the organization setup.

Provided that, all officers from the post of Sub-Assistant Engineer/Junior Assistant Manager or equivalent post up to the post of Chief Engineer/General Manager or equivalent post shall be classified as cadres shown as under:

- (i) Technical Cadre
- (ii) Administrative Cadre
- (iii) Finance Cadre

Amended as per decision of the 358th Board Meeting held on 15/05/2018

- (b) A temporary post shall be a post carrying a fixed pay deemed to be continued for a definite period of time and which is not included in the organizational setup. The temporary post(s) could be created for a definite period for performing any specific job which is also subject to the approval of the Board.

- (c) Outsourcing of any task/job of a functional area may be made for the interest of the company as per the role only through the approval of the Board.

The Board may create cadres with permanent posts having similar qualification requirement and job description. Seniority among employees appointed to posts in such cadres shall thereafter be regulated as per prescribed rules, formulated by the Board.

2.3 Filling up a Permanent Post

Appointment to all permanent 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 management and staff position shall be as per the schedule of recruitment and promotion.

- (c) by deputation

Criteria/guidelines of promotion for management and staff position shall be as per the Government rules and circulars.



2.4 Probation

Persons selected for appointment by direct recruitment in entry level to a permanent post shall be appointed on probation for a period of **twelve months**.

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 service if performance during that period is found unsatisfactory.

After successful completion of the period of probation including the extended period, the incumbent will be appointed in the permanent post on contractual basis.

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Chapter-III

3.0 Recruitment and Promotion Policies & Procedures

3.1 Recruitment Policies and Procedures

3.1.1 Objectives of the recruitment policy

The objectives of recruitment of the company shall be

- (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 operation of the company;
- (c) To establish a transparent recruitment system.

3.1.2 Scope of the policy

This policy shall be applicable to the company for the recruitment of its employees for all disciplines at all levels.

3.1.3 Strategies of the policy

- (a) There shall be a uniform practice of recruitment in the company.
- (b) Recruitment shall be undertaken at the entry level in conformity with the provisions of these rules.
- (c) Recruitment on immediate need or on emergency basis shall be avoided as far as possible and shall rather be based on human resources planning. Recruitment shall be made on functional/discipline basis such as Electrical Engineering, Mechanical Engineering, Accounting Service and Human Resources Management.
- (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.
- (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 in respect of sex, caste, creed, locality etc. while implementing the recruitment policy.
- (h) The primary objective of recruitment shall be to provide the company with human resource having high morale and discipline, sound mental and physical health and the requisite qualification.
- (i) Age limit may be relaxed by the Board for qualified internal candidates.

3.2 Recruitment Procedures

3.2.1 Invitation of Application

- (a) Efforts shall be made to ensure adequate number of job applicants having requisite qualification. It may be done through advertisement in at least three reputed and well circulated national dailies (Two Bangla and One English), company website, e-mail notification etc.
- (b) Such advertisement shall contain all relevant information about the post including.
 - designation
 - pay grade
 - educational qualification
 - age
 - experience
 - nationality
 - marital status
 - service conditions
 - last date for receiving application
 - three recent passport size photographs
 - requirement of documents and photographs.
- (c) Applications may be received only at the Headquarters directly or through post or courier services, e-mail or online as mentioned in the advertisement.
- (d) All applications received shall be given a scroll number and be immediately acknowledged.

3.2.2 Screening

- (a) The main purpose of the screening process shall be to identify the most suitable candidate for the company. This screening shall be carried out at the following stages for all categories of employee of the company.
 - screening of eligible application
 - screening through written test

- screening through practical exam for relevant posts
- screening through viva voce and interview
- medical check up
- police verification

(b) All applications shall be scrutinized in respect of completeness and eligibility. Incomplete application and those which do not fulfill the qualification criteria shall be rejected.

(c) Only the concerned selection committee or the authorized 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:

Analytical ability	20 points
Relevant Subject matter	40 points
General knowledge	20 points
Bengali, English & Power Sector	20 points
	100 points

Written test may be conducted through outsource means.

(e) At best 4 (four) applicants securing highest points in order of merit against each position shall be called for the viva-voce or test/practical or both as decided by the Board. However, any applicant securing less than 50% in the written test shall not be invited for the viva-voce or test/practical or both.

Amended as per decision of the 378th Board Meeting held on 25/04/2019

(f) **Selection Committee for Recruitment**

(i) Appointment by direct recruitment shall be made by the company on the recommendations of the Selection Committee for Recruitment which shall be comprised of Chairman of the Board of Directors as the Chairman and other directors as members in case of appointing for the post of Managing Director and Executive Director(s) of DESCO.

(ii) Appointment by direct recruitment to the posts in the ranks/equivalent ranks of Chief Engineer/General Manager and Superintendent Engineer/Deputy General Manager shall be made by the company on the recommendation of the Selection Committee for Recruitment which shall be comprised of Chairman of the Board of Directors as the

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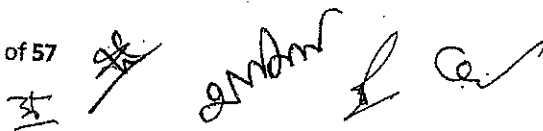
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ডেসকো'র Service Rules-2017 এর Selection Committee for Recruitment সংক্রান্ত উপ-বিধি 3.2.2 (f) (ii) ও 3.2.2 (f) (iii) এর অন্যান্য বিষয়াদি অপরিবর্তিত রেখে "representative of BUET/IBA" এর স্থলে "Expert in relevant field from any Public University" বাক্যাংশটি দ্বারা প্রতিস্থাপন করতঃ ডেসকো Service Rules-2017 সংশোধনীর প্রস্তাব এতদ্বারা অনুমোদিত হলো।

Amended as per decision of the 364th Board Meeting held on 19/09/2018

Chairman and (i) representative of Power Division, (ii) representative of BUET/IBA, (iii) Managing Director, DESCO, (iv) **One/two Board Director nominated by Chairman**, (v) **One full-time Executive Director to be nominated by the Managing Director as member. Executive Director (HR) will be the Member Secretary of the Selection Committee.**

- (iii) In case of appointment by direct recruitment to the posts in the rank/equivalent ranks of Executive Engineer/Manager, Sub Divisional Engineer/Deputy Manager, Assistant Engineer/Assistant Manager and Sub Assistant Engineer/Junior Assistant Manager shall be made by the company on the recommendation of the Selection Committee for Recruitment which shall be comprised of Managing Director as the Chairman and (i) representative of Power Division, (ii) representative of BUET/IBA, (iii) Executive Director (HR), (iv) Two full-time Executive Directors to be nominated by the Board as member. General Manager (Administration)/ Deputy General Manager (HRM) as deemed appropriate will be the Member Secretary of the Selection Committee.
- (iv) In case of appointment by direct recruitment to the posts below the ranks of Junior Assistant Manager or equivalent, the Selection Committee for Recruitment shall be comprised of Executive Director (HR) as Chairman and (i) representative of Power Division, (ii) Two full-time Executive Directors (iv) One General Manager/Chief Engineer as Member. The members shall be nominated by the Managing Director. In this case Deputy General Manager (HRM)/Manager (Recruitment, Inq. & Discipline) as deemed appropriate will be the Member Secretary of the Selection Committee.
- (v) Presence of the Chairman and at least 3 (three) other members shall be necessary to form a valid Selection Committee.
- (g) Candidates securing less than 60% marks in practical and viva voce/interview shall not be eligible for appointment.
- (h) A list of successful candidates shall be prepared by adding the scores secured in the written test and viva voce. In case of obtaining same marks, the older candidate will be given preference/ranked higher. Proceedings of the Selection Committee shall be duly recorded and signed by its members. The list thus recommended shall require approval of the concerned appointing authority.
- (i) Successful candidates of the approved list shall be requested to report to the administration department of the company on a particular date and time for medical check-up. The administration department will refer the candidates to the medical officer of the company or Civil Surgeon accordingly.



