

**DHAKA POWER DISTRIBUTION COMPANY LIMITED (EMPLOYEES)**  
**SERVICE RULES, 2017**



**Effective from December 01, 2017**

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## **PREAMBLE**

In exercise of the powers conferred by Clause/ Article 48 (a) of the Article of Association, the Board of Directors of the Dhaka Power Distribution Company Limited is pleased to make the following rules, namely:- "Dhaka Power Distribution Company Limited (Employees) Service Rules, 2017".



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## CHAPTER-I

### 1.0 Preliminary

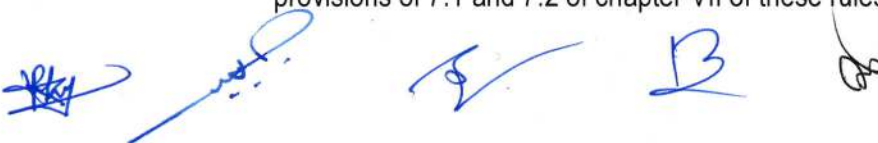
#### 1.1 Short Title and Application

- (a) These rules shall be called the Dhaka Power Distribution Company Limited (Employees) Service Rules, 2017.
- (b) These rules shall apply to all employees in the employment of the company except as specifically mentioned in the respective rules.
- (c) It shall come into force as soon as it is approved by the Board of Directors of the company and on due circulation of the approval for general information to the employees.
- (d) The Board of Directors of the company may change or amend or repeal these rules from time to time as it may deem fit.

#### 1.2 Definitions: In this rules, unless there is anything repugnant in the subject or context-

- (a) **"Appointing Authority"** means the authority empowered to make appointments i.e., the 'Board of Directors' in relation to 'Managing Director, Executive Directors and Company Secretary' and the 'Managing Director' in relation to all other employees.
- (b) **"Authorized Medical Officer"** means a medical practitioner so designated by the Competent Authority from time to time and if there is no "Authorized Medical Officer" so designated, any registered medical practitioner.
- (c) **"Average pay"** means the average of pay earned during the twelve complete months immediately preceding the month in which the leave is taken or the pay of the employee drawn immediately before proceeding on leave which is more favorable to the employee.
- (d) **"Basic Pay"** means the pay, which has been sanctioned for a post held by an employee regularly or in an officiating capacity, or to which he/she is entitled to by reason of his/her position in the company.
- (e) **"Board"** means the Board of Directors of the company which determines the policies, procedures, guidelines and directives for its overall management.
- (f) **"Functional Area"** means a functional area of service sanctioned as a separate unit.
- (g) **"Company"** means Dhaka Power Distribution Company Limited (DPDC) incorporated under the Companies Act, 1994 (Act No. 18 of 1994).
- (h) **"Competent Authority"** means the Board of Directors or the authority designated or delegated by the Board to be competent for the specific purpose.
- (i) **"Contract"** means an agreement between an employee and the company which lays down the terms of employment.
- (j) **"Controlling officer"** means the officer declared by the appointing authority or its appropriate representative to be the controlling officer for the purpose of administrative and financial and technical matters.

- (k) **"Day"** means a calendar day beginning and ending at midnight but an absence from work place, which does not exceed twenty-four hours, shall be reckoned for all purposes as one day, at whatever hour the absence begins or ends.
- (l) **"Deputation"** means duty of an employee outside the company but within the country with lien in the substantive post.
- (m) **"Duty"** includes-
- i. service as a probationer provided such service is followed by an appointment on a regular post;
  - ii. joining time;
  - iii. the period spent on a duly authorized course of instruction, training or a visit including the time reasonably required for the journey to and from the place of such training and visit; and
  - iv. attendance at compulsory departmental examination/ interview including a reasonable time required for the journey to and from the place of examination and the day or days of the examination.
- (n) **"Emolument"** means and includes-
- i. pay;
  - ii. special pay, personal pay, technical pay, officiating pay and additional pay;
  - iii. compensatory allowances other than traveling and medical allowances;
  - iv. leave salary or leave encashment;
  - v. any other payments and fees, if any, in the shape of fixed monthly addition to pay; and
  - vi. subsistence allowance.
- (o) **"Employee"** means individual employed against the approved post of the company.
- (p) **"Family"** means spouse, children and parents.
- (q) **"First entry post"** means post(s) or a percentage of posts as embodied in the schedule in a category which is filled up by direct recruitment.
- (r) **"Headquarter"** means an office declared as "Headquarter" by the Head of the company.
- (s) **"Holiday"** means a day declared as such by order of the Government/ Board of Directors of the company.
- (t) **"Honorarium"** means a recurring or non-recurring payment made to any employee by the company as remuneration for special work of an occasional character.
- (u) **"Incentive"** means any compensation scheme or plan made by the company to motivate the individual/the group for their improved performance.
- (v) **"Joining time"** means the time allowed to a person to enable him/her to join in a new post on transfer and promotion.
- (w) **"Misconduct"** means conduct prejudicial to good order or discipline or which is unbecoming of an employee or gentleman and includes contravention of any of the provisions of 7.1 and 7.2 of chapter VII of these rules.





