

**NOTE-3:** Confirmation to the post of Assistant General Manager (Operation & Maintenance/Engineering & Construction /power Management) or relieve will be decided on the basis of performance/successful completion of his/her probation period as per PBS policy Instruction 300-24.

**NOTE-4:** A minimum of 10 (ten) years working experience (on regular basis) having Diploma Degree as Junior Engineer in a PBS subject to fulfillment of the following requirements:

- (a) Must have a minimum of 3.50 average rating as reflected in the incumbent's performance appraisal reports of last four consecutive years;
- (b) Candidates selected for promotion by the selection committee (to be constituted by the BREB) shall be appointed as Assistant General Manager (Operation & Maintenance) on current-charge for a period of 1(one) year on the basis of their seniority as reflected in the panel for promotion as per joining date as Junior Engineer in the PBS's;
- (c) Confirmation to the post of Assistant General Manager (Operation & Maintenance) or reversion to the post of Junior Engineer will be decided on the basis of his/her performance. If situation demands, reversion may be made even before expire of 01 (one) year;
- (d) Must fulfill the provisions as stipulated in the policy Instruction 300-24 in respect to promotion to the post of Assistant General Manager. The employee must have in possession valid Driving License before regularization.
- (e) There will be no age limit for the above mentioned PBS employees. In case they are selected for appointment, continuity of their service, financial benefits, seniority etc. will be protected as per provisions stipulated in the PBS service Code.

## II. SCOPE OF RESPONSIBILITIES:

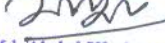
1. Training and maintaining of an adequate work force for the operation and maintenance of the PBS's electric system.
2. Operation and maintenance of the electric system in accordance with approved

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plans and specifications in the most efficient and economical means possible.

3. Operation and maintenance of the electric system to provide adequate, economical, and continuous electric service.
4. Planning of work schedule for operation and maintenance function of the Department.
5. Maintenance and repair of the PBS's transportation and work equipment.
6. Continue the daily routine work in absence of General Manager/Deputy General Manager (HQ-Tech)/ Deputy General Manager but not execute any financial power.

**I. FUNCTIONS AND DUTIES:**

1. Plans for the execution of the PBS's program for operation and maintenance of the PBS's electric system/network.
2. Directs the line operation and maintenance activities of the Department.
3. Assigns daily, Weekly and long-range work schedule to the PBS work crews.
4. Develops plans to assure the operation and maintenance of the system to provide continuous and reliability dependable electric service to the PBS's consumer-members.
5. Maintains and supervises the operation of all sub-station metering and analyze quantum meter reading.
6. Directs a training program on operation and maintenance tools and work equipment.
7. Coordinates function of the operation and Maintenance Department with those of the Departments of Power Management and the Design & Engineering Departments.
8. Maintenance reliable records of labor and materials, work equipment, tools transportation equipment and related costs associated with the Department's program.
9. Connects meters to the consumer ensuring system reliability.
10. Executes ERC activities and coordinate adequately concerted departments in these connections.
11. Maintains records of all activates along with digital forms properly the concerned office as per schedule or as and when needed.
12. Performs such other duties and responsibilities as will be assigned from time to time.

**NOTE-1:** The Position of Assistant General Manager (Operation & Maintenance), Assistant General Manager (Engineering & Construction) and Assistant General Manager (Power Management) are equivalent and hence shall have joint seniority.


**NOTE-2:** The PBS(s) where Power Management Department is yet to be established the functions and responsibilities of this Department will remain under the operations and Maintenance Department.

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**NOTE-3:** PBS Senior General Manager/General Manager will rotate the duties and responsibilities of staff-personnel employed against these positions of every alternate calendar year basis.

<b>BANGLADESH RURAL ELECTRIFICATION BOARD</b>				
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৩২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

**DEPARTMENT: TECHNICAL**

**POSITION: JUNIOR ENGINEER (operation & Maintenance).**

**ORGANIZATIONAL RELATIONSHIP:**

**REPORTS TO: Assistant General Manager, Operation & Maintenance.**

**SUPERVISES: Line Crew personnel.**

**I. JOB SPECIFICATIONS**

- (a) Diploma in Electrical/Power Engineering having at least 1(one) First Division OR equivalent GPA.with a minimum of 08 (eight) years practical working experience in construction, operation and maintenance of electrical Network system.

No third division or equivalent grade will be allowed at any level of education. Computer literacy is a must.

**AGE: Maximum 30 years.**

OR

At least 05 (five) years practical work experience in operation and maintenance/ Engineering &Construction/ Power Management/ERC/Staking functional activities of BREB/PBS electric distribution facilities as PBS Assistant Junior Engineer and possessing proven technical knowledge;

- (b) Ability and experience in organizing and supervision of work-crews is desirable;
- (c) Computer literacy is must.
- (d) The employee must have in possession valid Driving License before regularization.
- (e) Must fulfill the terms & conditions for promotion as laid down in the PBS Policy Instruction 300-24.
- (f) Departmental Candidates selected by the selection committee shall be appointed as Assistant General Manager (Operation and Maintenance) on current-charge for a period of 1(one) year, which however may be extended for maximum 6(six) month.

**II. SCOPE OF RESPONSIBILITIES:**

- (a) Responsible for the performance of the working crew and the manner in which the work assignment issued by the authority are completed.
- (b) Organization of crews to execute operation and maintenance responsibilities according to prescribed standards.
- (c) Responsible for the safety of working crews.

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- (d) Responsible for initial design and development of system planning with approved standard.

### III. FUNCTIONS AND DUTIES:

1. Assists the Assistant General Manager (Operation and Maintenance) on all activities regarding system engineering, design and planning data collection.
2. Assists the Assistant General Manager (Operation and Maintenance) on all activities regarding construction and operation of PBS electric distribution facilities.
3. Organizes operation and maintenance employee into efficient teams as economically and as efficiently as possible.
4. Coordinates the delivery of material and equipment as required for completion of work assignments.
5. Advises and assistant the crew in completing assignments according to specifications and code requirements.
6. Assists in training program for the work crews to develop skills and ability in work performance.
7. Overseas the observance of safety standards by the working crews.
8. Supervise on going works and Inspect completed work.
9. Maintenance all records of work schedule and the completed works.
10. When posted in the Zonal office, in addition to his assigned duties and responsibilities as above, shall maintain all meter cards of the consumers within the jurisdiction of the zonal office.
11. Function such other duties and responsibilities as assigned from time to time.

**NOTE-1: The positions of Junior Engineer under Technical Departments in the PBS are equivalent and hence shall have joint seniority.**

**NOTE-2: PBS Senior General Manager/General Manager will rotate the duties and responsibilities of staff-personnel employed against these positions on each alternate calendar year basis.**

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**DEPARTMENT: TECHNICAL**

**POSITION: ASSISTANT JUNIOR ENGINEER (operation & Maintenance).**

**ORGANIZATIONAL RELATIONSHIP:**

**REPORTS TO: Assistant General Manager, Operation & Maintenance.**

**SUPERVISES: Line Crew personnel.**

**I. JOB SPECIFICATION**

- a) Diploma (4 years course) in Electrical/Power Engineering with minimum CGPA 2.50 out of 4.00.
- b) Candidates must have minimum GPA 3.00 out of 5.00 in S.S.C or equivalent examinations.
- c) Computer Literacy is a must  
AGE: Maximum 30 years.

**NOTE-1: A minimum of 67% percent of the total approved posts shall be kept reserved for candidates under direct recruit and subject to availability of eligible candidates a maximum of 33% percent of the total approved posts shall be kept reserved for eligible Departmental candidates as outlined at NOTE-2.**

**NOTE-2: PBS Line-crew personal having successfully completed REB Lineman Part IV Training course with at least 05 (five) years practical work experience in the field(s) of Operations & Maintenance / Engineering & Construction/ power Management /Staking /ERC functional activities of BREB/PBS electric distribution facilities as PBS Line Technician and possessing proven technical knowledge provided that total service length is not less than 19 (nineteen) years be promoted to the position of Assistant Junior Engineer (Engineering & Construction) subject to fulfillment of conditions as per PBS Instructions 300-8 and 300-24.**

- (b) Ability to organizing and supervision of work-crews is desirable.
- (c) Computer literacy is a must.
- (d) The employee must have in possession valid Driving License before regularization.
- (e) Departmental Candidates selected by the selection committee shall be appointed as Assistant Junior Engineer (O&M//E&C/P&M) on current-charge for a period of 1(one) year, which however may be extended for maximum 6(six) month.Candidates selected by the selection committee under direct recruitment shall be appointed as Assistant Junior Engineer (O&M//E&C/P&M)

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on probation/ contract basis for a period of 1(one) year, which however may be extended for maximum 6 (six) month but such extension will not be more than two times.