- (j) Candidates declared fit by the 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 subject to police verification.
 - (ii) It shall be on contractual basis.
 - (iii) This appointment /contract shall be reviewed at the end of each contract. Service may be extended on the basis of result of the review and performance.
- (k) Every employee shall, before joining service sign declaration of fidelity and secrecy in the prescribed form.
- (l) For the entry post shall be subject to police verification. If the police verification is not favorable, the employment of the concerned employee shall stand canceled.

3.2.3 Determination of Seniority

Seniority of the employees appointed under different cadres by direct recruitment shall be determined and regulated in the manner hereinafter specified:-

- (a) Seniority on first appointment to a post shall follow the order of merit prepared under the provisions of sub-clause 3.2.2(h) (in which the selected candidates are placed) irrespective of their joining date within 21 days of time limit from the date of issue of order for joining.
- (b) Person(s) promoted to the post(s) of same grade under a certain cadre in immediate successive occasion only within the same calendar year will rank senior to that of the person(s) appointed through direct recruitment.
- (c) All gradation lists will be come into force after approval of the board.
- (d) Administration Department shall prepare and maintain an updated seniority list in both Cadre wise and combined form in light of the provisions laid down in the sub-clause (a), (b) & (c).

3.2.4 Orientation/Induction Training

- (a) The Human Resource Management department will arrange orientation program/induction training of the newly joined employees.

3.3 Promotion Policies and Procedures

3.3.1 Objectives of the Policy

The main objectives of promotion policy of the company shall be

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

3.3.2 Scope of the policy

This policy shall apply to all employees up to the level of CE/equivalent as per provisions stipulated in the Schedule.

3.3.3 Strategies of the policy

- (a) Promotion shall be made keeping the long-term organizational and individual goal in view.
- (b) Promotion 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 their efficiency.
- (d) Promotion shall be administered against a vacancy with due consideration to the terms and conditions envisaged in the service rules.
- (e) Promotion 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) **Administration department of DESCO will prepare seniority list which will be approved by the competent authority. Cadre wise seniority list of all employees shall be kept by the company. Promotion of employees should be considered only on cadre basis.**

3.3.4 Policy of Promotion:

Promotion of all employees shall be regulated in accordance with the provisions of "Promotion Policy of DESCO".

CHAPATER-IV

4.0 General Condition 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 and 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 technical nature of the company and employee motivation, career path needs to be established.
- (e) In case of promotion and direct recruitment (applying through proper channel) of an employee of the company to the higher post, his/her previous length of service shall be counted as continuous service for calculating the leave, contributory provident fund and Gratuity fund.

4.2. Deputation for the foreign training/visits

An employee may be allowed to visit overseas countries with the approval of the Managing Director in the case of all officers & staff up to the level of Chief Engineer/General Manager and with the approval of the Board of Directors in the case of Managing Director/ Executive Director for training, seminar, workshop, study, medical treatment, contract negotiation, witnessing, testing, inspection on leave or for any other purpose whether official or private.

4.3 Transfer

An employee may be transferred from one post to another post or from one jurisdiction to another jurisdiction of the company. The transfer activities will be done following the policy formulated by the Board from time to time.

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4.4 Pay and allowances

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

Note: In this rule, "date" means the forenoon of the day in question, for example, if charge is assumed or transferred before noon of a day, it shall take effect from the day and if charge is assumed or transferred in the afternoon, it shall take effect from the following day-

4.5 Criteria of promotion

Promotion of all employees shall be regulated in accordance with the provisions of "Promotion Policy of DESCO" and in the recruitment and promotion schedule of the service rules.

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 is appointed.
- (b) The initial pay of an employee appointed on promotion shall be fixed at the stage of the grade of pay of the new post to which he is next above his basic pay including personal pay of the old post.

Provided that if an employee has previously worked in the same post, or a contractual post on the same grade of pay, the initial pay shall not be less than the basic pay which he/she drew on the last month, and he/she shall count for an increment for the period during which he/she drew that pay on last month of before.

4.8 Annual Increment/Pay Raise

- (a) Annual Increment/Pay Raise shall be based on the rating of the performance appraisal.
- (b) The conditions under which the service count 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 the another post, whether in substantive or officiating capacity or an deputation.
 - iii. leave other than an extraordinary leave.

- iv. If an employee after officiating in a higher post is reverted to a lower post, the period of a service in the higher post shall count for increment in the lower post; and
 - v. when two post are on identical grades of pay it should be held that the duties and responsibilities of the posts are not very different in nature irrespective of the fact whether the pay of the posts is borne in the permanent organizational setup or is paid from contingency and the duty rendered in any such post shall be allowed to count towards an increment.
- (c) An employee may, in the case of first appointment in recognition of special qualification or experience, and in other cases, in recognition of outstanding performance or merit, be granted one or more advance increment in a grade of pay, by the Competent Authority.

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 in his/her old post.

4.10 Pay during joining time

- (a) Joining time shall be regarded as on duty in case of transfer and shall be entitled to the pay of his/her previous post.
- (b) An employee, who does not join his/her post within his joining time, shall not be entitled to any pay or leave salary on the expiry of joining time.

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 is one day only, a holiday counting as a day for this purpose, provided there be more than one holiday, he/she should join immediately after the holiday.
- (b) Travel by road not exceeding 5 miles to or from a railway or steamer station at the beginning of the journey shall not count for joining time.
- (c) The appointing authority may, in the exigency of service, curtail, or in any special case, extend the period of joining time admissible under this rule.

4.12 Leave in transit

If an employee takes leave while in transit from one post to another, the period which has elapsed since he handed over the charge of his old post shall be included in his leave, unless the leave is taken on medical certificate. In the later case, he/she may be allowed joining time in addition to leave.

4.13 Liveries

Employees shall be provided with (02) two sets of uniforms/dresses every year free of cost by the company. Under the provision, an employee of below the grade ascertained by the Board 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 pants and shirts, one belt, one cap, one pair of boots, a rain coat and a whistle in every year while 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, MLSS etc, shall be provided with two sets of pants and shirts, one pair of shoes and a rain coat in a calendar year.