- (x) **"Month"** means a calendar month.
- (y) **"Officiate"** means officiating in a post by an employee by discharging the duties of that post in which another person holds lien, or when he/she is appointed by an authority competent to make a regular appointment to the post to officiate in a vacant post to which no other person holds a lien.
- (z) **"Pay"** means the basic pay which has been sanctioned for a post held by an employee or in an officiating capacity or to which he/she is entitled to by reason of his/her position in a functional area and includes special pay, personal pay and additional pay, if any, admissible under general or special order.
- (aa) **"Personal pay"** means an additional pay granted to an employee to save him/her from loss of pay in respect of a regular post held by him/her due to a revision of pay or to reduction of such pay otherwise than as disciplinary measure or in exceptional circumstances, on other personal considerations.
- (bb) **"Selection Committee"** means a committee formed by the board and will be responsible for selection of employee for first appointment.
- (cc) **"Special pay"** means an addition in the nature of pay to the emolument of an employee granted in consideration of -  
i. the specially arduous nature of the duties; or  
ii. a specific addition to the work or responsibility; or  
iii. the unhealthiness of the locality in which the work is performed.
- (dd) **"Subsistence Allowance"** means a monthly allowance made to an employee during the period he/she is under suspension.
- (ee) **"Transfer"** means the movement of an employee from one work place in which he/ she is employed to another such place either to take up the duties of a new post or in consequence of change of his/ her work place.
- (ff) **"Traveling"** means any travel undertaken/ made for carrying out the activities of the company or for its interest.
- (gg) **"Year"** means a financial year for the purpose of accounts and finance and a calendar year for other purposes.

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## **CHAPTER-II**

### **2.0 Posts**

#### **2.1 Creation of Posts**

All posts shall be created by the Company with the approval of its Board of Directors and appointment to all posts will be contractual.

#### **2.2 Categories and Classification of Posts**

The post shall be of the following categories, namely-

- (a) A Regular post shall be a post carrying a definite pay grade approved by the Board of Directors deemed to be continued for an indefinite time and which is included in the organizational setup.
- (b) A temporary post shall be a post carrying a definite scale of pay deemed to be continued for a definite period of time and which is not included in the organizational setup. The temporary post should be approved by the Board of Directors.
- (c) Outsourcing of any task/ job of a functional area may be made for the interest of company as per the rule only through the approval of the Board of Directors.

The Board of Directors may create functional area with regular posts having similar qualification requirements and job description. Seniority among employees appointed to posts in such Functional areas shall thereafter be regulated as per prescribed rules.

#### **2.3 Filling up a Regular post**

Appointment to all regular posts shall be made-

- (a) by direct recruitment with provision lateral entry to all categories of posts, if necessary; or,
- (b) by promotion; and
- (c) by internal sourcing from employees within the company in view of employee development and career progression of the existing employee subject to the suitability of the internal candidates through recorded tract, Subject to the approval of the Board. It shall be determined by the Management from time to time for each occasion.

Criteria/ guidelines of promotion for employees shall be as per the provisions of the schedule of Recruitment & Promotion (Appendix).

#### **2.4 Probation**

Persons selected for appointment by direct recruitment in entry level to a regular post shall be appointed on probation for a period of at least 01 (one) year.

Provided that the appointing authority may, by an order in writing, extend the period of probation in the case of any person or terminate his/ her service if his/ her performance during that period is found unsatisfactory.

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



## **CHAPTER-III**

### **3.0 Recruitment and Promotion Policies & Guidelines**

#### **3.1 Recruitment Policies and Guidelines**

##### **3.1.1 Recruitment Policies**

##### **3.1.2 Objectives of the policy**

The objectives of recruitment of the company are-

- (a) to provide the company with quality human resources to ensure health, growth and survival of the company.
- (b) to ensure adequate and consistent human resources for the effective operation of the company.
- (c) to establish a transparent recruitment system.