## II. SCOPE OF RESPONSIBILITIES:

1. Responsible for the performance of the working crews and the manner in which the work assignment issued by the authority ate completed.
2. Organization of crews to execute operation and maintenance responsibilities according to prescribed standards.
3. Responsible for the safety of working crews.
4. Responsible for initial design and development of system planning with approved standards.

## III. FUNCTIONS AND DUTIES:

1. Assists the Assistant General Manager (operation and maintenance) on all activities regarding system engineering, design and planning data collection.
2. Assists the Assistant General Manager (operation and maintenance) on all activities regarding construction and operation of PBS electric distribution facilities.
3. Organizes construction and operation employees into efficient teams Capable of carrying out the work assignment as economically and as efficiently as possible.
4. Develops work procedure to facilitate the execution of assign tasks as economically and as efficiently as possible.
5. Coordinates the delivery of material and equipment as required for completion of work assignments.
6. Advises and assists the crew in completing assignments according to specifications and code requirements.
7. Assists in training program for the work crews to develop skills and ability in work performance.
8. Overseas the observance of safety standards by the working crews.
9. Inspects completed work.
10. Maintains all records of work schedule and the completed works.
11. When posted in the Zonal office, in addition to his assigned duties and responsibilities as above, shall maintain all meter cards of the consumers within the jurisdiction of the zonal office.
12. Function such other duties and responsibilities as assigned from time to time.


**NOTE# 1: The positions of Assistant Junior Engineer under Technical Departments in the PBS are equivalent and hence shall have joint**

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৬২১ তম বোর্ড সভার অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

seniority.

**NOTE# 2:** PBS Senior General Manager/General Manager will rotate the duties and responsibilities of staff-personal employed against these positions on each alternate calendar year basis.

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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

**DEPARTMENT: TECHNICAL**  
**POSITION: LINE TECHNICIAN.**  
**ORGANIZATIONAL RELATIONSHIP:**

**REPORTS TO: Junior Engineer (Operation & Maintenance)/ AJE (O&M).**  
**SUPERVISES: Lineman Grade 1/ Lineman Grade 2/ Apprentice Lineman.**

**I. JOB SPECIFICATION**

- S.S.C or equivalent (Science group preferred) with minimum 3(three) years practical experience as PBS Lineman Grade-1. Provided that the total service length is not less than 10 (ten) years.
- Proven knowledge and experience in the practical construction, maintenance & operation of electrical distribution facilities is desirable.
- Completion of BREB Linemen Training Course as per PBS Policy Instruction 300-08.
- Working knowledge of electricity, staking sheets, BREB Construction standards and Training in emergency First aid is fundamental.
- Training in emergency First aid is fundamental.
- Must have ability to climb and work on poles.
- Ability to organize and supervise line work-crews.
- Must fulfill the terms & conditions for promotion as laid down in the PBS Policy Instruction 300-08 & 300-24.
- Departmental Candidates selected by the selection committee shall be appointed as Line Technician on current-charge for a period of 1(one) year, which however may be extended for maximum 6(six) month.

**II. SCOPE OF RESPONSIBILITIES:**

Responsible to the Junior Engineer/Assistant Junior Engineer (Operation and Maintenance) as leader of a work crew for performing his duties in a coordinated manner in the interest of efficient team performance.

**III. FUNCTIONS AND DUTIES:**

- Carries out the Instructions of the Junior Engineer/Assistant Junior Engineer (Operation and Maintenance) in performing all work required in connection with the construction of and/or operation of the electric facilities system.
- Performs system operation functions to assure adequate and continuous service as required.
- Supervises construction works to assure standard specification for adequate and continuous service as required.
- Practices job safety regulations in performance of his assign duties.
- Develops and maintains close coordination required for work as a crew leader in this line of work.
- Works harmoniously as a leader of a team, which requires coordination among its members.
- Performs such other duties and responsibilities as will be assigned from time to time.

**Note: Manpower may be Re-arranged after 100% electrification, Installation of Prepaid Meter & Digitalization.**

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৩৩১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

**DEPARTMENT: TECHNICAL**

**POSITION: LINEMAN GRADE-1.**

**ORGANIZATIONAL RELATIONSHIP:**

**REPORTS TO: Line Technician.**

**SUPERVISES: Lineman Grade 2/ Apprentice Lineman.**

**I. JOB SPECIFICATION**

- S.S.C or equivalent (Science group Preferred) with minimum 3(three) years experience as PBS Lineman Grade-2.
- Completion of all BREB Lineman Training Course as per PBS Policy Instruction 300-08.
- Knowledge of electricity, staking sheets, BREB Construction, operation and maintenance standards of PBS electrical distribution facilities are required.
- Working knowledge and experience in the practical, construction, maintenance and operation of electrical distribution, facilities is desirable.
- Training in emergency First aid is fundamental.
- Knowledge in the use of line tools and equipment.
- Must have ability to climb and work on poles.
- Ability and willingness to learn improved techniques of job performance.
- Must fulfill the terms & conditions for promotion as laid down in the PBS Policy Instruction 300-08 & 300-24.
- Departmental Candidates selected by the selection committee shall be appointed as Lineman Grade-1 on current-charge for a period of 1(one) year, which however may be extended for maximum 6(six) month.

**II. SCOPE OF RESPONSIBILITIES:**

Responsible to the Junior Engineer/Assistant Junior Engineer (Operation and Maintenance) as Member of a work crew for performing his duties in a coordinated manner in the interest of efficient team performance.

**III. FUNCTIONS AND DUTIES:**

- Carries out the Instructions of the Junior Engineer/Assistant Junior Engineer (Operation and Maintenance) Line Technician in performing all work required in connection with the construction of and/or replacement/operation of the electric facilities of the system.

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11-4-1979	BREB	BREB Board	300-14-126	14 (02/2020)
Revision Dates: 20-02-1994, 04-09-1994, 29-03-1995, 31-10-1996, 11-11-1999, 27-09-2001, 14-05-2002, 02-10-2002, 16-10-2003, 11-10-2006, 01-09-2013, 29-10-2013, 04-06-2014, 19-02-2020.				

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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

2. Performance system operation functions to assure adequate and continuous service as required.
  3. Practices job safety regulations in performance of his assigned duties.
  4. Develops the close coordination required for work as a crew member in this line of work.
  5. Works harmoniously as a member of a team, which requires coordination among its members.
  6. Performs such other duties and responsibilities as will be assigned from time to time.
- Note: Manpower may be Re-arranged after 100% electrification, Installation of Prepaid Meter & Digitalization.**

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11-4-1979	BREB	BREB Board	300-14-127	14 (02/2020)
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**DEPARTMENT: TECHNICAL**

**POSITION: LINEMAN GRADE-2.**

**ORGANIZATIONAL RELATIONSHIP:**

**REPORTS TO: Junior Engineer/ Assistant Junior Engineer/ Line Technician.**

**I. JOB SPECIFICATION**

- (a) S.S.C or equivalent (Science group preferred) with PBS experience of 03(three) year as PBS Lineman Grade-2. His salary will be fixed at the initial step of salary pay grade no.5 of the PBS.
- (b) Completion of all BREB Linemen Training Course as per PBS Policy Instruction 300-08.
- (c) Must have ability to work on elevated structures.
- (d) Training in emergency First aid is fundamental.
- (e) Knowledge in the use of line tools and equipment.
- (f) Willingness and ability to learn job.
- (i) Must fulfill the terms & conditions for promotion as laid down in the PBS Policy Instruction 300-08 & 300-24.

**II. SCOPE OF RESPONSIBILITIES:**

- (a) Under close supervision during the period of training, responsible for rendering assistance to the Lineman Grade-1 & Line Technician in the execution of his duties.
- (b) Responsible for keen attention to learning functions of job and demonstration of ability to learn and perform lineman's duties.
- (c) Assistance to regular Lineman as assigned.

**III. FUNCTIONS AND DUTIES:**

1. Under close supervision, performs duties of the Lineman's job.
2. Studies prepared text of job functions as required to improving job capabilities.
3. Works closely with other Crew-Members as specifically assigned to obtain knowledge and experience on the job.
4. Attends training classes as arranged by his supervisors.
5. Performs such other duties and responsibilities as will be assigned from time to time.

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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

Note: Manpower may be Re-arranged after 100% electrification, Installation of Prepaid Meter & Digitalization.

