

RURAL POWER COMPANY LIMITED

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# APPENDIX - A

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Schedule of Recruitment and Promotion

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Rural Power Company Limited

Appendix - A

Schedule of Direct Recruitment (Managing Director & Executive Directors)

Sl. No	Name of the Post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
01	Managing Director	Maximum 60 (sixty) years.	Direct recruitment	<p>(a) At least graduate in Electrical / Electrical &amp; Electronic/ Mechanical Engineering or Masters in Finance / Business Administration / Management from any recognized university / institution.</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a GPA/CGPA 3.0 on a scale of 5.0 and GPA/ CGPA 2.5 on a scale of 4.0.</p> <p>(c) At least 25 (twenty five) years of work experience of which at least 05 (five) years in senior management position not below the rank of Chief Engineer or equivalent.</p> <p>(d) At least 05 (five) years experience in generation utilities.</p> <p>(e) Must be able to demonstrate knowledge about relevant Government rules &amp; regulations.</p> <p>(f) Must be able to demonstrate knowledge in Company Law, Labour Law, TQM, TPM, Preventive Maintenance, Corporate Governance etc.</p> <p>(g) Must demonstrate strong participatory leadership ability.</p> <p>(h) Must possess adequate knowledge in Corporate Management</p> <p>(i) Must have strong communication skill in Bengali &amp; English (written &amp; spoken) including working experience using computer.</p> <p>(j) Must have the ability to bring about change in organizational culture.</p>	Not Applicable


  
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Sl. No	Name of the Post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
02	Executive Director (Engineering)	Maximum 60 (sixty) years.	Direct recruitment	<p>(a) At least graduate in Mechanical/ Electrical / Electrical &amp; Electronic Engineering from any recognized university / institution.</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a GPA/CGPA 3.0 on a scale of 5.0 and GPA/ CGPA 2.50 on a scale of 4.0.</p> <p>(c) At least 05(five) years experience in the position not below the rank of Superintending Engineer or equivalent in the relevant field.</p> <p>(d) At least 20 (twenty) years work experience in the relevant field of which 05 (five) years in generation utilities.</p> <p>(e) Must be able to demonstrate experience/ knowledge in Project Planning &amp; Implementation, Operation &amp; Maintenance of power system and experience in Public Procurement etc.</p> <p>(f) Must demonstrate strong participatory leadership ability.</p> <p>(g) Must be able to demonstrate knowledge in TPM, TQM, Preventive Maintenance and Corporate Governance.</p> <p>(h) Must have strong communication skill in Bengali &amp; English (written &amp; Spoken) including working experience using computer.</p>	Not Applicable

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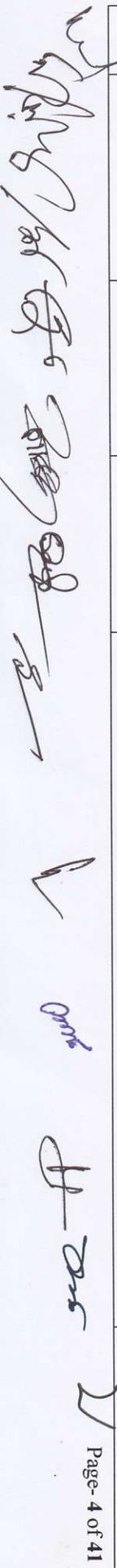
Sl. No	Name of the Post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
03	Executive Director (Finance & Accounts)	Maximum 60 (sixty) years.	Direct recruitment	<p>(a) At least Master Degree in Commerce /Finance/ Accounting / MBA from any recognized university.</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a GPA/CGPA 3.0 on a scale of 5.0 and GPA/ CGPA 2.50 on a scale of 4.0.</p> <p>(c) At least 05 (five) years experience in the position not below the rank of Deputy General Manager or equivalent in the relevant field.</p> <p>(d) At least 20 (twenty) years work experience in the relevant field of which 05 (five) years in generation / transmission /distribution utilities.</p> <p>(e) Must demonstrate knowledge in Government financial rules &amp; regulations, PPA, PPR, Company Act, General Accounting Procedure, Project Financing etc.</p> <p>(f) Must demonstrate strong participatory leadership ability.</p> <p>(g) Must be able to demonstrate knowledge in TPM, TOM, Preventive Maintenance and Corporate Governance.</p> <p>(h) Must have strong communication skill in Bengali &amp; English (written &amp; Spoken) including working experience using computer.</p>	Not Applicable

Note: Age limit are relax able for departmental candidates in case of Direct Recruitment.

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**Core (Technical) Officer**

Sl. No	Name of the Post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
01	Chief Engineer	Maximum 57 (fifty seven) years.	By direct recruitment or by promotion.	<p>(a) At least graduate in Electrical/ Electrical &amp; Electronic / Mechanical / Civil Engineering from any recognized university/ institution.</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a GPA/CGPA 3.0 on a scale of 5.0 and GPA/ CGPA 2.50 on a scale of 4.0.</p> <p>(c) At least 05(five) years experience in the position not below the rank of superintending Engineer or equivalent in the relevant field.</p> <p>(d) At least 15 (fifteen) years work experience in the relevant field of which 05 (five) years in generation utilities.</p> <p>(e) Must demonstrate experience/ knowledge in Operation &amp; Maintenance, Planning &amp; Development etc. of power system.</p> <p>(f) Must demonstrate strong participatory leadership ability.</p> <p>(g) Must be able to demonstrate knowledge in TPM, TQM, Preventive Maintenance and Corporate Governance etc.</p> <p>(h) Must have strong communication skill in English (written &amp; oral) including computer literacy.</p>	<ul style="list-style-type: none"> <li>• At least 05 (five) years as a Superintending Engineer.</li> <li>• Satisfactory service records with last 03 (three) years average performance appraisal rating at least 80 % (eighty percent).</li> <li>• Sound health.</li> </ul>


  
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Sl. No	Name of the Post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
02	Superintending Engineer	Maximum 50 (fifty) years.	By direct recruitment or by promotion.	<p>(a) At least graduate in Electrical / Electrical &amp; Electronic / Mechanical / Civil Engineering from any recognized university / institution.</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a GPA/CGPA 3.0 on a scale of 5.0 and GPA/ CGPA 2.50 on a scale of 4.0.</p> <p>(c) At least 04 (four) years experience as Executive Engineer or equivalent position in the relevant field.</p> <p>(d) At least 12 (twelve) years work experience in the relevant field of which 04(four) years in generation utilities.</p> <p>(e) Must demonstrate experience/ knowledge in Operation &amp; Maintenance, Planning &amp; Development etc. of power system.</p> <p>(f) Must demonstrate strong participatory leadership ability.</p> <p>(g) Must be able to demonstrate knowledge in TPM, TQM, Preventive Maintenance and Corporate Governance etc.</p> <p>(h) Must have strong communication skill in English (written &amp; oral) including computer literacy.</p>	<ul style="list-style-type: none"> <li>• At least 04 (four) years as Executive Engineer.</li> <li>• Satisfactory records with last 03 (three) years average performance appraisal rating at least 80 % (eighty percent).</li> <li>• Sound health.</li> </ul>