##### **3.1.3 Scope of the policy**

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

##### **3.1.4 Strategies of the policy**

- (a) There shall be a uniform practice of recruitment in the company.
- (b) Recruitment shall be undertaken at the entry level in conformity with the provisions of these rules.
- (c) Recruitment on immediate need or on emergency basis shall be avoided as far as possible and shall rather be based on human resources planning. Recruitment shall be made on functional/discipline basis. The functional area/ discipline are namely Engineering, ICT, Finance and Human Resource. Any post that is not categorized as engineering or finance or ICT will be included in Human Resource area.
- (d) Recruitment shall be carried out most efficiently and effectively.
- (e) Emphasis shall be given to the development of team work in the company. Therefore, care shall be taken to recruit an employee having appropriate qualities and aptitude.
- (f) The criteria for screening shall be to determine talent, technical ability and behavioral trait of the individual. The basic policy of recruitment shall be to recruit with total corporate performance in mind.
- (g) No discrimination shall be made in respect of sex, caste, creed, locality etc. while implementing the recruitment policy.
- (h) The primary objective of recruitment shall be to provide the company with human resource having high morale and discipline, sound mental and physical health and the requisite qualification.





## 3.2 Guidelines

### 3.2.1 Invitation of Applications

- (a) Efforts shall be made to ensure adequate number of job applicants having requisite qualification. It may be done through advertisement in the reputed and well circulated national dailies, company website, notice board, social media etc.
- (b) Such advertisement would contain all relevant information of the position including:
  - designation
  - pay grade
  - educational qualification
  - age
  - experience
  - nationality
  - marital status
  - service conditions
  - last date for receiving applications
  - two recent passport size photographs.
- (c) Applications shall be received only at the Headquarter directly or through post or courier services, e-mail or online.
- (d) All applications received shall be given a scroll number and the online applications received shall immediately be acknowledged.

### 3.2.2 Screening

- (a) The main purpose of the screening process shall be to identify the most suitable candidate for the company with due consideration to social, physical and psychological needs. Screening of eligible applications will be made through appropriate test [written test/ competency test/ aptitude test/ any other relevant test] conducted by public university, interview, medical checkup and police verification.
- (b) All applications shall be scrutinized in respect of completeness and eligibility. Incomplete applications and those which do not fulfill the qualification criteria shall be rejected.
- (c) The concerned department/ committee will make short list of the incumbents on a careful review based on the organizational needs, applicant's qualification, experience and skills.
- (d) Written test shall be considered as an important screening device for the entry level positions. Only the acceptable applicants shall be allowed to sit for:
  - Written test, or and
  - Competency test, or and
  - Interview, or and
  - Practical test, or and
  - Aptitude test, or and
  - Technical test, or and
  - any other relevant test

- (e) At best 6 applicants securing highest points in order of merit against each position shall be called for viva voce. However, any applicant securing less than 50% in the written test shall not be invited for viva voce.
- (f) Appointment by direct recruitment shall be made by the company on recommendations of the Selection Committee which shall be comprised of Chairman of the Board of Directors as the Chairman and other members determined by the Board in the cases of appointment of the employees [pay grade-3 to pay grade-7]. Executive Directors (Admin & HR) will be the Member Secretary of the Selection Committee.
- (g) Candidates securing less than 60 points/ marks (i.e.) in viva voce shall be rejected.
- (h) The weightage distribution from written and or aptitude and interview will be 80% and 20% respectively. A list of successful candidates shall be prepared by adding the scores secured in the written test, aptitude and interview.
- (i) In case of recruitment of employees [pay grade-8 to pay grade-16], 4-5 members viva voce board shall be constituted by the company board taking at least one member from the Power Division. The viva board will evaluate the candidates for selection.
- (j) For proper evaluation of a candidate's suitability, such expert(s) from in-house or external to the company as deemed necessary may be co-opted (as additional members) in any of the above Selection Committee with approval of the competent authority. Managing Director may form selection committee comprising any number of employees as he/ she may deem fit.
- (k) Successful candidates shall be requested to report to the Medical Officer of the company on a particular date and time for medical check-up.
- (l) Candidates declared fit by the medical officer of the company shall be allowed to join the company within the specified time determined by the authority under the following conditions:
- An employee shall be engaged on contractual basis initially for a period of three years (inclusive of one year probationary period) subject to satisfactory completion of probation period.
  - His/ her service regularization shall be subject to police verification.
  - This appointment/ contract shall be reviewed every three years and it should be reviewed at least three months prior to the expiry of the contract.
- (m) Every employee shall, before joining service sign declaration of fidelity and secrecy in the prescribed form.
- (n) Each case of regularization of service shall be subject to police verification. If the police verification is not favorable, the employment of the concerned employee shall stand cancel.

