



# ঢাকা পাওয়ার ডিস্ট্রিবিউশন কোম্পানি লিমিটেড

## DHAKA POWER DISTRIBUTION COMPANY LIMITED

(An Enterprise of the Government of the People's Republic of Bangladesh)

Website: www.dpdc.gov.bd



Memo No: 87.404.401.08.03.001.2019.1524

Date: 02.12.2019

### JOB OPPORTUNITY

The Dhaka Power Distribution Company Ltd. (DPDC) invites applications from eligible candidates from the bona fide citizens of Bangladesh for immediate appointment for the position of Junior Assistant Manager (HR) on contractual basis for an initial period of maximum three (03) years at a time (inclusive of 01 year probationary period). The contractual appointment may be renewed every three (03) years up to the age of 60 years subject to satisfactory performance. Brief job description and job specification of the post including other relevant information are as under.

#### 1. Junior Assistant Manager (HR): Number of posts 10

1.1 The Junior Assistant Manager (HR) position is in the functional area of Human Resource Management, reporting to the head of the office/ unit concerned. He/ She will work under the direct supervision of the head of the concerned office/ unit of DPDC.

#### 1.2 Required Qualifications:

At least Graduate degree in HR/ Management/ Management Information System (MIS)/ International Business/ Organization Strategy and Leadership/ Public Administration/ International Relations/ Economics/ Law/ Mass Communication & Journalism or BBA major in HR/ Management/ Management Information System (MIS)/ International Business/ Organization Strategy and Leadership from any recognized university. Candidates passed in the grading system must possess at least a GPA/ CGPA 4.0 on a scale of 5.0 and a GPA/ CGPA 3.0 on a scale of 4.0. Letter grades of O Level and A Level subjects are to be converted into grade points on the basis of A= 4, B= 3, C= 2 and D= 1. Grade Point Average (GPA) is calculated by averaging the grade points. Must demonstrate strong participatory leadership ability. Must have strong communication skill in Bengali & English (written & oral) including working experience using computer.

#### 1.3 Remuneration/Compensation Package:

Basic salary per month Taka 39,000.00 (thirty nine thousand) only plus house rent @ 60% of basic per month for Dhaka City and 50% of basic per month for Narayanganj & Gazipur City area, two festival bonuses in a year, Bangla New Year allowance once in every year at the rate of 20% of basic salary, contributory provident fund, group insurance, encashment of leave, gratuity as per applicable rules of the company. Expenses at actual for medical treatment purpose as mentioned in the policy of the company will be reimbursed up to a maximum limit of equal to 02 (two) months basic salary per annum, and transport allowances will be provided as per company policy. Income tax shall have to be paid by the employee.

#### Conditions:

1. Interested candidates have to apply through the 'Online Application System' wherein a scanned photograph, signature, SSC and Graduation/BBA certificates/ Transcripts (showing subject & result) of the candidate have to be inserted in due place. The online application form's web link will be available in the website of Dhaka Power Distribution Company Ltd. ([www.dpdc.gov.bd](http://www.dpdc.gov.bd)).
2. Maximum age is 30 (thirty) years on 23/12/2019. Maximum age limit may be relaxed up to 35 (thirty five) years for DPDC's employees only.
3. Those who have recently appeared in the examination and yet to get their degree, need not apply for the position.
4. The applicant must pay Tk.1500/- (one thousand five hundred) following necessary directives mentioned in DPDC's website [www.dpdc.gov.bd](http://www.dpdc.gov.bd).
5. Persons employed in govt., semi govt., autonomous organization or power sector utilities should submit application through proper channel as per instructions provided on DPDC's website [www.dpdc.gov.bd](http://www.dpdc.gov.bd).
6. Persuasion of any kind will disqualify the candidate. The authority reserves the right to accept or reject any application and increase or decrease number of positions/ posts as it may seem proper and no explanation for such action will be provided to the applicant. Only the short listed candidates will be called for Test/ Interview.
7. Last date of submission of application through online is 23/12/2019.

Deputy General Manager, Employee Management (Administration), HR, DPDC

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