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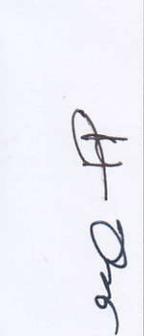
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Sl. No	Name of the Post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
03	Executive Engineer	Maximum 40 (forty) years.	By direct recruitment or by promotion.	<p>(a) At least graduate in Electrical/ Electrical &amp; Electronic/Mechanical /Civil Engineering from any recognized university/ institution.</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a GPA/CGPA 3.0 on a scale of 5.0 and GPA/ CGPA 2.50 on a scale of 4.0.</p> <p>(c) At least 08 (eight) years work experience in the relevant field of which 04 (four) years as Sub-Divisional Engineer or equivalent position in generation utilities.</p> <p>(d) Must demonstrate experience /knowledge in Operation &amp; Maintenance, Planning &amp; Development, Public Procurement etc. of power system.</p> <p>(e) Must demonstrate strong participatory leadership ability.</p> <p>(f) Must be able to demonstrate knowledge in TPM, TQM, Preventive Maintenance and Corporate Governance etc.</p> <p>(g) Must have strong communication skill in English (written &amp; oral) including computer literacy.</p>	<ul style="list-style-type: none"> <li>• At least 04 (four) years as Sub-Divisional Engineer.</li> <li>• Satisfactory service records with last 03 (three) years average performance appraisal rating at least 80 % (eighty percent).</li> <li>• Sound health.</li> </ul>



Sl. No	Name of the Post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
04	Manager (Chemical )	Maximum 40 (forty) years.	By direct recruitment or by promotion.	<p>(a) At least graduate in Chemical Engineering / M.Sc. in Chemistry/B.Sc. (honours) in Chemistry/Applied Chemistry from any recognized university / institution.</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a GPA/CGPA 3.0 on a scale of 5.0 and GPA/ CGPA 2.50 on a scale of 4.0.</p> <p>(c) At least 08 (eight) years work experience in the relevant field out of which 04 (four) years in generation utilities in the position of Deputy Manager (Chemical) or equivalent.</p> <p>(d) Must demonstrate experience/knowledge in WTP, Plant Chemistry Upset, Operation &amp; Maintenance, Public Procurement etc. of power system.</p> <p>(e) Must demonstrate strong participatory leadership ability.</p> <p>(f) Must be able to demonstrate knowledge in TPM, TQM, Preventive Maintenance and Corporate Governance etc.</p> <p>(g) Must have strong communication skill in English (written &amp; oral) including computer literacy.</p>	<ul style="list-style-type: none"> <li>• At least 04 (four) years as Deputy Manager (Chemical).</li> <li>• Satisfactory service records with last 03 (three) years average performance appraisal rating at least 80 % (eighty percent).</li> <li>• Sound health.</li> </ul>

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Sl. No	Name of the Post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
05	Executive Engineer (Environment)	Maximum 40 (forty) years.	By direct recruitment or by promotion.	<p>(a) At least graduate in Environmental Engineering or Environmental Science from any recognized university / institution.</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a GPA/CGPA 3.0 on a scale of 5.0 and GPA/ CGPA 2.50 on a scale of 4.0.</p> <p>(c) At least 08 (eight) years work experience in the relevant field of which 04 (four) years in generation/ transmission/ distribution utilities in the position of Sub-Divisional Engineer (Environment) or equivalent.</p> <p>(d) Must demonstrate experience /knowledge in EHS Management Plan, Risk Assessment, Operation &amp; Maintenance/ Planning &amp; Development, Public Procurement etc. of power system.</p> <p>(e) Must demonstrate strong participatory leadership ability.</p> <p>(f) Must be able to demonstrate knowledge in TPM, TQM, Preventive Maintenance and Corporate Governance etc.</p> <p>(g) Must have strong communication skill in English (written &amp; oral) including computer literacy.</p>	<ul style="list-style-type: none"> <li>• At least 04 (four) years as Sub-Divisional Engineer (Environment).</li> <li>• Satisfactory service records with last 03 (three) years average performance appraisal rating at least 80 % (eighty percent).</li> <li>• Sound health.</li> <li>• For the post of Executive Engineer (Environment), candidate should be graduate in Environmental Engineering or Environmental Science.</li> </ul>

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Sl. No	Name of the Post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
06	Sub-Divisional Engineer	Maximum 35 (thirty five) years.	By direct recruitment or by promotion.	<p>(a) At least graduate in Electrical/ Electrical &amp; Electronic/ Mechanical/ Civil Engineering from any recognized university/ institution.</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a GPA/CGPA 3.0 on a scale of 5.0 and GPA/ CGPA 2.50 on a scale of 4.0.</p> <p>(c) At least 05 (five) years work experience in the relevant field as Assistant Engineer out of which 02 (two) years in generation utilities.</p> <p>(d) Must demonstrate experience / knowledge in Operation &amp; Maintenance, Planning &amp; Development, Public Procurement etc. of power system.</p> <p>(e) Must demonstrate strong participatory leadership ability.</p> <p>(f) Must have strong communication skill in English (written &amp; oral) including computer literacy.</p>	<ul style="list-style-type: none"> <li>• At least 04 (four) years as Assistant Engineer.</li> <li>• Must successfully complete training program on relevant field.</li> <li>• Satisfactory service records with last 03 (three) years average performance appraisal rating at least 80 % (eighty percent).</li> <li>• Sound health.</li> </ul>

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Sl. No	Name of the Post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
07	Deputy Manager (Chemical)	Maximum 35 (thirty five) years.	By direct recruitment or by promotion.	<p>(a) At least graduate in Chemical Engineering <b>or</b> M.Sc. in Chemistry <b>or</b> B.Sc. (honours) in Chemistry/Applied Chemistry from any recognized university/ institution.</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a GPA/CGPA 3.0 on a scale of 5.0 and GPA/ CGPA 2.50 on a scale of 4.0.</p> <p>(c) At least 05 (five) years work experience in the relevant field as Assistant Manager or equivalent position out of which 02 (two) years in generation utilities.</p> <p>d) Must demonstrate experience / knowledge in Operation &amp; Maintenance, Planning &amp; Development, Public Procurement etc. of power system.</p> <p>(e) Must demonstrate strong participatory leadership ability.</p> <p>(f) Must have strong communication skill in English (written &amp; oral) including computer literacy.</p>	<ul style="list-style-type: none"> <li>• At least 03 (three) years as Assistant Manager (Chemical).</li> <li>• Must successfully complete training program on relevant field.</li> <li>• Satisfactory service records with last 03 (three) years average performance appraisal rating at least 80 % (eighty percent).</li> <li>• Sound health.</li> </ul>