4.14 Washing Facilities

Employees shall be provided washing allowance every month approved by the board from time to time.

4.15 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 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
- (b) Casual Leave
- (c) Maternity Leave
- (d) Extra-Ordinary Leave
- (e) Special Disability Leave
- (f) Compensatory Leave
- (g) Ex-Bangladesh Leave
- (h) Quarantine Leave
- (i) Medical Leave

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 leave to be enjoyed by the employee up to the level of Executive Director shall be approved by the Managing Director or by his/her delegated officials but leaves for Managing Director, Chairman of the Board will approve the leave.

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 leave prayer 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 after proceeding on leave.
- (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 15 (fifteen) 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 up to 99 days. Accumulated earned leave can be carried forward up to 99 days. Any leave earned beyond 99 days will not be credited to the account of employee. With the extension/renewal of the contract of the employee the balance of accumulated earned leave (less than 99 days) will be carried forward but the accumulation will be up to 99 days. An employee can enjoy earned leave with the approval of the appointing authority. The accumulated 'Earned leave' may be en-cashed after completion of calendar year with the approval of the appointing authority. Maximum 60 days of earned leave may be en-cashed at a time. The only basic pay will be paid while Earned leave is en-cashed.
- (b) **Half average pay:** Leave on half average pay shall be earned by an employee at the rate 1/12th of the period spent on duty and accumulation of such leave will be up to 91 days. It may be permissible to convert leave so earned into leave on full pay on submission of valid medical ground up to maximum period of 45 days. The balance of accumulated leave will be carried forward but the accumulation will never exceed 91 days.

Amended as per decision of the 358th Board Meeting held on 15/05/2018

5.5 Casual 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 change if the government order changed.
- (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 such leave for a period of 6 (six) months which is not debitable to the leave account.
- (b) A female employee shall be entitled to such leave if the request for granting the leave is 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

- (a) An extra ordinary leave 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, and such extra ordinary leave will be without pay.
- (b) The period of an extra ordinary leave shall not be more than 3 (three) months at a time but such period may be extended under the following conditions:
 - 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.

The competent authority of the company may approve study leave for an employee generally for not more than 2 (two) years as leave without pay. The board may extend it up to 03 (three) years.

Amended as per decision of the 34th Board Meeting held on 15/05/2018

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 up to Executive Directors shall be granted by the Managing Director and for the Managing Director by the Chairman of the Board.

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 disease 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 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 be treated as on duty during the leave.

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.

Chapter-VI

6.0 **Honorarium, Bonus, Benefits and Allowances**

6.1 **Honorarium**

- (a) The Board may grant 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 appointing authority shall be paid to the concerned employee or employees.

6.2 **Bonus**

- (a) An employee shall be entitled to 2 (two) festival bonuses equivalent to two months basic salary in a year.
- (b) All employees shall be entitled to Bangla NoboBorsho Allowance equivalent to 20% (twenty percent) of last drawn basic salary in a year.
- (c) The Board, in relation to a Fiscal Year, may provide Performance Incentive Bonus to the employees at such rates and on such conditions as it may deem fit subject to the achievement of KPI or Net Profit. The Government shall set and evaluate the KPI target and accordingly the Board will approve the incentive bonus for the employees.

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;

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- (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

An employee will be allowed to draw travelling and dearness allowance as per the rates and conditions laid down to this effect in the "Traveling Allowance Policy".

6.6 Medical Benefit/Allowance

An employee shall be allowed medical benefits/allowances as per decision of the Board.

6.7 Fringe Benefits

An employee is entitled to get fringe benefits against such items and at such rates as per decision of the Board.

6.8 Accident Benefits

If an employee sustains any bodily injury as a result of an accident while performing official duty, DESCO will provide, subject to the approval of the Competent Authority, or its designate, the following benefits:

- (a) Doctor's fee.
- (b) Cost of medicine directly related to the injury.
- (c) Other medical and/or hospitalization cost related to the injury.
- (d) The total amount in this regard will not exceed Tk. 30,000/- in each instance. However, the Board reserves the right to waive the limit.

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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 source or otherwise, unless he is required to do so by law or directed by a superior officer in the discharge of his/her duty.
- (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/she may be;
 - v. Serve the company and discharge his assigned duties faithfully, honestly and diligently;
 - vi. Use his/her 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.

Notwithstanding anything contained in clause v and vi of the above sub-rule, an employee may undertake occasional work of a purely professional, literary or artistic nature provided such work does not cause any embarrassment to the company.

(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 employees 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 ostensible means; or
- e) Willful insubordination or disobedience; or
- f) Theft, fraud or dishonesty in connection with DESCO's business or property;
- g) Habitual breach of any government law or office rule or regulation;
- h) Riotous or disorderly behavior;
- i) Falsifying, tampering with, damaging or causing loss to DESCO's official records;
- j) Is engaged, or is reasonably suspected of being engaged in subversive activities, or is reasonably suspected of being associated with others engaged in subversive activities, and whose retention in service is, therefore, considered prejudicial to good order or to the security of the company or of the public;
- k) Giving false information regarding name, age, parent's name, qualifications or suppression of facts relating to previous service(s) at the time of employment;
- l) Malingering, slowing down work, undue delay in the performance of the duty, refusal or negligence to carry out a reasonable order of a superior, immediate officer or competent authority;

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/Written Warning;
 - ii. Withholding, for a specified period, of increment or promotion
 - iii. Relegation to a lower post;
 - iv. Demotion to a lower level of the salary scale;
 - v. 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;
 - vi. Termination from service;
 - vii. Discharge from service;
 - viii. Dismissal from service.

- (b) Termination/Discharge 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 considered 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.
- (c) An employee committed to prison on 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 "punishment and appeal", he shall be called upon to submit explanation in writing to the authority within ten days 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 consisting of one or more officers senior in rank to the accused to conduct the inquiry 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.

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.

7.9 Summary proceedings

- (a) An employee found guilty of:
 - i. Habitual late attendance;
 - ii. Leaving place of duty without permission;
 - iii. Willful misrepresentation or suppression of fact;
 - iv. Misbehavior with other employees or members of the public; or
 - v. Unnecessary delay in disposal of files and records;
 - vi. Seizure, Coercion to any office or officer;shall be called upon to submit explanation to the authority within seven days as to why disciplinary action shall not be taken against him/her for the alleged offence.
- (b) If the competent authority is, on such an inquiry, satisfied that the employee is guilty of any of the offences mentioned in above shall impose upon him/her such penalty as specified in 7.4 (a) & (b) of the "penalty Clause".