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BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-14: ORGANIZATION STRUCTURE FOR A PALLI BIDYUT SAMITY AND JOB SPECIFICATION, FUNCTIONS, DUTIES & RESPONSIBILITIES OF PBS EMPLOYEES.				
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11-4-1979	BREB	BREB Board	300-14-129	14 (02/2020)
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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

DEPARTMENT: TECHNICAL

POSITION: APPRENTICE LINEMAN.

ORGANIZATIONAL RELATIONSHIP:

REPORTS TO: Junior Engineer/ Assistant Junior Engineer/ Line Technician/  
Lineman Grade 1/ Lineman Grade 2

I. JOB SPECIFICATION

- (a) এসএসসি বা সমমান পরীক্ষায় ন্যূনতম জিপিএ ৫.০০ এর মধ্যে ৩.০০ সহ উত্তীর্ণ হতে হবে। বিজ্ঞান বিভাগ থেকে উত্তীর্ণ প্রার্থীদের প্রাধান্য দেয়া হবে।
- ক) অবশ্যই সু-স্বাস্থ্যের অধিকারী হতে হবে। কঠোর পরিশ্রমসহ বৈদ্যুতিক খুঁটি ও স্থাপনায় উঠা-নামায় সক্ষমতা থাকতে হবে।
- খ) অবশ্যই দৈহিক পরিশ্রম করার সদিচ্ছা ও স্বাভাবিক প্রবণতা থাকতে হবে।
- গ) কাজের মাধ্যমে শিক্ষণ এর আগ্রহ ও সক্ষমতা থাকতে হবে।
- ঘ) অবশ্যই শারীরিক উচ্চতা ন্যূনতম ৫ ফুট ৪ ইঞ্চি, ওজন ন্যূনতম ১১০ পাউন্ড এবং বুকের মাপ স্বাভাবিক অবস্থায় ন্যূনতম ৩০ ইঞ্চি এবং স্ফীত অবস্থায় ন্যূনতম ৩২ ইঞ্চি হতে হবে।
- ঙ) ৭ মিনিটে ১ মাইল মিনি-ম্যারাথন দৌড় দিতে এবং প্যারালাল বার নামায় সক্ষম হতে হবে।
- চ) বিদ্যালয়ে শরীর চর্চা বিষয়ক ক্রীড়া কর্মে পারদর্শী প্রার্থীকে অগ্রাধিকার দেয়া হবে।
- (b) **AGE: Minimum 18 years and Maximum 21 years. On the date of submission the application.**
- (c) After successful completion of BREB/PBS Lineman part-1 Training Course will be appointed as Apprentice Lineman on probation/contract basis for a period of 1(one) year, which however may be extended for maximum 6 (six) month but such extension will not be more than two times and upon successful completion of the period of probation/contract service shall be regularized as Lineman Grade-2 of PBS salary pay grade no.-3.
- (d) Part-1 Lineman Training Result will remain valid for two years to get appointment as Apprentice Lineman.

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৩২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

- (e) Have demonstrated ability to work on elevated structures:
- (f) Have Willingness and ability to learn and perform the job of line crew.
- (g) Other qualifications and aptitude must be fulfilled as per PBS Instruction 300-08.
- (h) The employee must have in possession valid Driving License before regularization.

**II. SCOPE OF RESPONSIBILITIES:**

1. under close supervision during the period of training, responsible for rendering assistance to the Lineman in the execution of his duties.
2. Responsible for keen attention to learning functions of job and demonstration of ability to learn and perform lineman's duties.
3. Assistance to regular Lineman as assigned.

**III. FUNCTIONS AND DUTIES:**

1. Under close supervision, performs duties of the Lineman's job.
2. Studies prepared text of job functions as required to improving job capabilities.
3. Works closely with other Crew-Members as specifically assigned to obtain knowledge and experience on the job.
4. Attends training classes as arranged by his supervisors.
5. Performs such other duties and responsibilities as will be assigned from time to time.

**Note: Manpower may be Re-arranged after 100% electrification, Installation of Prepaid Meter & Digitalization.**

<b>BANGLADESH RURAL ELECTRIFICATION BOARD</b>				
PBS Instruction 300-14: ORGANIZATION STRUCTURE FOR A PALLI BIDYUT SAMITY AND JOB SPECIFICATION, FUNCTIONS, DUTIES & RESPONSIBILITIES OF PBS EMPLOYEES.				
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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

**DEPARTMENT: TECHNICAL**

**POSITION: METER TESTING SUPERVISOR**

**ORGANIZATIONAL RELATIONSHIP:**

**REPORTS TO: Assistant General Manager (Operation & Maintenance).**

**SUPERVISES: Meter Tester.**

**I. JOB SPECIFICATION**

1. Minimum 07(seven) years working experience as Meter-Tester in a PBS;
2. Successfully completed and qualify in all the BREB Training course to become a Meter Testing Supervisor.
3. Must fulfill the requirement for promotion as laid down in PBS Policy Instruction 300-24 & 300-51.
4. Ability and willingness to learn improved techniques of job performance;
5. Comprehensive of energy meters;
6. Shall have to undergo and successfully complete all job related BREB Training course to be Conducted from time to time.
7. Computer literacy is a must.
8. Departmental Candidates selected by the selection committee shall be appointed as Meter Testing Supervisor on current-charge for a period of 1(one) year, which however may be extended for maximum 6(six) month.

**II. SCOPE OF RESPONSIBILITIES:**

1. Responsible for the servicing, repair and maintenance of all disordered or damaged energy meter of the PBS as per instruction and directives;
2. Responsible for keen attention to learning functions of job and demonstration of ability to learn and perform meter repair and maintenance duties;

**III. FUNCTIONS AND DUTIES:**

1. Examines disordered/damage Meters to determine repair and maintenance requirements and repair the respective meters accordingly;
2. Strictly implements the instruction & directives in repairing any and all damaged/disordered meters;
3. Maintains records of all damaged/disordered meter and its repair and maintenance information;
4. Advise and assists Meter Tester in completing assignments according to specifications and code requirements;
5. Develops work procedures to facilitates the execution of assigned takes as economically and as efficiently as possible.

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11-4-1979	BREB	BREB Board	300-14-132	14 (02/2020)
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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

6. Attends training courses/classes as arranged by PBS/BREB from time to time.
7. Performs such other duties and responsibilities as will be assigned from time to time.

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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

**DEPARTMENT: TECHNICAL**

**POSITION: Meter Tester**

**ORGANIZATIONAL RELATIONSHIP:**

**REPORTS TO: Assistant General Manager (Operation & Maintenance).  
Meter Testing Supervisor.**

**I. JOB SPECIFICATION**

- (a) H.S.C or equivalent (Only Science Group).
  - (b) Minimum GPA 3.00 out of 5.00 in both S.S.C & H.S.C or equivalent examinations.
  - (c) Computer literacy is a must.
  - (d) Regularization of employment will be subject to successful completion of a minimum of 1 (one) year satisfactory service on Probation and after successful completion of REB Meter-Testing (TO-241) Course;
  - (e) Must have ability and willing as to learn Improved techniques of job performance;
  - (f) Shall have to undergo and successfully complete all job-related REB-PBS Training courses to be conducted from time to time.
  - (g) Must have good eyesight;
- AGE: Maximum 30 years

**II. SCOPE OF RESPONSIBILITIES:**

1. Responsible for accurate testing and calibration (where need arises) of single-phase energy Meter as per BREB approved standard specifications to be issued from time to time;
2. Responsible for maintenance of relevant records and register in connection with single-phase energy Meters as per PBS policy Instruction 300-30;
3. Responsible for keen attention to learning functions of job and demonstration of ability to learn and perform Meter-Tester's duties.
4. Responsible to assist the Meter Technician as and when assigned.

**III. FUNCTIONS AND DUTIES:**

1. Executes instructions and directives in performing all works required in connection with testing & calibration of single phase Energy-Meters for installations to the electric facilities of the system.
2. Maintains records and register for testing & calibration of single-phase Energy

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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

Meter including its receiving and issue statistics and particulars as per PBS Policy Instruction 300-03;

3. Maintenance close co-ordination and work harmoniously so that single-phase Energy Meters are always found ready in hand for installations;;
4. Keeps the tested, Untested, damaged and disordered single phase Energy Meter orderly in the Meter-Room as per instructions and directives to be issued time to time
5. Attends training courses/classes as will arranged from time to time by BREB/PBS;
6. Functions such other duties & responsibilities as will be assigned from time to time.