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Sl. No	Name of the Post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
08	Sub-Divisional Engineer (Environment)	Maximum 35 (thirty five) years.	By direct recruitment or by promotion.	<p>(a) At least graduate in Environmental Engineering or Environmental Science from any recognized university / institution.</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a GPA/CGPA 3.0 on a scale of 5.0 and GPA/ CGPA 2.50 on a scale of 4.0.</p> <p>(c) At least 05 (five) years work experience in the relevant field as Assistant Engineer or equivalent position out of which 02 (two) years in generation utilities.</p> <p>(d) Must demonstrate experience / knowledge in Operation &amp; Maintenance, Planning &amp; Development of power system and experience in Public Procurement etc.</p> <p>(e) Must demonstrate strong participatory leadership ability.</p> <p>(f) Must have strong communication skill in English (written &amp; oral) including computer literacy.</p>	<ul style="list-style-type: none"> <li>• At least 03 (three) years as Assistant Engineer (Environment).</li> <li>• Must successfully complete training program on relevant field.</li> <li>• Satisfactory service records with last 03 (three) years average performance appraisal rating at least 80 % (eighty percent).</li> <li>• Sound health.</li> </ul>

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Sl. No	Name of the Post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
09	Assistant Engineer	Maximum 30 (thirty) years except freedom fighter quota.	By direct recruitment or by promotion.	<p>(a) At least graduate in Electrical/ Electrical &amp; Electronic/ Mechanical / Civil Engineering from any recognized university/ institution.</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a GPA/CGPA 3.0 on a scale of 5.0 and GPA/ CGPA 2.50 on a scale of 4.0.</p> <p>(c) Must demonstrate strong participatory leadership ability.</p> <p>(d) Must have strong communication skill in Bengali &amp; English (written &amp; oral) including computer literacy.</p>	<ul style="list-style-type: none"> <li>• At least 05 (five) years as Sub-Assistant Engineer.</li> <li>• Must successfully complete residential course on "Basic Management".</li> <li>• Not more than 33% to be filled by promotion.</li> <li>• Satisfactory service records with last 03 (three) years average performance appraisal rating at least 80 % (eighty percent).</li> <li>• Sound health.</li> </ul>

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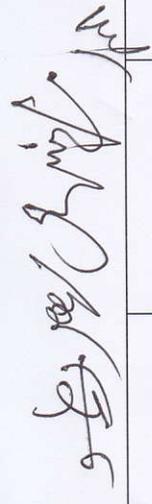
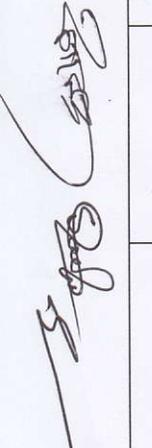
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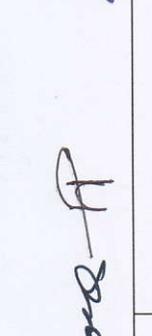
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Sl. No	Name of the Post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
10	Assistant Manager (Chemical)	Maximum 30 (thirty) years except freedom fighter Quota.	By direct recruitment or by promotion.	<p>(a) At least graduate in Chemical Engineering <b>or</b> M.Sc. in Chemistry <b>or</b> B.Sc. (honours) in Chemistry/Applied Chemistry from any recognized university/ institution.</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a GPA/CGPA 3.0 on a scale of 5.0 and GPA/ CGPA 2.50 on a scale of 4.0.</p> <p>(c) Must demonstrate strong participatory leadership ability.</p> <p>(d) Must have strong communication skill in Bengali &amp; English (written &amp; oral) including computer literacy.</p>	<ul style="list-style-type: none"> <li>• At least 05 (five) years as Junior Assistant Manager (Chemical)</li> <li>• Must successfully complete residential course on "Basic Management".</li> <li>• Not more than 33% to be filled by promotion.</li> <li>• Satisfactory service records with last 03 (three) years average performance appraisal rating at least 80 % (eighty percent).</li> <li>• Sound health.</li> </ul>




Sl. No	Name of the Post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
11	Assistant Engineer (Environment)	Maximum 30 (thirty) years except freedom fighter quota.	By direct recruitment or by promotion.	<p>(a) At least graduate in Environmental Engineering or Environmental Science from any recognized university / institution.</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a GPA/CGPA 3.0 on a scale of 5.0 and GPA/ CGPA 2.50 on a scale of 4.0.</p> <p>(c) Must demonstrate strong participatory leadership ability.</p> <p>(d) Must have strong communication skill in Bengali &amp; English (written &amp; oral) including computer literacy.</p>	<ul style="list-style-type: none"> <li>• At least 05 (five) years as Sub-Assistant Engineer (Environment).</li> <li>• Must successfully complete residential course on "Basic Management".</li> <li>• Not more than 33% to be filled by promotion.</li> <li>• Satisfactory service records with last 03 (three) years average performance appraisal rating at least 80 % (eighty percent).</li> <li>• Sound health.</li> </ul>

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Sl. No	Name of the Post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
12	Sub - Assistant Engineer	Maximum 30 (thirty) years except freedom fighter quota.	By direct recruitment	<p>(a) At least Diploma in Electrical/ Mechanical / Industrial/ Civil / Power/ Marine Engineering from any recognized educational institution.</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a GPA/CGPA 3.0 on a scale of 5.0 and GPA/ CGPA 2.50 on a scale of 4.0.</p> <p>(c) Must demonstrate strong participatory leadership ability.</p> <p>(d) Must have strong communication skill in Bengali &amp; English (written &amp; oral) including working experience using computer.</p>	Not Applicable
13	Sub - Assistant Engineer (Environment)	Maximum 30 (thirty) years except freedom fighter quota.	By direct recruitment.	<p>(a) At least Diploma in Environmental Science or Environmental Engineering from any recognized educational institution.</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a GPA/CGPA 3.0 on a scale of 5.0 and GPA/ CGPA 2.50 on a scale of 4.0.</p> <p>(c) Must demonstrate strong participatory leadership ability.</p> <p>(d) Must have strong communication skill in Bengali &amp; English (written &amp; oral) including working experience using computer.</p>	Not Applicable

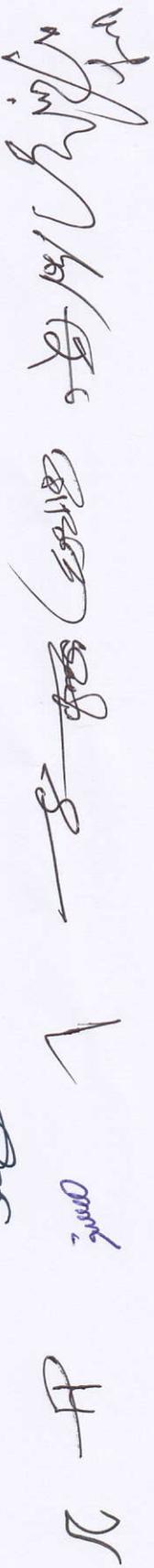
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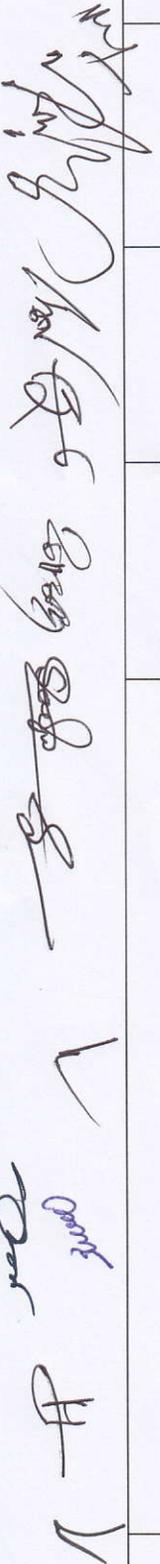
Sl. No	Name of the Post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
14	Junior Assistant Manager (Chemical)	Maximum 30 (thirty) years except freedom fighter quota.	By direct recruitment.	<p>(a) At least Diploma in Chemical Engineering/ Graduate in Chemistry / Applied Chemistry from any recognized educational institution/University.</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a GPA/CGPA 3.0 on a scale of 5.0 and GPA/ CGPA 2.50 on a scale of 4.0.</p> <p>(c) Must demonstrate strong participatory leadership ability.</p> <p>(d) Must have strong communication skill in Bengali &amp; English (written &amp; oral) including working experience using computer.</p>	Not Applicable