7.10 Appeal

- (a) An employee shall have the right to appeal once only against an order imposing any penalty specified in clause 7.4 (a) & (b) of this chapter except censure to the authority next superior to the authority imposing the penalty, and where the penalty is imposed by an order of the Board of Directors, there shall ordinarily lie no appeal but the Board of Directors may review its own order suo moto or on receipt of representation from the employee concerned.
- (b) Every appeal shall comply with the following requirements, namely:-
 - i. It shall contain all material statements and grounds relied upon and shall be complete in all respects;
 - ii. It shall specify the relief desired;
 - iii. It shall be submitted through proper channel;
 - iv. It shall be not be couched in improper language; and

- v. It shall be submitted within thirty days from the date of receipt of the order of penalty.
 - (c) An appeal may be withheld by the authority imposing the penalty, if-
 - i. it does not comply with the requirements of Appeal;
 - ii. it deals with matters, which are not relevant to the case;
 - iii. 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
 - iv. 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 resubmitted 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.
 - (f) 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.
 - (g) 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.

7.11 Reinstatement

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.

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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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CHAPATER-VIII

8.0 Service Record

- (1) A record of service of each employee shall be maintained separately in the form prescribed by the company and be prescribed by the Human Resource Management department.
- (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 concerned officer of Human Resource Management department within 15 (fifteen) days. The Human Resource Management department will update or rectify the service record after necessary verification and approval of the appropriate authority.

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CHAPTER-IX

9.0 Retirement, Termination and Resignation

9.1 Retirement

- (a) Normal retirement is mandatory upon the employee's attainment of 60 years of age except Executive Director and above. The Executive Director and Managing Director shall retire from service on his attainment of 62 years of age but Board may extend their service up to the age of 65 years.
- (b) An employee will be entitled to receive the following benefits upon retirement:
 - i. Reimbursement of provident fund contribution of both the employee and DESCO;
 - ii. Gratuity amount;
 - iii. Remuneration of accumulated unused earned leave subject to the limit mentioned in clause 5.4;
 - iv. Accrued bonus amount on pro-rata basis;
 - v. While paying retirement benefits, due advances/ loans if any shall be adjusted.
- (c) If any proceedings instituted by the company are pending against an employee at the time of his/her retirement or as the case may be, ceasing to be in service, he/she shall not be entitled to any retirement benefits, except his/her own contribution to any fund and the interest thereon, till the end of such proceedings and the payment of any retirement benefits to his/her shall be subject to the findings of such proceedings.

9.2 Resignation

- (a) Unless otherwise provided in the terms of employment or of any bond executed by an employee, a contractual employee may resign from the service of the company after giving 2 (two) month's notice in writing or refunding two month's basic pay in lieu of such notice or for the period by which such notice falls short of 2 months and after repaying the dues of the company, if any.
- (b) A temporary employee may resign from the service of the company after giving one month's notice in writing or refunding one month's basic pay in lieu of such notice or for the period by which such notice falls short of one month and after repaying the dues of the company if any.
- (c) A probationer shall be allowed to resign without giving any prior notice for resignation.
- (d) A contractual employee will be entitled to receive the following benefits upon acceptance of resignation:
 - i. Basic salary and related benefits up to the last date of service;
 - ii. Reimbursement of the employee's provident fund contribution only if employed for less than one year; and DESCO's contribution in addition, if employed for one or more than one year of continuous service;
 - iii. Gratuity amount, if served not less than 3 continuous years;
 - iv. Remuneration of accumulated unused Earned Leave subject to the limit mentioned in clause 5.4;
 - v. Accrued bonus amount on pro-rata basis;
 - vi. While paying benefits, any amount due, if any, shall be adjusted.

Amended as per decision of the 368th Board Meeting held on 15/05/2018

9.3 Termination

- (a) The competent authority may terminate the service of an officer by giving 90 days notice in case of contractual employees and 30 days notice in case of temporary employees or by paying the amount equivalent to 3 (Three) month's or 1 month's basic pay as the case may be without assigning any reason whatsoever.
- (b) The appointing authority may terminate the services of a probationer officer at any time without giving any such notice in writing.
- (c) The competent authority may terminate the service of a contractual staff by giving 90 days notice and 30 days notice in case of temporary staff or by paying an amount

equivalent to 3 (three) month's or one month's wages/salary as the case may be without assigning any reason whatsoever.

- (d) The appointing authority may terminate the services of a probationer staff/worker at any time without giving any such notice in writing.
- (e) When terminating a contractual employee, the company must pay Basic Salary and other allowances applicable through the last working day; Remuneration for unused Earned Leave (EL); Gratuity amount (if length of service attains/exceeds 3 years of continuous service at the date of termination); Reimbursement of the employee's provident fund contribution and payment of DESCO's contribution if employed for continuous one year or more; Reimbursement of the employee's provident fund contribution only (i.e. without DESCO's contribution) if employed less than one year; Accrued bonus amount.

9.4 Discharge

An employee may be discharged from service for reason of physical or mental incapacity 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). A qualified medical practitioner 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);
 - (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/loans, if any, due shall be adjusted.

- (b) In case an employee falls under occupational hazard, DESCO 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 bonafide medical practitioner 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.

- (a) 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/loans 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.

APPENDICES

(Schedule of Recruitment and Promotion Guideline)

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For Managing Director

বিদ্যমান শর্ত Qualifications for Direct Recruitment (As per Service Rules)	প্রস্তাবিত সংশোধনী Qualification and Requirements
a) At least graduate in Electrical/Mechanical Engineering or Masters in Finance/ Business Administration/ Management/ Economics or any other relevant subject from any recognized university. 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 c) At least 25 years work experience of which at least 5 years in senior managerial position. d) At least 5 Years work experience in the relevant field like generation / transmission/ distribution utilities. j) The board may relax any qualifications for an extra-ordinary candidate.	a) Candidate must be Graduate in Electrical/ Mechanical Engineering. Candidates having FCA/ FCMA/ MBA will get Preference. 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 CGPA 4.0 on a scale of 5.0 and a CGPA 2.75 on a scale of 4.0. Candidates passed in the conventional system (Class/Division) must possess at least 2nd class/division. c) Candidate shall have at least 25 (twenty-five) years of experience in large Public Organization/ Large Private Sector Company working in multidisciplinary environment, including 5 (five) years of experience in the capacity not below the rank of Superintending Engineer or its equivalent. d) Deleted. j) Deleted.
Age Limit for Direct Recruitment Maximum 60 years	Age Limit Maximum age limit will be 60 (sixty) years. Inserted [(2) The Board of Directors reserves the right to relax the age limit in case of extraordinary candidates.]

Amended as per decision of the 391st Board Meeting held on 02/01/2020

For Managing Director and Executive Directors

Appendix-A

Sl. No.	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/Experience for Promotion
1.	Managing Director	Maximum 60 years	Direct recruitment	a) At least graduate in Electrical/Mechanical Engineering or Masters in Finance/ Business Administration/Management/Economics or any other relevant subject from any recognized university. 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 c) At least 25 years work experience of which at least 5 years in senior managerial position. d) At least 5 Years work experience in the relevant field like generation / transmission/distribution utilities. e) Must be able to demonstrate knowledge about relevant govt. rules & regulations. f) Must be able to demonstrate knowledge in company law, labor law, TQM, TPM, Preventive maintenance and corporate Governance etc. g) Must demonstrate strong participatory leadership ability. h) Must possess adequate knowledge in corporate management. i) Must have strong communication skill in Bengali & English (written & oral) including working experience using computer. j) The board may relax any qualifications for an extra-ordinary candidate.	