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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

**DEPARTMENT: TECHNICAL**

**POSITIONS: ASSISTANT GENERAL MANAGER, ENGINEERING & CONSTRUCTION**

**ORGANIZATION RELATIONSHIP:**

**REPORT TO: Senior General Manager/General Manager/Deputy General Manager / Deputy General Manager (HQ-Tech)**

**SUPERVISOR: Junior Engineer/Assistant Junior Engineer, Line Crews.**

**1. JOB SPECIFICATION:**

- (a). Graduate in Electrical/Electrical & Electronic Engineering/ Electrical Electronic & Communication Engineering.
- (b). Candidate must have one first division/class/ equivalent GPA/CGPA.
- (c). No third division / Class or equivalent grade will be allowed at any Level of education.
- (d). Computer Literacy is a must.

**AGE: Maximum 30 years.**

- (e). The employee must have in possession valid Driving License before regularization.

**Note-1: Minimum of 67% percent of the total approved posts shall be kept reserved for candidates under direct recruit and Subject to availability of eligible candidate a maximum of 33% percent of the total approved posts shall be kept reserved for eligible Departmental candidates as outlined at NOTE-4.**

**Note-2: Candidates selected by the Selection committee shall be appointed as Assistant General Manager (Operation & Maintenance/ Engineering & Construction/Power Management) on probation / contract Basis for a period of 1(one) year. Which however may be extended for maximum 6(six) month but such extension will not be more than two times. Departmental Candidates selected by the selection committee shall be appointed as Assistant General Manager (Operation & Maintenance/Engineering & Construction/ Power Management) on current-charge for a period of 1(one) year. Which however may be extended for maximum 6(six) month**

Revision:				
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**Note-3:** Confirmation to the post of Assistant General Manager (Operation & Maintenance / Engineering & Construction / Power Management) will be decided on the basis of performance/ Successful completion of his/her current-charge or probation period / contract service as per PBS policy Instructions 300-24.

**Note-4:** The employee must have in possession valid Driving License before regularization.

**Note-4:** At least 10 (ten) years practical work experience in operation and Maintenance/ Engineering & Construction/ Power Management/ERC/ Staking functional activities of BREB/PBS electric distribution facilities as PBS Junior Engineer and Possessing proven technical knowledge:

- (a). Ability and experience in organizing and Supervision of work-crews is desirable;
- (b). Computer literacy is a must.

**Note-5:** The positions of Assistant General Manager (Operation & Maintenance), Assistant General Manager (Engineering & Construction) and Assistant General Manager (power Management) are equivalent and hence shall have joint seniority.

**Note -6:** PBS Senior General Manager/ General Manager will rotate the duties and responsibilities of staff-personnel employed against these three positions on each alternate calendar year basis,

#### 1. SCOPE OF RESPONSIBILITIES:

Assistant General Manager (Engineering & Construction) has the following responsibilities:

1. Provides advice and assistance to the senior General Manager/ General Manager/ Deputy General Manager (HQ-Tech) on distribution system,

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- Engineering, Design, Planning, Staking, Minor Construction, Equipment Repairing and ensuring functions of ERC of the distribution faculties.
2. Assures the construction of system facilities according to approved technical standards, which will provide adequate, safe and economical electric service to all members within the PBS service area.
  3. Shall co-ordinate the planning & Design works or Electrical Consultancy/ Retainer Firm in such fields as PDB or other Distribution System take over, Relay co-ordination between PDB/PGCB & PBS System, Existing System Study & improvement with respect to power factor & load factor, reliability, safety and other related fields.
  4. Shall co-ordinate with local Consulting/ Retainer firm in recommending the proposed sub-station sites at appropriate load centers.

### III. FUNCTION AND DUTIES.

1. Arrange study perpetually the PBS electrical distribution system and prepare design of the reliable network.
2. Develop methods for system planning and assists the relevant departments for its execution.
3. Maintains and supervises the operation of all sub-station metering and analyze of quantum meter reading
4. Prepares & maintains up-to-date key-map, as-built-detail-map and single line diagram with appropriate pole number(s) and prepares necessary reports on that.
5. Collect data of system facilities and prepare necessary reports on that.
6. Consults and collaborates with the consulting engineer on the plan design and specifications for system planning.
7. Keeps Close co-ordination with local consulting firm for existing system improvement.
8. Ensures Relay-OCR/ACR co-ordination with PDB/PGCB and PBS system from source to load point.
9. Keep close and constant co-ordination with PDB/PGCB and other allied organization for improvement of the source line.
10. Keeps close co-ordination with local Consulting/Retainer Firm and project


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Division in integration of PDB or other distribution system facilities including sub-station and other facilities.

11. Study and report to SE&D for system improvement, taking data of power factor, system loss and reliability of the existing system.
12. Prepare TSR design, estimate and staking sheet for the minor and simple work and monitors/supervises exaction thereof.
13. Maintains and ensures/assists updating of Equipment Record Cards (ERC).
14. Prepares and implements proposals under the PBS self financing (deposit works and maintenance works) program me fostering demand of the service area and ensures timely procurement of materials under this program me.
15. Arranges awarding work orders to Mini Contractors for Line Construction and/ or maintenance works under self financing works (deposit and maintenance) and timely close out of work order.
16. Administers and ensures Mini Construction in regard to their appointment and renewal maintaining procedure as set by BREB.
17. Ensure effective operation of Equipment Repairing Until (ERU) in repairing electrical Equipment of the distribution system.
18. Advises the senior General Manager/ General Manager/ Deputy General Manager (HQ-Tech) on all activities of PBS related System planning and facilities.
19. Co-ordinates the function and activities of the Engineering & Construction Department with those of the Department of operation & Maintenance and power Management.
20. Functions such other duties and responsibilities as assigned from time to time.

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**DEPARTMENT: TECHNICAL**

**POSITIONS: JUNIOR ENGINEER (ENGINEER & CONSTRUCTION)**

**ORGANIZATION RELATIONSHIP:**

**REPORT TO: Assistant General Manager (Engineering & Construction)**

**SUPERVISE: Line Crew Personnel.**

**I. JOB SPECIFICATION:**

- (a) Diploma in Electrical/ Power Engineering having at least 1(one) First Division or equivalent GPA with a minimum of 8 (Eight) years practical working experience in construction, operation and maintenance of electrical network system. No third division or equivalent grade will be allowed.  
Computer literacy is a must.  
**AGE: Maximum 30 years.**

**OR**

At least 5 (Five) years practical work experience in operation and Maintenance/ Engineering & Construction/ Power Management functional activities of BREB/PBS electric distribution facilities as PBS Assistant Junior Engineer and Possessing proven technical knowledge:

- (b) Ability and experience in organizing and Supervision of work-crews is desirable.  
(c) Computer literacy is a must  
(d) Must fulfill the terms & conditions for promotion as laid down in the PBS Policy Instruction 300-24& 300-51.  
(e) Departmental Candidates selected by the selection committee shall be appointed as Junior Engineer (Engineering & Construction) on current-charge for a period of 1(one) year, which however may be extended for maximum 6(six) month.

**II. SCOPE OF RESPONSIBILITIES:**

1. Responsible for initial design and development of system planning with approved standards ensuring ERC functions.
2. Responsible for the performance of the working crews and the manner in which the work assignment issued by the authority are completed.
3. Organization of crews to execute design engineering responsibilities according to prescribed standards.
4. Responsible for the safety of working crews.

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### III. FUNCTION AND DUTIES:

1. Assists the Assistant General Manager on all activities regarding system & study & engineering, design and planning, data collection, TSR/estimate/Staking sheet, minor construction, ERC activities, reports etc.
2. Assists the Assistant General Manager on all activities regarding Maintenance of PBS electric distribution facilities.
3. Organizes Engineering & Construction Department employees into efficient team capable of carrying out the work assignment of the Assistant General Manager regarding engineering / maintenance.
4. Develops work proceeding to facilitate the execution assigned tasks as economically and electricity as possible.
5. Co-ordinates the delivery of material and equipment as required for completion of work assignments.
6. Advises, assists and supervises the crew in completing assignments according to specifications and code requirements.
7. Assists in training program for the work crews to develop skills and ability in work performance.
8. Oversees the observance of safety standards by the working crews.
9. Supervises on-going works, inspects completed work and makes as built staking sheet and close-out just time.
10. Maintains all records of work schedule and the completed works.
11. Maintains and Supervises Mini Contractors assigned by Assistant General Manager (Engineer & Construction).
12. Prepares & Maintains up-to-date key-map, as-built-detail-map and single line diagram with appropriate pole number(s) and prepares necessary reports on that.
13. When posted in the Zonal office, in addition to his assigned duties and responsibilities as above, shall maintain all meter cards of the consumers within the jurisdiction of the Zonal office.
14. Function such other duties and responsibilities as will be assigned from time to time.