**Note :** Age limit are relax able for departmental candidates in case of Direct Recruitment.

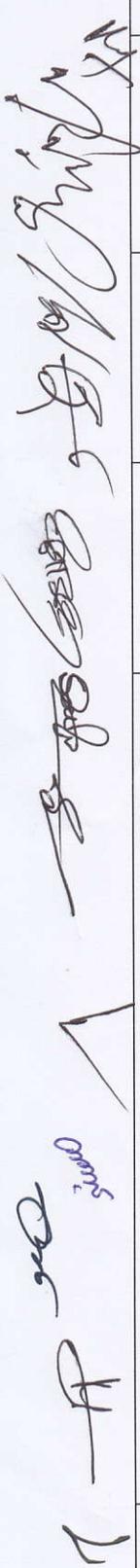


**Non Core (Officer)**

Sl. No	Name of the Post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
01	General Manager (HR & Admin)	Maximum 57 (fifty seven) years.	By direct recruitment or by promotion.	<p>(a) At least Master Degree in HRM/ Management <b>or</b> any other relevant subject from any recognized university.</p> <p>(b) No third division/class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a GPA/CGPA 3.0 on a scale of 5.0 and GPA/ CGPA 2.50 on a scale of 4.0.</p> <p>(c) At least 05 (five) years experience in the position not below the rank of DGM or equivalent in the relevant field.</p> <p>(d) At least 15 (fifteen) years work experience in the relevant field of which 05 (five) years in generation/ transmission/ distribution utilities.</p> <p>(e) Must demonstrate strong participatory leadership ability.</p> <p>(f) Must be able to demonstrate knowledge in Labour and Industrial Laws, Compensation and Benefit Rules &amp; Regulations, TPM, TQM, Preventive Maintenance and Corporate Governance etc.</p> <p>(g) Must have strong communication skill in English (written &amp; oral) including computer literacy.</p>	<ul style="list-style-type: none"> <li>• At least 05 (five) years as Deputy General Manager (HR &amp; Admin).</li> <li>• Satisfactory service records with last 03 (three) years average performance appraisal rating at least 80 % (eighty percent).</li> <li>• Sound health.</li> </ul>



Sl. No	Name of the Post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
02	General Manager (Accounts & Finance)	Maximum 57 (fifty seven) years.	By direct recruitment or by promotion.	<p>(a) At least Master Degree in Commerce/ Finance/ Accounting/ MBA (major in Finance / Accounting) from any recognized university.</p> <p>(b) No third division/class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a GPA/CGPA 3.0 on a scale of 5.0 and GPA/ CGPA 2.50 on a scale of 4.0.</p> <p>(c) At least 05 (five) years experience in the position not below the rank of DGM or equivalent in the relevant field.</p> <p>(d) At least 15 (fifteen) years work experience in the relevant field of which 05 (five) years in generation / transmission/ distribution utilities.</p> <p>(e) Must demonstrate strong participatory leadership ability.</p> <p>(f) Must be able to demonstrate knowledge in TPM, TQM, Preventive Maintenance, Company Act, Financial Rules, BAS &amp; GAP, Fund Management, Project Financing and Corporate Governance etc.</p> <p>(g) Must have strong communication skill in English (written &amp; oral) including computer literacy.</p>	<ul style="list-style-type: none"> <li>• At least 05 (five) years as Deputy General Manager (Accounts &amp; Finance).</li> <li>• Satisfactory service records with last 03 (three) years average performance appraisal rating at least 80 % (eighty percent).</li> <li>• Sound health.</li> </ul>


  
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Sl. No	Name of the Post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
03	Company Secretary (equivalent to DGM)	Maximum 55 (fifty five) years.	By direct recruitment or by promotion or by deputation.	<p>(a) At least graduate in Law, Masters in Management /Business Administration or any other relevant subject from any recognized university.</p> <p>(b) No third division/class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a GPA/CGPA 3.0 on a scale of 5.0 and GPA/ CGPA 2.50 on a scale of 4.0.</p> <p>(c) At least 04 (four) years experience in the position not below the rank of Manager or equivalent in the relevant field.</p> <p>(d) At least 15(fifteen) years work experience in the relevant field of which 04 (four) years in generation/ transmission/ distribution utilities or any large organization enlisted with BSEC.</p> <p>(e) Must demonstrate strong participatory leadership ability.</p> <p>(f) Must be able to demonstrate knowledge in TPM, TQM, Preventive Maintenance, Board Affairs, Legal Affairs, Regulatory Affairs and Corporate Governance etc.</p> <p>(g) Must have strong communication skill in English (written &amp; oral) including computer literacy.</p>	<ul style="list-style-type: none"> <li>• At least 5 (five) years as Manager (Company Secretariat/ HR / Admin / Training).</li> <li>• Satisfactory service records with last 03 (three) years average performance appraisal rating at least 80 % (eighty percent).</li> <li>• Sound health.</li> <li>• Must have Law/ MBA degree</li> </ul> <p><b>Qualification for Deputation :</b> As Per Government Rules.</p>

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Sl. No	Name of the Post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
04	Deputy General Manager (HR & Admin)	Maximum 50 (fifty) years.	By direct recruitment or by promotion.	<p><b>Qualification for Direct Recruitment</b></p> <p>(a) At least Master Degree in HRM/ Management or any other relevant subject from any recognized university.</p> <p>(b) No third division/class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a GPA/CGPA 3.0 on a scale of 5.0 and GPA/ CGPA 2.50 on a scale of 4.0.</p> <p>(c) At least 04(four) years experience in the position not below the rank of Manager or equivalent in the relevant field.</p> <p>(d) At least 12 (twelve) years work experience in the relevant field of which 04 (four) years in generation/ transmission/ distribution utilities.</p> <p>(e) Must demonstrate strong participatory leadership ability.</p> <p>(f) Must be able to demonstrate knowledge in Labour and Industrial Laws, Compensation and Benefit Rules &amp; Regulations, TPM, TQM, Preventive Maintenance and Corporate Governance etc.</p> <p>(g) Must have strong communication skill in English (written &amp; oral) including computer literacy.</p>	<p><b>Qualification/ Experience for Promotion</b></p> <ul style="list-style-type: none"> <li>• At least 04 (four) years as Manager (HR/Admin/ Training/Company Secretariat).</li> <li>• Satisfactory service records with last 03 (three) years average performance appraisal rating at least 80 % (eighty percent).</li> <li>• Sound health.</li> </ul>