Sl. No.	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/Experience for Promotion
2.	Executive Director (Engineering)	Maximum 60 years	Direct recruitment	a) At least graduate in Electrical/Mechanical Engineering from any recognized university. 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 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 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 law, labor law, TQM, TPM, Preventive maintenance and corporate Governance. h) Must have strong communication skill in Bengali & English (written & oral) including working experience using computer. i) The board may relax any qualifications for an extra-ordinary candidate.	
3.	Executive Director (Operation)	Maximum 60 years	Direct recruitment	a) At least graduate in Electrical/Mechanical Engineering from any recognized university. 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 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 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 law, labor law, TQM, TPM, Preventive maintenance and corporate Governance. h) Must have strong communication skill in Bengali & English (written & oral) including working experience using computer. i) The board may relax any qualifications for an extra-ordinary candidate.	

Sl. No.	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/Experience for Promotion
4.	Executive Director (Finance/Accounts)	Maximum 60 years	Direct recruitment/Deputation	a) At least Master Degree in Commerce /Finance /Accounting/MBA from any recognized university. Candidates having FCA/FCMA will be given preference. 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 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 generation / transmission/distribution utilities. e) Must demonstrate knowledge in govt. financial rules & regulations, PPA, PPR, etc. f) Must demonstrate strong participatory leadership ability. g) Must be able to demonstrate knowledge in TQM, TPM, Preventive maintenance and corporate Governance. h) Must have strong communication skill in Bengali & English (written & oral) including working experience using computer. i) The board may relax any qualifications for an extra-ordinary candidate.	

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Sl. No.	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/Experience for Promotion
5.	Executive Director(Procurement)	Maximum 60 years	Direct recruitment	a) At least graduate in Electrical/Mechanical/Civil/Computer Science & Engineering or any graduate in engineering/any graduate as decided by appointing authority from any recognized university. 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 c) At least 05 years experience in senior managerial position in the relevant field. d) At least 20 years work experience of which 5 years experience in the relevant field of 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 TQM, TPM, Preventive maintenance and corporate Governance. h) Must have strong communication skill in Bengali & English (written & oral) including working experience using computer. i) The board may relax any qualifications for an extra-ordinary candidate.	

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Sl. No.	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/Experience for Promotion
6.	Executive Director(HR & Administration)	Maximum 60 years	Direct recruitment/Deputation	a) At least Master Degree in HR/management/Economics or any other relevant subject from any recognized university. 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 c) At least 05 years experience in managerial position in the relevant field. d) At least 20 years work experience of which 5 years experience in the relevant field of generation / transmission/distribution utilities. e) Must demonstrate strong participatory leadership ability. f) Must be able to demonstrate knowledge in TQM, TPM, Preventive maintenance and corporate Governance. g) Must have strong communication skill in Bengali & English (written & oral) including working experience using computer. h) The board may relax any qualifications for an extra-ordinary candidate.	

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For Sub Assistant Engineer to Chief Engineer

Appendix-B

Sl. No.	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/Experience for Promotion
7.	Chief Engineer (D&P/Proc./ P&D/S&D Operation/ Network Operation)	Maximum 57 years	By promotion or By Direct recruitment	a) At least graduate in Electrical/Mechanical/Civil/Computer Science & Engineering or any graduate in engineering as decided by appointing authority from any recognized university. 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 c) At least 03 years experience in senior position in the relevant field. d) At least 15 years work experience of which 4 years experience in the relevant field of generation / transmission/distribution utilities. e) Must demonstrate experience in operations & maintenance of power system. f) Must demonstrate strong participatory leadership ability. g) Must be able to demonstrate knowledge in TQM, TPM, Preventive maintenance and corporate Governance. h) Must have strong communication skill in Bengali & English (written & oral) including computer literacy.	• At least 5 years as Superintending Engineer • Satisfactory service records • Sound health conditions

Sl. No.	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/Experience for Promotion
8.	Superintending Engineer (P&D/D&MP/S&D Operation/ICT/PI&T/MP&S/HRM/Project/Substation & Network)	Maximum 50 years	By promotion or By Direct recruitment	a) At least graduate in Electrical/Mechanical/Civil/Computer Science & Engineering or any graduate in engineering as decided by appointing authority from any recognized university. 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 c) At least 03 years experience in senior position in the relevant field. d) At least 12 years work experience of which 3years experience in the relevant field of generation / transmission/distribution utilities. e) Must demonstrate experience in operations & maintenance of power system. f) Must demonstrate strong participatory leadership ability. g) Must be able to demonstrate knowledge in TQM, TPM, Preventive maintenance and corporate Governance. h) Must have strong communication skill in Bengali & English (written & oral) including computer literacy.	- At least 4 years as Executive Engineer - Satisfactory service records - Sound health conditions

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Sl. No.	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/Experience for Promotion
9.	Executive Engineer	Maximum 40 years	By promotion or By Direct recruitment	a) At least graduate in Electrical/Mechanical/Civil/Computer Science & Engineering or any graduate in engineering as decided by appointing authority from any recognized university. 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 c) At least 07 years work experience of which 3 years experience in generation / transmission/distribution utilities. d) Must demonstrate experience in operations & maintenance of power system and experience in public procurement, etc. e) Must demonstrate strong participatory leadership ability. f) Must be able to demonstrate knowledge in TQM, TPM, Preventive maintenance and corporate Governance. g) Must have strong communication skill in Bengali & English (written & oral) including computer literacy.	- At least 7 years experience with 4 years as Sub-Divisional Engineer. - Satisfactory service records. - Sound health conditions.

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Sl. No.	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/Experience for Promotion
10.	Sub-Divisional Engineer	Maximum 35 years	By promotion or By Direct recruitment	(a) At least graduate in Electrical/Mechanical/Civil/Computer Science & Engineering or any graduate in engineering as decided by appointing authority from any recognized university. 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 c) At least 05 years work experience in the relevant field. d) Must demonstrate experience in operations & maintenance of power system and experience in public procurement, etc. e) Must demonstrate strong participatory leadership ability. f) Must have strong communication skill in Bengali & English (written & oral) including computer literacy.	• At least 3 years as Assistant Engineer. • Must successfully complete a training program on relevant field. • Satisfactory service records. • Sound health conditions

Order *Or*

For Sub Assistant Engineer to Chief Engineer

Appendix-B

Sl. No.	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/Experience for Promotion
11.	Assistant Engineer	Maximum 30 years	i) By direct recruitment ii) by promotion	a) At least graduate in Electrical/Mechanical/Civil/Computer Science & Engineering or any degree in engineering as decided by appointing authority from any recognized university. 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 c) Must Demonstrate strong Participatory leadership ability. d) Must have strong communication skill in Bengali & English (written & oral) including computer literacy.	- At least 5 years as Sub Assistant Engineer - Must successfully complete training program (s) on relevant field. - Not more than 33% to be filled by promotion. - Satisfactory service records. - Sound health conditions
12.	Sub Assistant Engineer	Maximum 30 years	By direct recruitment	(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. 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 c) Must demonstrate strong participatory leadership ability. d) Must have strong communication skill in Bengali & English (written & oral) including computer literacy.	