**Note: The Positions of junior Engineers under Technical Departments in the PBS are equivalent and hence shall have joint seniority, PBS Senior General Manager/ General Manager will rotate the duties and responsibilities of staff-personnel employee against these positions of every alternate calendar year basis.**

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**DEPARTMENT: TECHNICAL**

**POSITIONS: ASSISTANT JUNIOR ENGINEER (ENGINEERING &  
CONSTRUCTION)**

**ORGANIZATION RELATIONSHIP:**

**REPORTS TO: Assistant General Manager (Engineering & Construction)**

**SUPERVISE: Line Crew Personnel.**

**I. JOB SPECIFICATION:**

- (a) Diploma in Electrical/ Power Engineering with at least 1 (one) First Division or equivalent GPA/CGPA.  
No third division or equivalent grade/division/class will be allowed.  
Computer Literacy is a must.

**AGE: Maximum 30 years.**

**Note-1:** A Minimum of 67% percent of the total approved posts shall be kept reserved for candidates under direct recruit and subject to availability of eligible candidates a maximum of 33% percent of the total approved posts shall be kept reserved for eligible Departmental candidates as outlined at NOTE-2.

**Note-2:** PBS Line-crew personnel having successfully Completed BREB Lineman Part IV Training course with at least 05 (Five) years practical work experience in the field(s) of operation & Maintenance/ Engineering & Construction/ Power Management/ Staking/ ERC functional activities of BREB/PBS electric distribution facilities as PBS line Technical and possessing proven technical knowledge provided that the total service length is not less than 19 (nineteen) years shall be promoted to the position of Assistant Junior Engineer (Engineering & Construction) subject to fulfillment of conditions as per PBS Instructions 300-08 and 300-24.

- (b) Ability to organizing and supervision of work-crews is desirable.  
(c) Computer literacy is a must.  
(d) The employee must have in possession valid Driving License before regularization.  
(e) Departmental Candidates selected by the selection committee shall be appointed as Assistant Junior Engineer (E&C) on current-charge for a

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period of 1(one) year, which however may be extended for maximum 6(six) month. Candidates selected by the selection committee under direct recruitment shall be appointed as Assistant Junior Engineer (E&C) on probation/ contract basis for a period of 1(one) year, which however may be extended for maximum 6 (six) month but such extension will not be more than two times.

## II. SCOPE OF RESPONSIBILITIES:

1. Responsible for initial design and development of system planning and design with approved standards.
2. Responsible for the performance of the working crews and the manner in which the work assignment issued by the authority are completed.
3. Organization of crews to execute design and engineering responsibilities according to prescribed standards.
4. Responsible for the safety of working crews.

## III. FUNCTION AND DUTIES.

1. Assists the Assistant General Manager on all activities regarding system engineering, design, planning data collection, TSR/estimate/Staking sheet, minor construction, ERC activities, report etc,
2. Assists the Assistant General Manager on all activities regarding maintenance of PBS electric distribution facilities.
3. Organizes Engineering & Construction Department employees into efficient team capable of carrying out the work assignment of the Assistant General Manager/regarding engineering/ maintenance.
4. Develops work procedure to facilitate the execution of assign tasks as economically and as efficiently as possible.
5. Co-ordinates the delivery of material and equipment as required for completion of work assignments.
6. Advises assists and supervises the crew in completing assignments according to specifications and code requirements.
7. Assists in training program for the work crews to develop skills and ability in work performance.
8. Oversees the observance of safety standards by the working crews.
9. Supervises on-going works, inspects completed work, and makes as built staking sheet and close out just time.

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10. Maintains and supervises all records of work schedule and the completed work.
11. Prepares & Maintains up-to-date key-map, as-built-detail-map and single line diagram with appropriate pole number(s) and prepares necessary reports on that.
12. When posted in the Zonal office, in addition to his assigned duties and responsibilities as above, shall maintain all meter cards of the consumers within the jurisdiction of the zonal office.
13. Functions such other duties and responsibilities as will be assigned from time to time.

**NOTE:** The positions of Assistant Junior Engineer under Technical Departments in the PBS are equivalent and hence shall have joint seniority. PBS Senior General Manager/ General Manager will rotate the duties and responsibilities of staff-personnel employed against these positions on calendar year basis.


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**DEPARTMENT: TECHNICAL**

**POSITIONS: LINE TECHNICIAN**

**ORGANIZATION RELATIONSHIP:**

**REPORTS TO: Junior Engineer/ Assistant Junior Engineer (Engineering & Construction)**

**SUPERVISE: Lineman Grad-1/ Lineman Grade-2/Apprentice Lineman.**

**I. JOB SPECIFICATION:**

- (a) S.S.C or equivalent (Science group preferred) with a minimum of 3 (Three) years practical experience as PBS Lineman Grad-1. Provided service length is not less than 10 (ten) years.
- (b) Proven knowledge and experience in the practical design, construction, maintenance & operation of electrical distribution facilities is desirable.
- (c) Completion of all BREB lineman Training course as per PBS policy Instruction 300-08.
- (d) Working knowledge of electricity, staking sheets, BREB construction operation and maintenance standards of PBS electric distribution lines.
- (e) Training in ability to climb and work on poles,
- (f) Ability to organize and supervise line work crews.
- (g) Knowledge on computer operations in desirable.
- (h) Must fulfill the terms & conditions for promotion as laid down in the PBS Policy Instruction 300-08 & 300-24.
- (i) Departmental Candidates selected by the selection committee shall be appointed as Line Technician on current-charge for a period of 1(one) year, which however may be extended for maximum 6(six) month.

**II. SCOPE OF RESPONSIBILITIES:**

Responsible to the Junior Engineer/ Assistant Junior Engineer as a leader of work crew for performing his duties in a coordinated manner in interest of efficient team performance.

**III. FUNCTION AND DUTIES.**


1. Carries out the instructions of the junior Engineer/Assistant Junior Engineer in performing all work required in connection with the construction of and/or maintenance/ replacement of the electric facilities of the system.
2. Performs system maintenance functions to assure adequate and continuous service as required.
3. Practices job safety regulations in performance of his assign duties.
4. Develops and maintains close coordination required for work as a crew leader in the line of work.

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5. Works harmoniously as a leader of a team, which requires coordination among its members.
6. Functions such other duties and responsibilities as will be assigned from time to time.

**Note: Manpower may be Re-arranged after 100% electrification, Installation of Prepaid Meter & Digitalization.**


Revision:				
<b>BANGLADESH RURAL ELECTRIFICATION BOARD</b>				
PBS Instruction 300-14: ORGANIZATION STRUCTURE FOR A PALLI BIDYUT SAMITY AND JOB SPECIFICATION, FUNCTIONS, DUTIES & RESPONSIBILITIES OF PBS EMPLOYEES.				
Original Date	Reviewed by	Approved by	Section & Page	Rev. No
11-4-1979	BREB	BREB Board	300-14-146	14 (02/2020)
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**DEPARTMENT: TECHNICAL**

**POSITIONS: LINEMAN GRAD-1**

**ORGANIZATION RELATIONSHIP:**

**REPORTS TO: Junior Engineer/ Assistant Junior Engineer/Line Technician.**

**SUPERVISE: Lineman Grade-2/Apprentice Lineman.**

**I. JOB SPECIFICATION:**

- (a) S.S.C or equivalent (Science group preferred) with a minimum of 3 (three) years practical experience as PBS Lineman Grad-2
- (b) Completion of all BREB lineman Training course as per PBS policy Instruction 300-08.
- (c) Working knowledge and experience in the practical construction, maintenance and operation of electrical distribution, facilities are desirable.
- (d) Knowledge of electricity, staking sheets, BREB construction and operation and maintenance standards of PBS electrical distribution lines is required.
- (e) Training in emergency First aid is fundamental
- (f) Knowledge in the use of line tools and equipment.
- (g) Must have ability to climb and work on poles.
- (h) Ability and willingness to learn improved techniques of job performance.
- (i) Must fulfill the terms & conditions for promotion as laid down in the PBS Policy Instruction 300-08 & 300-24.
- (j) Departmental Candidates selected by the selection committee shall be appointed as Line Technician on current-charge for a period of 1(one) year, which however may be extended for maximum 6(six) month.

**II. SCOPE OF RESPONSIBILITIES:**

Responsible to the Junior Engineer/ Assistant Junior Engineer/Line Technician as Member of a work crew for performing his duties in a coordinated manner in the interest of efficient team performance.

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### III. FUNCTION AND DUTIES.