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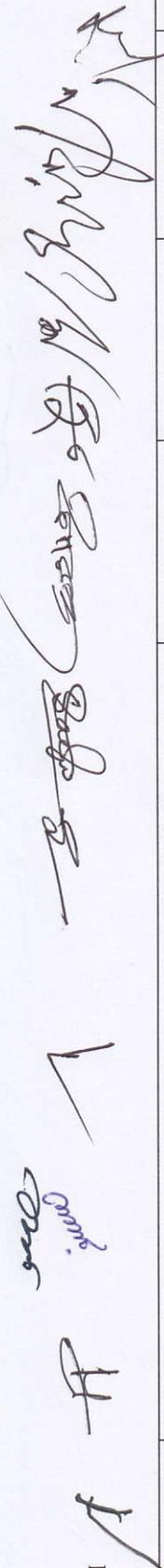
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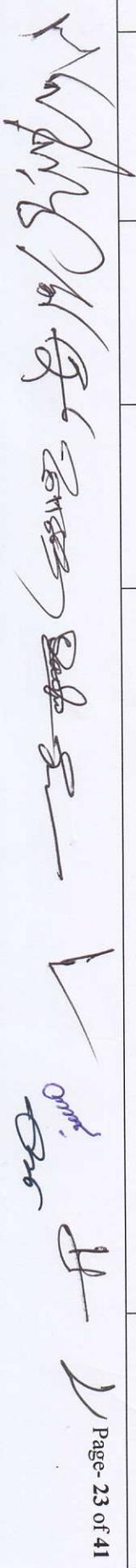
Sl. No	Name of the Post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
05	Deputy General Manager (Accounts & Finance)	Maximum 50 (fifty) years.	By direct recruitment or by promotion.	<p>(a) At least Master Degree in Commerce/ Finance/ Accounting/ MBA (major in Finance / Accounting) from any recognized university.</p> <p>(b) No third division/ class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a GPA/CGPA 3.0 on a scale of 5.0 and GPA/ CGPA 2.50 on a scale of 4.0.</p> <p>(c) At least 04(four) years experience in the position not below the rank of Manager or equivalent in the relevant field.</p> <p>(d) At least 12 (twelve) years work experience in the relevant field of which 04 (four) years in generation / transmission / distribution utilities.</p> <p>(e) Must demonstrate strong participatory leadership ability.</p> <p>(f) Must be able to demonstrate knowledge in TPM, TQM, Preventive Maintenance, Company Act, Financial Rules, BAS &amp; GAP, Fund Management, Project Financing and Corporate Governance etc.</p> <p>(g) Must have strong communication skill in English (written &amp; oral) including computer literacy.</p>	<ul style="list-style-type: none"> <li>• At least 04 (four) years as Manager (Accounts / Finance / Audit).</li> <li>• Satisfactory service records with last 03 (three) years average performance appraisal rating at least 80 % (eighty percent).</li> <li>• Sound health.</li> </ul>



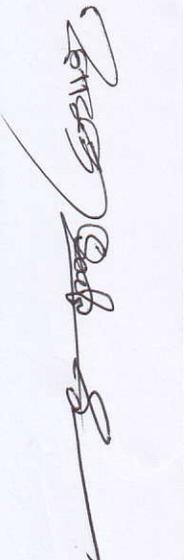
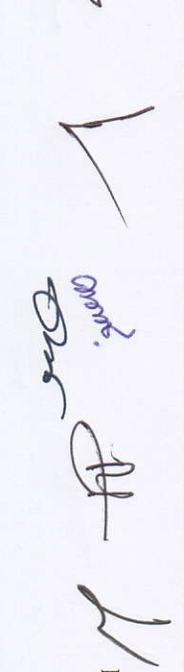
Sl. No	Name of the Post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
06	Manager (HR/ Admin/ Training/ Company Secretariat)	Maximum 40 (forty) years.	By direct recruitment or by promotion.	<p>(a) At least Master Degree in HRM/ Management <b>or</b> any other relevant subject from any recognized university</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a GPA/CGPA 3.0 on a scale of 5.0 and GPA/ CGPA 2.50 on a scale of 4.0.</p> <p>(c) At least 08 (eight) years work experience in the relevant field of which 04 (four) years as Deputy Manager or equivalent position in generation/ transmission/ distribution utilities.</p> <p>(d) Must demonstrate strong participatory leadership ability.</p> <p>(e) Must be able to demonstrate knowledge in Labour and Industrial Laws, Compensation and Benefits Rules &amp; Regulations, TPM, TQM, Preventive Maintenance and Corporate Governance etc.</p> <p>(f) Must have strong communication skill in English (written &amp; oral) including computer literacy.</p>	<ul style="list-style-type: none"> <li>• At least 04 (four) years as Deputy Manager (HR / Admin / Training / Company Secretariat).</li> <li>• Satisfactory service records with last 03 (three) years average performance appraisal rating at least 80 % (eighty percent).</li> <li>• Sound health.</li> </ul>



Sl. No	Name of the Post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
07	Manager (Accounts/ Finance/ Audit)	Maximum 40 (forty) years.	By direct recruitment or by promotion.	<p>(a) At least Master Degree in Commerce/ Finance/ Accounting/ MBA (major in Finance / Accounting) from any recognized university.</p> <p>(b) No third Division/ Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a GPA/CGPA 3.0 on a scale of 5.0 and GPA/ CGPA 2.50 on a scale of 4.0.</p> <p>(c) At least 08 (eight) years work experience in the relevant field of which 04 (four) years as Deputy Manager or equivalent position in generation / transmission / distribution utilities.</p> <p>(d) Must demonstrate strong participatory leadership ability.</p> <p>(e) Must be able to demonstrate knowledge in TPM, TQM, Preventive Maintenance, Company Act, Financial Rules, BAS &amp; GAP, Fund Management, Project Financing and Corporate Governance etc.</p> <p>(f) Must have strong communication skill in English (written &amp; oral) including computer literacy.</p>	<ul style="list-style-type: none"> <li>• At least 04 (four) years as Deputy Manager (Finance/ Accounts/ Audit).</li> <li>• Satisfactory service with last 03 (three) years average performance appraisal rating at least 80 % (eighty percent).</li> <li>• Sound health.</li> </ul>


  
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Sl. No	Name of the Post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
08	Manager (ICT/MIS)	Maximum 40 (forty) years.	By direct recruitment or by promotion.	<p>(a) At least graduate in CSE/IT/ECE/EITE / CS from any recognized university/ institution.</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a GPA/CGPA 3.0 on a scale of 5.0 and GPA/ CGPA 2.50 on a scale of 4.0.</p> <p>(c) At least 08 (eight) years work experience in the relevant field of which 04 (four) years as Deputy Manager or equivalent position in generation / transmission / distribution utilities or reputed organization.</p> <p>(d) Must demonstrate strong participatory leadership ability.</p> <p>(e) Must be able to demonstrate knowledge in TPM, TQM, Preventive Maintenance and Corporate Governance etc.</p> <p>(f) Must have strong communication skill in Bengali &amp; English (written &amp; oral).</p>	<ul style="list-style-type: none"> <li>• At least 04 (four) years as Deputy Manager (ICT/MIS).</li> <li>• Satisfactory service records with last 03 (three) years average performance appraisal rating at least 80 % (eighty percent).</li> <li>• Sound health.</li> </ul>