Amended as per decision of the 378th Board Meeting held on 25/04/2019

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For Junior Assistant Manager to General Manager

Appendix-C

Sl. No.	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/Experience for Promotion
13.	(A) General Manager (Administration)	Maximum 57 years	By promotion or By Direct recruitment	a) At least Master Degree in HR/management/MBA or any other relevant subject from any recognized university. 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. c) At least 03 years experience in managerial position in the relevant field. d) At least 15 years work experience of which 4 years experience in the relevant field of generation / transmission/distribution utilities. e) Must demonstrate strong participatory leadership ability. f) Must be able to demonstrate knowledge in TPM, TPM, Preventive maintenance and corporate Governance. g) Must have strong communication skill in Bengali & English (written & spoken) including working experience.	- At least 5 years as Deputy General Manager (HR/Admin). - Satisfactory service records. - Sound health conditions.
	(B) General Manager (Finance/Accounts)	Maximum 57 years	By promotion or By Direct recruitment	a) At least Master Degree in Commerce /Finance/Accounts/MBA from any recognized university. Candidates having FCA/FCMA will be given preference. 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. c) At least 3 (Three) years experience in senior position in the relevant field. d) At least 15 (Fifteen) 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, TPM, Preventive maintenance and corporate Governance. g) Must have strong communication skill in English (written & oral) including computer literacy.	- At least 5 years as Deputy General Manager (Finance/Accounts) - Satisfactory service records - Sound health conditions

Sl. No.	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/Experience for Promotion
14.	Company Secretary (equivalent to DGM)	Maximum 57 years	By promotion or By Direct recruitment	a) At least graduate in law, Management, MBA or any other relevant subject from any recognized university. Candidates who have qualification of Chartered Secretariat will be given preference. 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 c) At least 3 (Three) years of experience in senior position in the relevant field. d) At least 15 (Fifteen) 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 & oral) including computer literacy.	- At least 4 years as Manager/Deputy Secretary. - Satisfactory service records - Sound health conditions - Must have Law/Management/MBA degree
15.	(A) Deputy General Manager (HRM/Admin)	Maximum 50 years	By promotion or By Direct recruitment	a) At least Master Degree in HR/ Management or other relevant subject from any recognized university. 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 c) At least 3 (Three) years of experience in senior position in the relevant field. d) At least 12 years work experience in the relevant field of which 3 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 & oral) including computer literacy.	- At least 4 years as Manager (HR/Admin). - Satisfactory service records. - Sound health conditions.

Sl. No.	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/Experience for Promotion
	(B) Deputy General Manager (Finance/Accounts)	Maximum 50 years	By promotion or By Direct recruitment	a) At least Master Degree in Commerce/Finance/Accounts/MBA from any recognized university. 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 c) At least 3 (Three) years of experience in senior position in the relevant field. d) At least 12 years work experience in the relevant field of which 3 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 & oral) including computer literacy.	- At least 4 years as Manager(Finance/Accounts). - Satisfactory service records. - Sound health conditions.

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SL No.	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/Experience for Promotion
16.	(A) Manager (HR/Admin/Stores)	Maximum 40 years	By promotion or By Direct recruitment	a) At least Master Degree in HR/Management/ or any other relevant subject from any recognized university. 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 c) At least 8 years work experience in the relevant field of which 3 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 & oral) including computer literacy.	- Total 7 years experience with 4 years as Deputy Manager (HR/Admin/Stores) respectively. - Satisfactory service records. - Sound health conditions.
	(B) Manager (Security)	Maximum 45 years	By promotion or By Direct recruitment	a) At least bachelor degree in any discipline from any recognized university. 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 c) At least 8 years work experience in the relevant field. 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 & oral) including computer literacy. g) Preference will be given to experienced defense/paramilitary/law & enforcement personnel.	- Total 7 years experience with 4 years as Deputy Manager (Security). - Satisfactory service records. - Sound health conditions.
	(C) Manager (Finance/Accounts)	Maximum 40 years	By promotion or By Direct	a) At least Master Degree in Commerce /Finance /Accounting/MBA from any recognized university. b) No third Division/Class at any stage of academic career shall be acceptable. Candidates passed in the grading	Total 7 years experience with 4 years as Deputy Manager (Finance/Accounts).

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			recruitment	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 c) At least 8 years work experience in the relevant field of which 3 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 & oral) including computer literacy.	• Satisfactory service records. • Sound health conditions.
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Sl. No.	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/Experience for Promotion
17.	(A) Deputy Manager (HR/Admin/Stores)	Maximum 35 years	By promotion or By Direct recruitment	a) At least Master Degree in HR/Management or any other relevant subject from any recognized university. 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 c) At least 5 years work experience in the relevant field. d) Must demonstrate strong participatory leadership ability. e) Must have strong communication skill in English (written & oral) including computer literacy.	- At least 3 years as Assistant Manager (HR/Admin/Stores). - Must successfully complete a training program on relevant field. - Satisfactory service records. - Sound health conditions.
	(B) Deputy Manager (Security)	Maximum 40 years	By promotion or By Direct recruitment	a) At least bachelor degree in any discipline from any recognized university. 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 c) At least 5 years work experience in the relevant field. d) Must demonstrate strong participatory leadership ability. e) Must have strong communication skill in English (written & oral) including computer literacy. f) Preference will be given to experienced defense/paramilitary/law & enforcement personnel.	- At least 3 years as Assistant Manager (Security). - Must successfully complete a training program on relevant field. - Satisfactory service records. - Sound health conditions.
	(C) Deputy Manager (Finance/Accounts)	Maximum 35 years	By promotion or By Direct recruitment	a) At least Master Degree in Commerce /Finance /Accounting/MBA from any recognized university. 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 c) At least 5 years work experience in the relevant field. d) Must demonstrate strong participatory leadership ability. e) Must have strong communication skill in English (written & oral) including working experience using computer.	- At least 3 years as Assistant Manager (Finance/Accounts). - Must successfully complete a training program on relevant field. - Satisfactory service records. - Sound health conditions.