1. Carries out the instructions of the junior Engineer/Assistant Junior Engineer/Line Technical in performing all work required in connection with the construction of and/or maintenance/ replacement of the electric facilities of the system.
2. Performs system maintenance functions to assure adequate and continuous service as required.
3. Practices job safety regulations in performance of his assigned duties.
4. Develops close coordination required for work as a crew member in this line of work.
5. Works harmoniously as a member leader of a team, which requires coordination among its members.
6. Functions such other duties and responsibilities as will be assigned from time to time.

**Note: Manpower may be Re-arranged after 100% electrification, Installation of Prepaid Meter & Digitalization.**

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<b>BANGLADESH RURAL ELECTRIFICATION BOARD</b>				
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৬১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

**DEPARTMENT: TECHNICAL**

**POSITIONS: LINEMAN GRAD-2**

**ORGANIZATION RELATIONSHIP:**

**REPORTS TO: Junior Engineer/ Assistant Junior Engineer/Line Technician /  
Lineman Grade-1.**

**SUPERVISE: Junior Engineer/Assistant Junior Engineer/ Line Technician/  
Lineman Grad-1.**

**I. JOB SPECIFICATION:**

- (a). S.S.C or equivalent (Science group preferred) with PBS experience of 03 (Three) years as PBS Lineman grade-2, his salary will be fixed at the initial step of salary pay grade 5 of the PBS.
- (b). Completion of all BREB lineman Training course as per PBS policy Instruction 300-08.
- (c). Must have ability to work on elevated structures.
- (d). Training in emergency First aid is fundamental
- (e). Knowledge in the use of line tools and equipment.
- (f). Willingness and ability to learn job.

**II. SCOPE OF RESPONSIBILITIES:**

1. Under close supervision during the period of training, responsible for rendering assistance to the Lineman Grade-1 & Line Technical in the execution of his duties.
2. Responsible for keen attention to learning function of job and demonstration of ability to learn and perform Lineman's duties.
3. Assistance to regular Lineman as assigned.

**III. FUNCTION AND DUTIES.**

1. Under close supervision, performs duties of the Lineman's job.
2. Studies prepared text of job function as required improving job capabilities.
3. Works closely with other crew-Members as specifically assigned to obtain knowledge and experience on the job.

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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

4. Attends training classes as arranged by his supervisors.
5. Performs such other duties and responsibilities as will be assigned from time to time.

**Note: Manpower may be Re-arranged after 100% electrification, Installation of Prepaid Meter & Digitalization.**


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৩২১ ভব বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

DEPARTMENT: TECHNICAL

POSITIONS: APPRENTICE LINEMAN.

ORGANIZATION RELATIONSHIP:

REPORTS TO: Junior Engineer/ Assistant Junior Engineer/Line Technician/  
Lineman Grade-1.

I. JOB SPECIFICATION

- (a) এসএসসি বা সমমান পরীক্ষায় ন্যূনতম জিপিএ ৫.০০ এর মধ্যে ৩.০০ সহ উত্তীর্ণ হতে হবে। বিজ্ঞান বিভাগ থেকে উত্তীর্ণ প্রার্থীদের প্রাধান্য দেয়া হবে।
- ক) অবশ্যই সু-স্বাস্থ্যের অধিকারী হতে হবে। কঠোর পরিশ্রমসহ বৈদ্যুতিক খুঁটি ও স্থাপনায় উঠা-নামায় সক্ষমতা থাকতে হবে।
- খ) অবশ্যই দৈহিক পরিশ্রম করার সদিচ্ছা ও স্বাভাবিক প্রবণতা থাকতে হবে।
- গ) কাজের মাধ্যমে শিক্ষণ এর আগ্রহ ও সক্ষমতা থাকতে হবে।
- ঘ) অবশ্যই শারীরিক উচ্চতা ন্যূনতম ৫ ফুট ৪ ইঞ্চি, ওজন ন্যূনতম ১১০ পাউন্ড এবং বুকের মাপ স্বাভাবিক অবস্থায় ন্যূনতম ৩০ ইঞ্চি এবং স্ক্রীত অবস্থায় ন্যূনতম ৩২ ইঞ্চি হতে হবে।
- ঙ) ৭ মিনিটে ১ মাইল মিনি-ম্যারাথন দৌড় দিতে এবং প্যারালাল বার নামায় সক্ষম হতে হবে।
- চ) বিদ্যালয়ে শরীর চর্চা বিষয়ক ক্রীড়া কর্মে পারদর্শী প্রার্থীকে অগ্রাধিকার দেয়া হবে।
- (b) **AGE: Minimum 18 years and Maximum 21 years. On the date of submission the application.**
- (c) After successful completion of BREB/PBS Lineman part-1 Training Course will be appointed as Apprentice Lineman on probation/contract basis for a period of 1(one) year, which however may be extended for maximum 6 (six) month but such extension will not be more than two times and upon successful completion of the period of probation/contract service shall be regularized as Lineman Grade-2 of PBS salary pay grade no.-3.
- (d) Part-1 Lineman Training Result will remain valid for two years to get appointment as Apprentice Lineman.

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<b>BANGLADESH RURAL ELECTRIFICATION BOARD</b>				
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Original Date	Reviewed by	Approved by	Section & Page	Rev. No
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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

- (e) Have demonstrated ability to work on elevated structures:
- (f) Have Willingness and ability to learn and perform the job of line crew.
- (g) Other qualifications and aptitude must be fulfilled as per PBS Instruction 300-08.
- (h) The employee must have in possession valid Driving License before regularization.

**II. SCOPE OF RESPONSIBILITIES:**

1. under close supervision during the period of training, responsible for rendering assistance to the Lineman in the execution of his duties.
2. Responsible for keen attention to learning functions of job and demonstration of ability to learn and perform lineman's duties.
3. Assistance to regular Lineman as assigned.

**III. FUNCTIONS AND DUTIES:**

1. Under close supervision, performs duties of the Lineman's job.
2. Studies prepared text of job functions as required to improving job capabilities.
3. Works closely with other Crew-Members as specifically assigned to obtain knowledge and experience on the job.
4. Attends training classes as arranged by his supervisors.
5. Performs such other duties and responsibilities as will be assigned from time to time.

**Note: Manpower may be Re-arranged after 100% electrification, Installation of Prepaid Meter & Digitalization.**


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**DEPARTMENT: TECHNICAL**

**POSITIONS: JUNIOR ENGINEER (STAKING & PLANNING)**

**ORGANIZATION RELATIONSHIP:**

**REPORTS TO: Assistant General Manager (Engineering & Construction)**

**SUPERVISE: Line crew personnel.**

**I. JOB SPECIFICATION:**

- (a) Diploma in Electrical/ Power Engineering having at least 1(one) First Division or equivalent GPA with a minimum of 8 (Eight) years practical working experience in construction, operation and maintenance of electrical Network system.

No third division or equivalent grade will be allowed, at any education level.

Computer literacy including Auto Cad is a must.

**AGE: Maximum 30 years.**

**OR**

At least 5 (Five) years practical work experience in operation and Maintenance/ Engineering & Construction/ Power Management functional activities of BREB/PBS electric distribution facilities as PBS Assistant Junior Engineer and Possessing proven technical knowledge:

- (b) Ability and experience in organizing and Supervision of work-crews is desirable.
- (c) Computer literacy is a must.
- (d) Proficiency in Auto Cad is desirable.
- (e) The employee must have in possession valid driving license before regularization.
- (i) Must fulfill the terms & conditions for promotion as laid down in the PBS Policy Instruction 300-24.
- (j) Departmental Candidates selected by the selection committee shall be appointed as Junior Engineer (Staking & Planning) on current-charge for a period of 1(one) year, which however may be extended for maximum 6(six) month.

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৬১১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

## II. SCOPE OF RESPONSIBILITIES:

1. Responsible for initial design and development of system planning with approved standards ensuring ERC functions.
2. Responsible for performance of the working crews and the manner in which the work assignment issued by the authority are completed.
3. Organization of crew to execute design engineering responsibilities according to prescribed standards.
4. Responsible for the safety of working crews.

## III. FUNCTION AND DUTIES.

1. Assists the Assistant General Manager (Engineering & Construction) on all activities regarding system study & engineering, design, planning data collection, TSR/estimate/Staking sheet, minor construction, ERC activities, report etc,
2. Assists the Assistant General Manager (Engineering & Construction) on all activities regarding maintenance of PBS electric distribution facilities.
3. Organizes Design & Engineering employee into efficient teams as economically and as efficiently as possible.
4. Develops work proceeding to facilitate the execution assigned tasks as economically and efficiently as possible.
5. Coordinates the delivery of material and equipment as required for completion of work assignments.
6. Advises, assists and supervises the crew in completing assignments according to specifications and code requirements.
7. Assists in training program for the work crews to develop skills and ability in work performance.