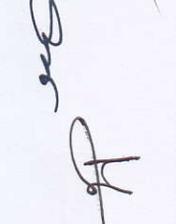




Sl. No	Name of the Post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
09	Deputy Manager (HR/ Admin/ Training/ Company Secretariat)	Maximum 35 (thirty five) years.	By direct recruitment or by promotion.	<p>(a) At least Master Degree in HRM/ Management or any other relevant subject from any recognized university.</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a GPA/CGPA 3.0 on a scale of 5.0 and GPA/ CGPA 2.50 on a scale of 4.0.</p> <p>(c) At least 05 (five) years work experience in the relevant field as Assistant Manager or equivalent position in generation / transmission / distribution utilities or reputed organization.</p> <p>(d) Must demonstrate strong participatory leadership ability.</p> <p>(e) Must have strong communication skill in English (written &amp; oral) including computer literacy.</p>	<ul style="list-style-type: none"> <li>• At least 04 (four) years as Assistant Manager (HR /Admin /Training /Company Secretariat).</li> <li>• Must successfully complete training program on relevant field.</li> <li>• Satisfactory service records with last 03 (three) years average performance appraisal rating at least 80 % (eighty percent).</li> <li>• Sound health.</li> </ul>



Sl. No	Name of the Post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
10	Deputy Manager (Accounts/ Finance/ Audit)	Maximum 35 (thirty five) years.	By direct recruitment or by promotion.	<p>(a) At least Master Degree in Commerce/ Finance/ Accounting / MBA (major in Finance / Accounting) from any recognized university.</p> <p>(b) No third Division/ Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a GPA/CGPA 3.0 on a scale of 5.0 and GPA/ CGPA 2.50 on a scale of 4.0.</p> <p>(c) At least 05 (five) years work experience in the relevant field as Assistant Manager or equivalent position in generation / transmission / distribution utilities or reputed organization.</p> <p>(d) Must demonstrate strong participatory leadership ability.</p> <p>(e) Must have strong communication skill in Bengali &amp; English (written &amp; oral) including working experience using computer.</p>	<ul style="list-style-type: none"> <li>• At least 04 (four) years as Assistant Manager (Finance/ Accounts/Audit).</li> <li>• Must successfully complete training on relevant field.</li> <li>• Satisfactory service records with last 03 (three) years average performance appraisal rating at least 80 % (eighty percent).</li> <li>• Sound health.</li> </ul>



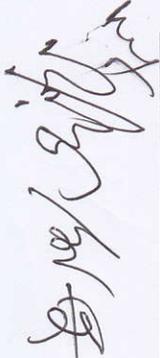

Sl. No	Name of the Post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
11	Deputy Manager (ICT/ MIS)	Maximum 35 (thirty three) years.	By direct recruitment or by promotion.	<p>(a) At least graduate in CSE/IT/ECE/ETE/CS from any recognized university/ institution.</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a GPA/CGPA 3.0 on a scale of 5.0 and GPA/ CGPA 2.50 on a scale of 4.0.</p> <p>(c) At least 05 (five) years work experience in the relevant field as Assistant Manager or equivalent position in generation / transmission / distribution utilities or reputed organization.</p> <p>(d) Must demonstrate strong participatory leadership ability.</p> <p>(e) Must have strong communication skill in Bengali &amp; English (written &amp; oral).</p>	<ul style="list-style-type: none"> <li>• At least 04 (four) as Assistant Manager (ICT/ MIS Computer Programming).</li> <li>• Must successfully complete training program on relevant field.</li> <li>• Satisfactory service records with last 03 (three) years average performance appraisal rating at least 80 % (eighty percent).</li> <li>• Sound health.</li> </ul>

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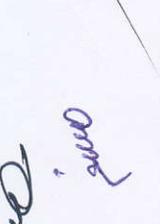
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Sl. No	Name of the Post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
12	Assistant Manager (HR/Admin/ Training/ Company Secretariat)	Maximum 30 (thirty) years except freedom fighter quota.	By direct recruitment or by promotion.	<p>(a) At least Master Degree in HRM/ Management or any other relevant subject from any recognized university.</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a GPA/CGPA 3.0 on a scale of 5.0 and GPA/ CGPA 2.50 on a scale of 4.0.</p> <p>(c) Must demonstrate strong participatory leadership ability.</p> <p>(d) Must have strong communication skill in Bengali &amp; English (written &amp; oral) including working experience using computer.</p>	<ul style="list-style-type: none"> <li>• At least 05 (five) years as Junior Assistant Manager (HR/ Admin / Training / Company Secretariat).</li> <li>• Must successfully complete residential course on "Basic Management".</li> <li>• Not more than 33% to be filled by promotion.</li> <li>• Satisfactory service records with last 03 (three) years average performance appraisal rating at least 80 % (eighty percent).</li> <li>• Sound health.</li> </ul>







Sl. No	Name of the Post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
13	Assistant Manager (Accounts/ Finance/ Audit)	Maximum 30 (thirty) years except freedom fighter quota.	By direct recruitment or by promotion.	<p>(a) At least Master Degree in Commerce/ Finance/ Accounting/ MBA (major Finance / Accounting) from any recognized university.</p> <p>(b) No third Division/ Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a GPA/CGPA 3.0 on a scale of 5.0 and GPA/ CGPA 2.50 on a scale of 4.0.</p> <p>(c) Must demonstrate strong participatory leadership ability.</p> <p>(d) Must have strong communication skill in Bengali &amp; English (written &amp; oral) including working experience using computer.</p>	<ul style="list-style-type: none"> <li>• At least 05 (five) years as Junior Assistant Manager (Finance/ Accounts/Audit).</li> <li>• Must successfully complete course on "Basic Management".</li> <li>• Not more than 33% to be filled by promotion.</li> <li>• Satisfactory service records with last 03 (three) years average performance appraisal rating at least 80 % (eighty percent).</li> <li>• Sound health.</li> </ul>

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Sl. No	Name of the Post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
14	Assistant Manager (ICT/ MIS/ Computer Programming)	Maximum 30 (thirty) years except freedom fighter quota.	By direct recruitment or by promotion	<p>(a) At least graduate in CSE/IT/ECE/EITE/CS from any recognized university/ institution.</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a GPA/CGPA 3.0 on a scale of 5.0 and GPA/ CGPA 2.50 on a scale of 4.0.</p> <p>(c) Must demonstrate strong participatory leadership ability.</p> <p>(d) Must have strong communication skill in Bengali &amp; English (written &amp; oral).</p> <p>(e) Should have knowledge in ICT/MIS Areas.</p>	<ul style="list-style-type: none"> <li>• At least 5 years as a Junior Asstt. Manager (ICT/ MIS/Computer Programming).</li> <li>• Must successfully complete residential course on "Basic Management".</li> <li>• Not more than 33% to be filled by promotion.</li> <li>• Satisfactory service records with last 03 (three) years average performance appraisal rating at least 80 % (eighty percent).</li> <li>• Sound health.</li> <li>• Must have graduate degree in CSE/ IT/ ECE/ EITE/CS or any other relevant subject.</li> </ul>