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For Junior Assistant Manager to General Manager

Appendix-C

Sl. No.	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/Experience for Promotion
18.	(A) Assistant Manager (HR/Admin/Stores)	Maximum 30 years	i) By direct recruitment ii) by promotion	a) At least Master Degree in HR/Management or any other relevant subject from any recognized university. 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 c) Must demonstrate strong participatory leadership ability. d) Must have strong communication skill in English (written & oral) including computer literacy.	- At least 5 years as Junior Assistant Manager (HR/Admin/Stores). - Must successfully complete training program (s) on relevant field. - Not more than 33% to be filled by promotion. - Satisfactory service records. - Sound health conditions.
	(B) Assistant Manager (Security)	Maximum 30 years	i) By direct recruitment ii) by promotion	a) At least bachelor degree in any discipline from any recognized university. 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 c) Must demonstrate strong participatory leadership ability. d) Must have strong communication skill in English (written & oral) including computer literacy. e) Preference will be given to experienced defense/paramilitary/law & enforcement personnel.	- At least 5 years as Junior Assistant Manager (Security). - Must successfully complete training program (s) on relevant field. - Not more than 33% to be filled by promotion. - Satisfactory service records. - Sound health conditions.
	(C) Assistant Manager (Finance/Accounts)	Maximum 30 years	i) By direct recruitment ii) by promotion	a) At least Master Degree in Commerce /Finance /Accounting/MBA from any recognized university. 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 c) Must demonstrate strong participatory leadership ability. d) Must have strong communication skill in English (written & oral) including working experience using computer.	- At least 5 years as Junior Assistant Manager (Finance/Accounts). - Must successfully complete training program (s) on relevant field. - Not more than 33% to be filled by promotion. - Satisfactory service records. - Sound health conditions.

Sl. No.	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/Experience for Promotion
19.	(A) Junior Assistant Manager (HR/Admin/Stores)	Maximum 30 years	By direct recruitment	a) At least graduate Degree in HR/Management or any other relevant subject from any recognized university. 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 c) Must demonstrate strong participatory leadership ability. d) Must have strong communication skill in English (written & oral) including computer literacy.	
	(B) Junior Assistant Manager (Security)	Maximum 30 years	By direct recruitment	a) At least bachelor Degree in HR/Management or any other relevant subject from any recognized university. 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 c) Must demonstrate strong participatory leadership ability. d) Must have strong communication skill in English (written & oral) including computer literacy. e) Preference will be given to experienced defense/paramilitary/law & enforcement personnel.	
	(C) Junior Assistant Manager (Finance/Accounts)	Maximum 30 years	By direct recruitment	a) At least graduate Degree in Commerce /Finance /Accounting/MBA from any recognized university. 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 c) Must demonstrate strong participatory leadership ability. d) Must have strong communication skill in English (written & oral) including working experience using computer.	

Amended as per decision of the 378th Board Meeting held on 25/04/2019

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For below the rank of Junior Assistant Manager/Sub Assistant Engineer

Appendix-D

Sl. No.	Name of the posts	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/Experience for Promotion
20*	(A) Foreman		By Promotion	a) S.S.C or equivalent having minimum 2 nd division/equivalent GPA (2.0 to below 3.0) with minimum 12 years work experience/Class Eight pass with minimum 16 years work experience/2 years Trade Course (Electrical) with 8 years work experience. b) Must have ABC License.	5 years experience as Assistant Foreman.
	(B) Supervisor (All Categories)		By Promotion	a) H.S.C or equivalent having minimum 2 nd division/equivalent GPA (2.0 to below 3.0) with 12 years working experience in relevant field. b) Good working knowledge in MS Office.	5 years experience as Assistant Supervisor.
21**	(C) Senior Assistant Foreman		By Promotion	a) S.S.C or equivalent having minimum 2 nd division/equivalent GPA (2.0 to below 3.0) with 10 years work experience/Class Eight pass with minimum 14 years work experience/2 years Trade Course (Electrical) with 8 years working experience in relevant field. b) Must have ABC License.	At least 5 years experience as Assistant Foreman/Meter Tester
	(G) Lineman		By promotion	a) S.S.C or equivalent with minimum 5 years works experience / Class Eight pass with minimum 8 years works experience / 2 years Trade Course (Electrical). b) Must have ABC License.	At least 5 years experience as Assistant Lineman/Electrician.

আলোচ্যসূচী-৮

* ~~সংস্করণঃ ২০১৯ সনদঃ ২০১৯/১০৮/১০১৯~~ Foreman ~~গণপ্রজাতন্ত্রী বাংলাদেশ সরকার~~

** ~~সংস্করণঃ ২০১৯ সনদঃ ২০১৯/১০৮/১০১৯~~ ~~গণপ্রজাতন্ত্রী বাংলাদেশ সরকার~~

Amended as per decision of the 378th Board Meeting held on 25/04/2019

তেসকো পরিচালনা পর্ষদের ৩৭৮-০৮-২০১৯ তম সভার কার্যবিবরণী তারিখঃ ২৫ এপ্রিল ২০১৯ খ্রিঃ

Appendix-I

For below the rank of Junior Assistant Manager and Assistant Engineer

Sl. No.	Name of the Post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/Experience for Promotion
20	(A) Foreman		By Promotion	a) S.S.C or equivalent having minimum 2nd division/equivalent GPA (2.0 to below 3.0) with minimum 12 years work experience / Class Eight pass with minimum 16 years work experience / 2 years Trade Course (Electrical) with 8 years work experience. b) Must have ABC License.	5 years experience as Assistant Foreman.
	(B) Supervisor (All Categories)		By Promotion	a) H.S.C or equivalent having minimum 2nd division/equivalent GPA (2.0 to below 3.0) with 12 years working experience in relevant field. b) Good working knowledge in MS Office.	5 years experience as Assistant Supervisor.
	(C) Senior Assistant Foreman		By Promotion	a) S.S.C or equivalent having minimum 2nd division/equivalent GPA (2.0 to below 3.0) with 10 years work experience/Class Eight pass with minimum 14 years work experience / 2 years Trade Course (Electrical) with 8 years working Experience in relevant field. b) Must have ABC License.	5 years experience as Assistant Foreman.
	(A) Cable Joiner		By Promotion	a) Class Eight pass with minimum 8 years work experience / 2 years Trade Course (Electrical) with 5 years work experience in relevant field. b) Must have ABC License.	5 years experience as Assistant Cable Joiner.
21	(B) Assistant Supervisor (All Categories)		By Promotion	a) H.S.C or equivalent having minimum 2nd division/equivalent GPA (2.0 to below 3.0) with 8 years working experience in relevant field. b) Good working knowledge in MS Office.	5 years experience as Senior Assistant.

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Sl. No.	Name of the Post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/Experience for Promotion
	(C) Senior Assistant Foreman		By Promotion	a) S.S.C or equivalent having minimum 2nd division/equivalent GPA (2.0 to below 3.0) with 10 years work experience/Class Eight pass with minimum 14 years work experience/ 2 years Trade Course (Electrical) with 8 years working Experience in relevant field. b) Must have ABC License.	5 years experience as Assistant Foreman.
	(D) Substation Supervisor		By Promotion	a) H.S.C in Science or equivalent having 2nd division/equivalent GPA (2.0 to below 3.0) with 2 years Trade Course (Electrical) with 5 years working experience in relevant field. b) Good working knowledge in MS Office.	5 years experience as Senior Substation Attendant.
	(E) Complaint Supervisor		By Promotion	a) H.S.C or equivalent having minimum 2nd divisions/equivalent GPA (2.0 to below 3.0) with 8 years working experience in relevant field. b) Good working knowledge in MS Office.	At least 5 years experience as Deputy Compliant Supervisor.
	(A) Senior Assistant (Office/ Billing/ Revenue/Store/ Vending/Field Assistant)		By Promotion	a) H.S.C or equivalent having minimum 2nd division/equivalent GPA (2.0 to below 3.0) with 5 years working experience and good working knowledge in MS office.	At least 5 years experience as Office Assistant.
22	(B) Assistant Foreman		By Promotion	a) S.S.C or equivalent having minimum 2nd division/equivalent GPA (2.0 to below 3.0) with minimum 8 years work experience / Class Eight pass with minimum 12 years work experience / 2 years Trade Course (Electrical) with 5 years work experience. b) Must have ABC License.	At least 5 years experience as Lineman.