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8. Oversees the observance of safety standards by the working crews.
9. Maintains all records of work schedule and the completed works.
10. When posted in the Zone office, in addition to his assigned duties and responsibilities as above, shall maintain all meter cards of the consumers within the jurisdiction of the Zonal office.
11. Supervises Line crew, who make staking sheet and TSR.
12. Collects system Data and makes study report on Sub-Station and 11KV Feeder & 33KV Source lines as per REB Standard.
13. Makes staking sheet of all types of maintenance works, renovation, up-gradation, expansion etc.
14. Makes staking Sheet/ TRS/ estimate for minor construction (deposit works, spot case, maintenance etc.).
15. Provides data for up-to-date key map, as-built-detail-map, appropriate ploce numbers for the single line diagram and data of system facilities and prepare necessary reports on that.
16. Functions and such other and responsibilities as will be assigned from time to time

**NOTE:- The positions of Junior Engineer under Technical Departments in the PBS is equivalent and hence shall have joint seniority. PBS Senior General Manager/ General Manager will rotate the duties and responsibilities of staff-personnel employed against these positions of every alternate calendar year basis.**

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11-4-1979	BREB	BREB Board	300-14-155	14 (02/2020)
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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

**DEPARTMENT: TECHNICAL**

**POSITIONS: ASSISTANT JUNIOR ENGINEER (STAKING & PLANNING)**

**ORGANIZATION RELATIONSHIP:**

**REPORTS TO: Assistant General Manager (Engineering & Construction)**

**SUPERVISE: Line crew personnel.**

**I. JOB SPECIFICATION:**

- (a) Diploma in Electrical/ Power Engineering with at least 1(one) First Division or equivalent GPA/CGPA.

No third division or equivalent grade/division/class will be allowed, at any education level.

Computer literacy including Auto Cad is a must.

**AGE: Maximum 30 years.**

**Note-1: Minimum of 67% percent of the total approved posts shall be kept reserved for candidates under direct recruit and Subject to availability of eligible candidates a maximum of 33% percent of the total approved posts shall be kept reserved for eligible Departmental candidates at NOTE-2.**

**OR**

**Note-2: PBS Line-crew personnel having successfully completed BREB Lineman part IV Training course with at least 5 (Five) years practical work experience in the field(s) of operation and Maintenance/ Engineering & Construction/ Power Management/Staking/ERC functional activities of BREB/PBS electric distribution facilities as PBS Line Technical knowledge provided that the total service length is not less than 19 (nineteen) years shall be promoted to the position of Assistant Junior Engineer (Staking & Planning) Subject to fulfillment of conditions as per PBS Instructions 300-8 and 300-24.**

- (b) Ability to organizing and Supervision of work-crews is desirable.
- (c) Computer literacy is must.
- (d) The employee must have in possession valid Driving License before regularization.
- (e) Departmental Candidates selected by the selection committee shall be appointed as Assistant Junior Engineer (Staking & Planning) on current-charge for a period of 1(one) year, which however may be extended for maximum 6(six) month. Candidates selected by the selection committee under direct recruitment shall be appointed as Assistant

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Original Date	Reviewed by	Approved by	Section & Page	Rev. No
11-4-1979	BREB	BREB Board	300-14-156	14 (02/2020)
Revision Dates: 20-02-1994, 04-09-1994, 29-03-1995, 31-10-1996, 11-11-1999, 27-09-2001, 14-05-2002, 02-10-2002, 16-10-2003, 11-10-2006, 01-09-2013, 29-10-2013, 04-06-2014, 19-02-2020				

  
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৩৩৩ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ৩৭৭০০

Junior Engineer (Staking & Planning) on probation/ contract basis for a period of 1(one) year, which however may be extended for maximum 6 (six) month but such extension will not be more than two times.

## II. SCOPE OF RESPONSIBILITIES:

1. Responsible for initial design and development of system planning and design and repairing of electrical network equipments with approved standards.
2. Responsible for performance of the working crews and the manner in which the work assignment issued by the authority are completed.
3. Organization of crew to execute design engineering responsibilities according to prescribed standards.
4. Responsible for the safety of working crews.

## III. FUNCTION AND DUTIES.

1. Assists the Assistant General Manager on all activities regarding system study engineering, design, planning data collection, TSR/estimate/Staking sheet, minor construction, ERC activities, equipment repairing, reports, etc,
2. Assists the Assistant General Manager on all activities regarding maintenance of PBS electric distribution facilities.
3. Organizes Engineering Department employee into efficient teams capable of carrying out the work assignment of the Assistant General Manager regarding Engineering & Construction/Operation maintenance.
4. Develops work proceeding to facilitate the execution assign tasks as economically and efficiently as possible.
5. Co-ordinates the delivery of material and equipment as required for completion of work assignments.
6. Advises, assists and supervises the crew in completing assignments according to specifications and code requirements.

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11-4-1979	BREB	BREB Board	300-14-157	14 (02/2020)
Revision Dates: 20-02-1994, 04-09-1994, 29-03-1995, 31-10-1996, 11-11-1999, 27-09-2001, 14-05-2002, 02-10-2002, 16-10-2003, 11-10-2006, 01-09-2013, 29-10-2013, 04-06-2014, 19-02-2020				

  
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৬১১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

7. Assists in training programmes for the work crews to develop skills and ability in work performance.
8. Oversees the observance of safety standards by the working crews.
9. Supervises on-going works, inspects completed work, and make as built staking sheet and close-out just time.
10. Maintains and supervises all records of work schedule and the completed work
11. When posted in the Zonal Office, in addition to his assigned duties and responsibilities as above, shall maintain all meter cards of the consumers within the jurisdiction of the Zonal Office.
12. Supervises Line crew, who make staking sheet and TSR.
13. Collects System Data and makes study report on Sub-station and 11kv Feeder as per BREB standard.
14. Makes Staking Sheet of all types of maintenance works, renovation, up-gradation and expansion.
15. Makes Staking Sheet/TSR/estimate for minor construction (deposit works, spot case, maintenance etc.)
16. Provides data for up-to-date key map, as-built-detail-map, appropriate pole numbers for the single line diagram and data of system facilities and prepare necessary reports on that.
17. Function such other duties and responsibilities as will be assigned from time to time.

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**NOTE: The positions of Assistant Junior Engineer under Technical Departments in the PBS are equivalent and hence shall have joint seniority. PBS Senior General Manager/General Manager will rotate the duties and responsibilities of staff-personnel employed against these positions on each alternate calendar year basis.**

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Original Date	Reviewed by	Approved by	Section & Page	Rev. No
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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

**DEPARTMENT: TECHNICAL**

**POSITION: LINEMAN GRADE-1**

**ORGANIZATIONAL RELATIONSHIP:**

**REPORTS TO: Junior Engineer (Staking & Planning)/ Assistant Junior Engineer(Staking & Planning)**

**SUPERVISES: Lineman Grade-2**

**I. JOB SPECIFICATIONS:**

- (a) S.S.C or equivalent (Science group preferred) with a minimum of 3(three) years practical experience as PBS Lineman Grade-2.
- (b) Completion of BREB Lineman Training Course as stated in PBS Policy Instruction 300-08.
- (c) Working knowledge and experience in the practical construction, maintenance and operation of electrical distribution, facilities are desirable.
- (d) Knowledge of electricity, staking sheets, BREB construction, and operation and maintenance standards of PBS electrical distribution lines is required.
- (e) Training in emergency First aid is fundamental.
- (f) Knowledge in the use of line tools and equipment.
- (g) Must have ability to climb and work on poles.
- (h) Ability and willingness to learn improved techniques of job performance.
- (i) Must fulfill the terms & conditions for promotion as laid down in the PBS Policy Instruction 300-08 & 300-24.
- (j) Departmental Candidates selected by the selection committee shall be appointed as Lineman Grade-1 on current-charge for a period of 1(one) year, which however may be extended for maximum 6(six) month.

**II. SCOPE OF RESPONSIBILITIES**

Responsible to the Junior Engineer/Assistant Junior Engineer/Line Technician as Member of a work crew for performing his duties in a co-ordinated manner in the interest of efficient team performance.

**III. FUNCTION AND DUTIES:**

1. Carries out the instructions of the Junior Engineer/Assistant Junior Engineer (Staking & Planning) in performing all work required in connection with staking and planning of the construction of and/or maintenance/replacement of the electric facilities of the system.
2. Performance of system maintenance functions to assure adequate and continuous service as required.
3. Practices job safety regulations in performance of his assigned duties.