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Sl. No	Name of the Post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
15	Junior Assistant Manager (HR/Admin/ Training/ Company Secretariat).	Maximum 30 (thirty) years except freedom fighter quota.	By direct recruitment or by promotion.	<p>(a) At least bachelor degree in HRM/ Management or any other relevant subject from any recognized university.</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a GPA/CGPA 3.0 on a scale of 5.0 and GPA/ CGPA 2.50 on a scale of 4.0.</p> <p>(c) Must demonstrate strong participatory leadership ability.</p> <p>(d) Must have strong communication skill in Bengali &amp; English (written &amp; oral) including working experience using computer.</p>	<ul style="list-style-type: none"> <li>• At least 05 (five) years in the immediate lower position of respective discipline</li> <li>• Must have bachelor degree.</li> <li>• Satisfactory service records with last 03 (three) years average performance appraisal rating at least 80 % (eighty percent).</li> <li>• Must successfully complete necessary Relevant Trainings.</li> <li>• Sound health.</li> </ul>

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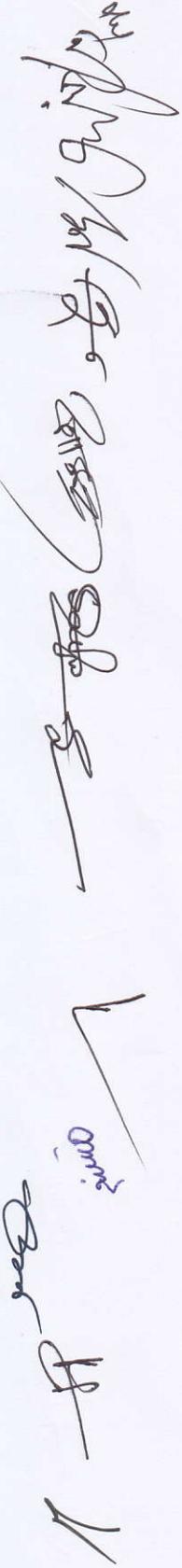
Sl. No	Name of the Post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
16	Junior Assistant Manager (Accounts/ Finance/ Audit)	Maximum 30 (thirty) years except freedom fighter quota.	By direct recruitment or by promotion	<p>(a) At least bachelor degree in Commerce/ Finance/ Accounting/ BBA (major in Accounting/ Finance) from any recognized university.</p> <p>(b) No third Division/ Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a GPA/CGPA 3.0 on a scale of 5.0 and GPA/ CGPA 2.50 on a scale of 4.0.</p> <p>(c) Must demonstrate strong participatory leadership ability.</p> <p>(d) Must have strong communication skill in Bengali &amp; English (written &amp; oral) including working experience using computer.</p>	<ul style="list-style-type: none"> <li>• At least 05 (five) years in the immediate lower position of respective discipline.</li> <li>• Must have bachelor degree in Commerce.</li> <li>• Satisfactory service records with last 03 (three) years average performance appraisal rating at least 80 % (eighty percent).</li> <li>• Must successfully complete necessary Relevant Trainings.</li> <li>• Sound health.</li> </ul>

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Sl. No	Name of the Post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
17	Junior Assistant Manager (ICT/ MIS/ Computer Programming)	Maximum 30 years except freedom fighter quota.	By direct recruitment	<p>(a) At least diploma engineering in CSE/IT/ECE/EETe from any recognized university/educational institution.</p> <p>(b) No third Division/ Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a GPA/CGPA 3.0 on a scale of 5.0 and GPA/ CGPA 2.50 on a scale of 4.0.</p> <p>(c) Must demonstrate strong participatory leadership ability.</p> <p>(d) Must have strong communication skill in Bengali &amp; English (written &amp; oral).</p>	Not Applicable

**Note :** Age limit are relax able for departmental candidates in case of Direct Recruitment.


  
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**Schedule of Recruitment & Promotion for Staff (Pay Grade 11 to 20)**

Sl. No	Name of the Post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/Experience for Promotion
01	Accountant / Auditor Pay Grade : 12	Maximum 30 (thirty) years except freedom fighter quota.	By Promotion or By Direct Recruitment.	Graduate in Commerce with 02 (two) years work experience in the related field. Candidates passed in the grading system must possess at least a GPA/CGPA 2.5 on a scale of 5.0 and GPA/ CGPA 2.25 on a scale of 4.0.	At least 05 (five) years working experience as Assistant Accountant on Contractual basis (including probation) with last 03 (three) years average performance appraisal rating at least 70% (seventy percent).
02	Office Secretary / Office Supervisor Pay Grade : 12	Not Applicable	By Promotion.	Not Applicable	At least 05 (five) years working experience as Office Assistant on Contractual basis (including probation) with last 03 (three) years average performance appraisal rating at least 70% (seventy percent).
03	Store Keeper Pay Grade : 12	Not Applicable	By Promotion.	Not Applicable	At least 05 (five) years working experience as Store Assistant on Contractual basis (including probation) with last 03 (three) years average performance appraisal rating at least 70% (seventy percent).
04	(Electrician/ Fitter/Welder/ Plumber/ Painter/ Machine man Technician), Grade-1 Pay Grade : 12	Not Applicable	By Promotion.	Not Applicable	At least 05 (five) years working experience on Contractual basis (including probation) as (Electrician / Fitter / Plumber / Painter / Welder / Machine man / Technician) Grade-2, with last 03 (three) years average performance appraisal rating at least 70% (seventy percent).

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Sl. No	Name of the Post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/Experience for Promotion
05	Assistant Accountant Pay Grade : 13	Maximum 30 (thirty) years except freedom fighter quota.	By Direct Recruitment.	Graduate in Commerce. Candidates passed in the grading system must possess at least a GPA/CGPA 2.5 on a scale of 5.0 and GPA/CGPA 2.25 on a scale of 4.0.	Not Applicable
06	Office Assistant / Store Assistant Pay Grade : 13	Maximum 30 (thirty) years except freedom fighter quota.	By Promotion or By Direct Recruitment.	Graduate <b>or</b> H.S.C with a minimum of 05 (five) years work experience in relevant field. Candidates passed in the grading system must possess at least a GPA/CGPA 2.5 on a scale of 5.0 and GPA/CGPA 2.25 on a scale of 4.0.	At least 05 (five) years working experience as Junior Office Assistant / Junior Store Assistant on Contractual basis (including probation) with last 03 (three) years average performance appraisal rating at least 70% (seventy percent).
07	Receptionist Pay Grade : 13	Maximum 30 (thirty) years except freedom fighter quota.	By Direct Recruitment	Graduate / H.S.C with a minimum of 05 (five) years work experience in relevant field. Candidates passed in the grading system must possess at least a GPA/CGPA 2.5 on a scale of 5.0 and GPA/CGPA 2.25 on a scale of 4.0.	Not Applicable
08	(Electrician/ Fitter/Welder/ Plumber/ Painter/ Machine man Technician), Grade-2 Pay Grade : 13	Not Applicable	By Promotion.	Not Applicable	At least 05 (five) years working experience as (Electrician / Fitter / Plumber/Painter/Welder/Machine man / Technician) <b>Grade-3</b> , on Contractual basis (including probation) with last 03 (three) years average performance appraisal rating at least 70% (seventy percent).