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Sl. No.	Name of the Post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/Experience for Promotion
	(C) Assistant Cable Joiner	Maximum 30 years except freedom fighter quota	By direct recruitment	a) Class Eight pass with minimum 4 years work experience / 2 years Trade Course (Electrical) with 2 years work experience in relevant field. b) Must have ABC License.	
	(D) Senior Substation Attendant		By Promotion	a) HSC in Science or equivalent having 2nd division/equivalent GPA (2.0 to below 3.0) and 2 years Trade Course (Electrical) and good working knowledge in MS word.	At least 5 years experience as Substation Attendant.
	(E) Meter Tester		By Promotion	a) H.S.C in Science having minimum 2nd division/equivalent GPA (2.0 to below 3.0) and 2 years Trade Course (Electrical) and good working knowledge in MS word.	At least 5 years experience as Assistant Meter Tester.
	(F) Deputy Complain Supervisor		By Promotion	a) H.S.C or equivalent having minimum 2nd division/equivalent GPA (2.0 to below 3.0) with 5 years working experience in relevant field. b) Good working knowledge in MS Office.	At least 5 years experience as Assistant Compliant Supervisor.
23	(A) Office Assistant (Office/ Billing/ Revenue/Store/ Vending/Field Assistant)	Maximum 30 years except freedom fighter quota	By direct recruitment	a) HSC or equivalent having minimum 2nd division/equivalent GPA (2.0 to below 3.0) and good working knowledge in MS office.	
	(B) Assistant Meter Tester	Maximum 30 years except freedom fighter quota	By direct recruitment	a) H.S.C (Science) or equivalent having minimum 2nd division/equivalent GPA (2.0 to below 3.0) and good working knowledge in MS office.	

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Sl. No.	Name of the Post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/Experience for Promotion
	(C) Guard Commander		By promotion	a) Retired Nyack/Corporal or equivalent regular staff with 10 years working experience.	At least 5 years experience as Special Guard.
	(D) Substation Attendant	Maximum 30 years except freedom fighter quota	By direct recruitment	a) H.S.C in science having minimum 2nd division/equivalent GPA (2.0 to below 3.0) and good working knowledge in MS office.	
	(E) Machine Operator	Maximum 30 years except freedom fighter quota	By direct recruitment	a) H.S.C or equivalent examination with 5 years experience or Class VIII with 12 years experience in relevant field.	
	(F) Assistant Complaint Supervisor	Maximum 30 years except freedom fighter quota	By direct recruitment	a) H.S.C or equivalent having minimum 2nd divisions/equivalent GPA (2.0 to below 3.0) and good working knowledge in MS office.	
	(G) Lineman		By promotion	a) S.S.C or equivalent with minimum 5 years works experience / Class Eight pass with minimum 8 years works experience/ 2 years Trade Course (Electrical). b) Must have ABC License.	At least 5 years experience as Assistant Lineman.
	(A) Assistant Lineman	Maximum 30 years except freedom fighter quota	By direct recruitment	a) S.S.C or equivalent with minimum 2 years works experience / Class VIII with 5 years experience. b) Must have ABC License.	
24	(B) Receptionist	Maximum 30 years except freedom fighter quota	By direct recruitment	a) S.S.C or equivalent having minimum 2nd divisions/equivalent GPA (2.0 to below 3.0) and 3 years work experience and having pleasant appearance and behavior and good working knowledge in MS office.	

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Sl. No.	Name of the Post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/Experience for Promotion
25	(C) Electrician	Maximum 30 years except freedom fighter quota	By direct recruitment	a) S.S.C or equivalent with minimum 2 years works experience / Class VIII with 5 years experience. b) Must have ABC License.	
	(D) Driver	Maximum 30 years except freedom fighter quota	By direct recruitment	a) S.S.C or equivalent with 5 years experience / Class VIII with 8 years experience with valid driving license.	
	(E) Senior Meter Reader		By Promotion	a) S.S.C having minimum 2nd division/equivalent GPA (2.0 to below 3.0) with 5 years working experience.	At least 5 years experience as Meter Reader cum Bill Server.
	(F) Senior Special Guard		By Promotion	a) Constable, Sepahi (Rtd.) with 10 years working experience in relevant field.	At least 5 years experience as Special Guard.
	(A) Special Guard	Maximum 40 years	By direct recruitment	a) Constable, Sepahi (Rtd.) with 8 years experience.	
	(B) Meter Reader cum Bill Server	Maximum 30 years except freedom fighter quota	By direct recruitment	a) S.S.C having minimum 2nd division/equivalent GPA (2.0 to below 3.0) with 2 years Experience.	
	(C) Meter Assembler-I		By promotion	a) S.S.C in Science having minimum 2nd division/equivalent GPA (2.0 to below 3.0) or 2 years Trade Course (Electrical).	5 years experience as Meter Assembler-II.

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Sl. No.	Name of the Post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualifications for Direct Recruitment	Qualification/Experience for Promotion
26	(A) Security Guard	Maximum 30 years except freedom fighter quota	By direct recruitment	a) S.S.C having minimum 2nd division/ equivalent GPA (2.0 to below 3.0) or Class VIII with 3 years experience & good health.	
	(B) Meter Assembler-II	Maximum 30 years except freedom fighter quota	By direct recruitment	a) S.S.C having minimum 2nd division/ equivalent GPA (2.0 to below 3.0) or Class VIII with 1 year Manufacturing/ Assembling Experience.	
	(C) Lineman Mate, Store Mate, Lab Mate	Maximum 30 years except freedom fighter quota	By director recruitment	a) Class VIII with 3 years working experience in relevant field.	
27	(A) Office Support Staff	Maximum 30 years except freedom fighter quota	By direct recruitment	a) S.S.C or equivalent having minimum 2nd division/equivalent GPA (2.0 to below 3.0) with physical fitness.	
	(B) Messenger	Maximum 30 years except freedom fighter quota	By direct recruitment	a) S.S.C or equivalent having minimum 2nd division/equivalent GPA (2.0 to below 3.0) with physical fitness.	
	(C) Lift Operator	Maximum 30 years except freedom fighter quota	By direct recruitment	a) Class VIII with 3 years experience.	
	(D) Cook	Maximum 30 years except freedom fighter quota	By direct recruitment	a) Class VIII or 5 years Cooking experience.	

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