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4. Develops close coordination required for work as a crew member in this line of work.
5. Works harmoniously as a member of a team, which requires coordination among its members.
6. Functions such other duties and responsibilities as will be assigned from time to time.

**Note: Manpower may be Re-arranged after 100% electrification, Installation of Prepaid Meter & Digitalization.**

Revision:				
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PBS Instruction 300-14: ORGANIZATION STRUCTURE FOR A PALLI BIDYUT SAMITY AND JOB SPECIFICATION, FUNCTIONS, DUTIES & RESPONSIBILITIES OF PBS EMPLOYEES.				
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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

**DEPARTMENT: TECHNICAL**

**POSITION: LINEMAN GRADE-2**

**ORGANIZATIONAL RELATIONSHIP:**

**REPORTS TO: Junior Engineer / Assistant Junior Engineer (Staking & Planning)**

**I. JOB SPECIFICATIONS:**

- (a) S.S.C or equivalent (Science group preferred) with PBS experience of 03 (three) years practical experience as PBS Lineman Grade-2, his salary will be fixed at the initial step of salary pay grade No.5 of the PBS.
- (b) Completion of BREB Lineman Training Course as stated in PBS Policy Instruction 300-08.
- (c) Must have ability to work on elevated structures.
- (d) Training in emergency First aid in fundamental.
- (e) Knowledge in the use of line tools and equipment.
- (f) Willingness and ability to learn job.

**II. SCOPE OF RESPONSIBILITIES:**

1. Under close supervision during the period of training responsible for rendering assistance to the Line crew in the execution of his duties.
2. Responsible for keen attention to learning functions of job and demonstration of ability to learn and perform Lineman's duties
3. Assistance to regular Lineman as assigned

**III. FUNCTION AND DUTIES:**

1. Carries out the instructions of the Junior Engineer/Assistant Junior Engineer (Staking & Planning) in performing all work required in connection with staking and planning of the construction of and/or maintenance/replacement of the electric facilities of the system.
2. Studies prepared text of job functions as required improving job capabilities.
3. Works closely with other Crew-Members as specifically assigned to obtain knowledge and experience on the job.
4. Attends training classes as arranged by his supervisors.
5. Performs such other duties and responsibilities as will be assigned from time to time.

**Note: Manpower may be Re-arranged after 100% electrification, Installation of Prepaid Meter & Digitalization.**

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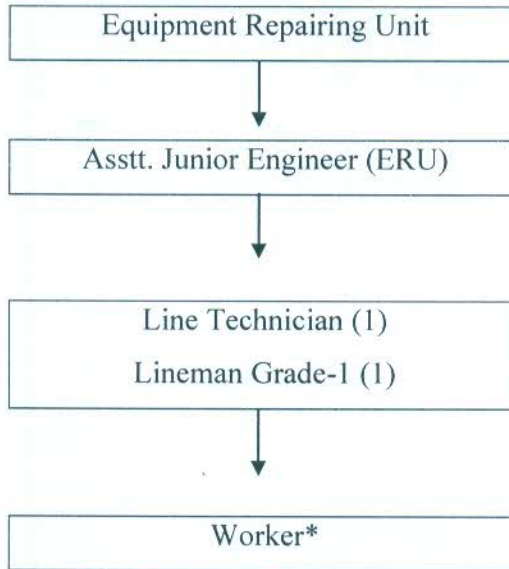
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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

### Function of the Equipment Repairing Unit (ERU)

Equipment Repairing Unit (ERU) will be responsible for repairing and maintenance of the single phase and three phase transformers and Oil Circuit Reclosers/Automatic Circuit Reclosers. ERU will ensure testing of No-load and full load test of single phase equipments. ERU perform the heating activities of single phase/three phase transformers, OCR/ACR at the heating chamber. ERU will create facilities for repairing of voltage regulator and power transformer and ensure testing or three phase equipments by setting up appropriate size of heating chambers. In order to ensure given tasks ERU will have a full fledged set-up of technical personnel and working crews supported by appropriate machineries and testing equipment.

### ORGANISATION CHART (ERU)



\* Skilled/unskilled Worker (Daily basis/outsourcing), (Number of worker should be determined as per actual necessity).

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11-4-1979	BREB	BREB Board	300-14-163	14 (02/2020)
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**DEPARTMENT: TECHNICAL (EQUIPMENT REPAIRING UNIT)**

**POSITIONS: JUNIOR ENGINEER (ERU)**

**ORGANIZATION RELATIONSHIP:**

**REPORT TO: Assistant General Manager (Engineering & Construction)**

**SUPERVISE: Line Crew Personnel & Workers.**

**I. JOB SPECIFICATION:**

- (a) Diploma in Electrical/ Power Engineering having at least 1(one) First Division or equivalent GPA with a minimum of 8 (Eight) years practical working experience in construction, operation and maintenance and ERU of electrical network system. No third division or equivalent grade will be allowed. Computer literacy is a must.  
**AGE: Maximum 30 years.**

**OR**

At least 5 (Five) years practical work experience in operation and Maintenance/ Engineering & Construction/Power Management and ERU functional activities of BREB/PBS electric distribution facilities as PBS Assistant Junior Engineer (ERU) and Possessing proven technical knowledge:

- (b) Ability and experience in organizing and Supervision of work-crews is desirable.  
(c) Computer literacy is a must  
(d) Must fulfill the terms & conditions for promotion as laid down in the PBS Policy Instruction 300-24& 300-51.  
(e) Departmental Candidates selected by the selection committee shall be appointed as Junior Engineer (ERU) on current-charge for a period of 1(one) year, which however may be extended for maximum 6(six) month.

**II. SCOPE OF RESPONSIBILITIES:**

- (i) Responsible for repair and maintenance of electric distribution equipments.  
(ii) Responsible for the performance of working crews and the manner in which the work assignment issued by the authority are completed.  
(iii) Organization of crews to execute repair and maintenance responsibilities according to prescribed standards  
(iv) Responsible for the safety of working crews.

Revision:				
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### III. FUNCTION AND DUTIES:

Assists the Assistant General Manager on all activities regarding ERU. Equipment Repairing Unit (ERU) will be responsible for repairing and maintenance of the single phase and three phase transformers and Oil Circuit Reclosers/Automatic Circuit Reclosers. ERU will ensure testing of No-load and full load test of single phase equipments. ERU perform the heating activities of single phase/three phase transformers, OCR/ACR at the heating chamber. ERU will create facilities for repairing of voltage regulator and power transformer and ensure testing or three phase equipments by setting up appropriate size of heating chambers. In order to ensure given tasks ERU will have a full fledged set-up of technical personnel and working crews supported by appropriate machineries and testing equipment.

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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

**DEPARTMENT: TECHNICAL (EQUIPMENT REPAIRING UNIT)**

**POSITION: ASSISTANT JUNIOR ENGINEER (ERU):**

**ORGANIZATIONAL RELATIONSHIP:**

**REPORTSTO: Assistant General Manager (Engineering & Construction)**

**Supervises: Line crew personnel.**

**I. JOB SPECIFICATIONS:**

- (a) Diploma in Electrical/Power Engineering with at least 1(one) First division / equivalent GPA.
- (b) No third division or equivalent grade is allowed at any Level of education.
- (c) Computer Literacy is a must  
**Age: Maximum 30 years.**

**NOTE:-1** A minimum of 67% percent of the total approved posts shall be kept reserved for candidates under direct recruit and subject to availability of eligible candidates maximum of 33% percent of the total approved posts shall be kept reserved for eligible Departmental candidates as outlined at NOTE-2.

**NOTE:-2** PBS Line-crew personnel having successfully completed BREB Lineman Part IV Training course with at least 05 (five) years practical work experience in design & engineering / operations & maintenance / power management of BREB / PBS electric distribution facilities as PBS Line Technician and possessing proven technical knowledge. Provided that the total service length is not less than 19 (nineteen) years, shall be promoted to the position of **Assistant Junior Engineer (ERU)** subject to fulfillment conditions as per PBS Instructions 300-08 and 300-24.

- (d) Ability to organizing and supervision of work-crews is desirable.
- (e) Must fulfill the conditions laid down in PBS policy Instruction 300-24.
- (f) The employee must have in possession valid Driving License before regularization.

Revision:				
<b>BANGLADESH RURAL ELECTRIFICATION BOARD</b>				
PBS Instruction 300-14: ORGANIZATION STRUCTURE FOR A PALLI BIDYUT SAMITY AND JOB SPECIFICATION, FUNCTIONS, DUTIES & RESPONSIBILITIES OF PBS EMPLOYEES.				
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