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Sl. No	Name of the Post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/Experience for Promotion
09	Junior Office Assistant / Junior Store Assistant Pay Grade : 14	Maximum 30 (thirty) years except freedom fighter quota.	By Direct Recruitment.	H.S.C with a minimum of 02 (two) years work experience in relevant field. Candidates passed in the grading system must possess at least a GPA 2.50 on a scale of 5.0.	Not Applicable
10	Security Supervisor Pay Grade : 14	Maximum Age 50 (fifty) years.	By Direct Recruitment.	Minimum Rank of Retired Warrant Officer of Defence Forces.	Not Applicable
11	(Electrician/ Fitter/Welder/ Plumber/ Painter/ Machine man Technician), Grade-3, Pay Grade : 14	Maximum 30 (thirty) years except freedom fighter quota.	By Direct Recruitment.	H.S.C vocational in related trade from any Technical Institution approved by Bangladesh Technical Education Board. Candidates passed in the grading system must possess at least a GPA 2.5 on a scale of 5.0.	Not Applicable
12	Work Assistant, Grade-1 Pay Grade : 14	Not Applicable	By Promotion	Not Applicable	At least 05 (five) years working experience as Work Assistant, Grade-2, on Contractual basis (including probation) with last 03 (three) years average performance appraisal rating at least 70% (seventy percent).

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Sl. No	Name of the Post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/Experience for Promotion
13	Driver (Heavy) Pay Grade : 14	Not Applicable	By Promotion.	Not Applicable	At least 06(six) years working experience as Driver (light) on Contractual basis (including probation) with valid heavy driving license and last 03 (three) years average performance appraisal rating at least 70% (seventy percent).
14	Senior Driver Pay Grade : 14	Not Applicable	By Promotion.	Not Applicable	At least 10 (ten) years working experience as Driver (Light) on Contractual basis (including probation) with last 03 (three) years average performance appraisal rating at least 70% (seventy percent).
15	Work Assistant, Grade-2 Pay Grade : 15	Not Applicable	By Promotion.	Not Applicable	At least 05 (five) years working experience as Work Assistant, Grade-3, on Contractual basis (including probation) with last 03 (three) years average performance appraisal rating at least 70% (seventy percent).
16	Driver (Light) Pay Grade : 15	Maximum Age 30 (thirty) years except freedom fighter quota.	By Direct Recruitment	S.S.C or equivalent with a minimum of 03 (three) years driving experience with valid driving license.	Not Applicable

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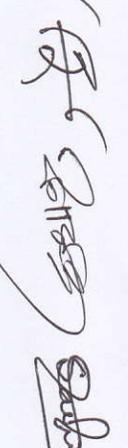
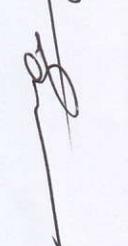
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Sl. No	Name of the Post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/Experience for Promotion
17	Messenger Pay Grade : 15	Maximum Age 30 (thirty) years except freedom fighter quota.	By Direct Recruitment or By Promotion.	H.S.C or equivalent .	At least 05 (five) years working experience as Senior Office Attendant on Contractual basis (including probation) with last 03 (three) years average performance appraisal rating at least 70% (seventy percent).
18	Work Assistant, Grade-3 Pay Grade : 16	Not Applicable	By Promotion.	Not Applicable	At least 05 (five) years working experience as Work Assistant, Grade-4, on Contractual basis (including probation) with last 03 (three) years average performance appraisal rating at least 70% (seventy percent).
19	Caretaker Pay Grade : 16	Not Applicable	By Promotion.	Not Applicable	At least 05 (five) years working experience as Assistant Caretaker on Contractual basis (including probation) with last 03 (three) years average performance appraisal rating at least 70% (seventy percent).
20	Senior Office Attendant Pay Grade : 16	Not Applicable	By Promotion	Not Applicable	At least 05 (five) years working experience as Office Attendant on Contractual basis (including probation) with last 03 (three) years average performance appraisal rating at least 70% (seventy percent).



Sl. No	Name of the Post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/Experience for Promotion
21	Head Cook Pay Grade : 16	Not Applicable	By Promotion.	Not Applicable	At least 05 (five) years working experience as Cook on Contractual basis (including probation) with last 03 (three) years average performance appraisal rating at least 70% (seventy percent).
22	Work Assistant, Grade-4 Pay Grade : 17	Maximum 30 (thirty) years except freedom fighter quota.	By Direct Recruitment.	S.S.C vocational from any Technical Institution approved by Bangladesh Technical Education Board /S.S.C or equivalent with a minimum of 03 (three) years work experience.	Not Applicable
23	Assistant Caretaker Pay Grade : 17	Maximum 30 (thirty) years except freedom fighter quota.	By Direct Recruitment.	S.S.C or equivalent with a minimum of 03 (three) years work experience in relevant field.	Not Applicable
24	Office Attendant Pay Grade : 17	Not Applicable	By Promotion.	Not Applicable	At least 05 (five) years working experience as Junior Office Attendant on Contractual basis (including probation) with last 03 (three) years average performance appraisal rating at least 70% (seventy percent).
25	Cook Pay Grade : 17	Not Applicable	By Promotion.	Not Applicable	At least 05 (five) years working experience as Assistant Cook on Contractual basis (including probation) with last 03 (three) years average performance appraisal rating at least 70% (seventy percent).



Sl. No	Name of the Post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/Experience for Promotion
26	Head Cleaner / Head Gardener Pay Grade : 17	Not Applicable	By Promotion.	Not Applicable	At least 05 (five) years working experience as Senior Cleaner / Senior Gardener on Contractual basis (including probation) with last 03 (three) years average performance appraisal rating at least 70% (seventy percent).
27	Junior Office Attendant Pay Grade : 18	Maximum 30 (thirty) years except freedom fighter quota.	By Direct Recruitment.	S.S.C or equivalent.	Not Applicable
28	Assistant Cook Pay Grade : 18	Maximum 30 (thirty) years except freedom fighter quota.	By Direct Recruitment	S.S.C or equivalent / JSC or equivalent with 03 (three) years work experience in respective field.	Not Applicable
29	Security Guard Pay Grade : 18	Maximum 30 (thirty) years except freedom fighter quota.	By Direct Recruitment (preferably out-sourced).	S.S.C or equivalent / JSC or equivalent with 03 (three) years work experience in relevant field. Candidate must have sound health.	Not Applicable
30	Senior Cleaner / Senior Gardener Pay Grade : 18	Not Applicable	By Promotion.	Not Applicable	At least 05 (five) years working experience as Cleaner / Gardener on Contractual basis (including probation) with last 03 (three) years average performance appraisal rating at least 70% (seventy percent).

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