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### **3.3 Promotion Policies and Guidelines**

#### **3.3.1 Objectives of the Policy**

The main objectives of promotion policy of the company shall be-

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

#### **3.3.2 Scope of the policy**

This policy shall apply to all employees up to the level of Chief Engineer/ General Manager or equivalent.

#### **3.3.3 Strategies of the policy**

- (a) Promotion shall be made keeping the long-term organizational and individual goal in view.
- (b) Promotion in the company shall be fair and free from any influence and biases.
- (c) The main purpose of promotion shall be to ensure the employee motivation to continue to make persistent efforts to improve them.
- (d) Promotion shall be administered with due consideration to the terms and conditions envisaged in the policy and schedule of the recruitment and promotion.
- (e) Promotion in the company shall be given without any discrimination based on sex, caste, creed, locality etc.
- (f) Promotion to any post shall be on the basis of guidelines to be determined by the authority that shall be based on performance.

#### **3.3.4 Guidelines**

- (a) Promotion of all employees shall be subject to the fulfillment of required period of service as stipulated in the schedule of Recruitment and Promotion and the rating of performance appraisal.
- (b) Promotion to the post of Assistant Manager and equivalent shall be subject to the fulfillment of conditions stipulated in the Schedule of Recruitment/ Appointment and the rating of the Performance Appraisal. Each and every promotion shall be judged through an interview. The company board shall approve the interview board for promotion.



## **Chapter-IV**

### **4.0 General Conditions of Service**

#### **4.1 Certain Pre-Conditions of Service**

- (a) Unless in any case it is otherwise distinctly provided, the whole time of an employee shall be at the disposal of the company and he/she may be employed in any manner in any place required by the company.
- (b) Two or more employees shall not be appointed on a substantive basis to the same post at the same time.
- (c) An employee shall not be appointed to two or more posts at the same time.
- (d) Considering the nature of the company and employee motivation, career path needs to be established.
- (e) If an employee of this company is either promoted or directly appointed (applying through proper channel) to the higher post, his/ her previous length of service will be counted as continuous service for calculating the leave, provident fund, gratuity, bonus and earned leave and length of service in the company.

#### **4.2 Deputation for training/ visits**

An employee may be allowed to visit overseas countries with the approval of the Managing Director in the case of all employees up to the level of Executive Director and with the approval of the Chairman of the Board of Directors in the case of Managing Director for training, seminar, workshop, study, medical treatment, contract negotiation, witnessing, testing, inspection, on leave or for any other purposes whether official or private.

Deputation to an employee may also be granted by the competent authority for training, seminar, inspection or any other purpose within or outside Bangladesh.

#### **4.3 Transfer**

An employee may be transferred from one position to another of the company.

#### **4.4 Pay and Allowances**

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

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

#### **4.5 Criteria of Promotion**

Criteria of promotion of employees are laid down in the promotion guidelines and the recruitment and promotion schedule.





#### **4.6 Pay**

An employee while on duty shall draw the pay approved for his/ her post, as fixed from time to time by the company.

#### **4.7 Initial Pay**

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

Provided that if an employee has previously worked in the same post, or a regular post on the same grade of pay, the initial pay shall not be less than the basic pay which he/ she had drawn previously, and he/ she shall be considered for required number of increments to fix pay higher than the pay of the previous position.

#### **4.8 Annual Increment/ Pay Raise**

- (a) Annual increment/ pay raise shall be based on the rating of the performance appraisal.
- (b) The conditions under which the service count for an increment to the grade of Pay of the post held by an employee are as follows:
  - i. Duty in the post;
  - ii. Service in another post, whether in substantive or officiating capacity or on deputation;
  - iii. Leave other than an extraordinary leave (not as a measure of punishment);
  - iv. when two posts are on identical grades of pay it should be held that the duties and responsibilities of the posts are not very different in nature irrespective of the fact whether the pay of the posts is borne in the permanent organizational setup the duty rendered in any such post shall be allowed to count towards an increment.

#### **4.9 Joining time**

Joining time as determined by the authority may be granted to an employee to join a new post to which he/she is appointed on transfer or on promotion while on duty in his/her old post.

#### **4.10 Pay during joining time**

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

#### **4.11 Period of joining time**

The Appointing authority may, in the exigency of service, curtail, or in any special case, extend the period of joining time admissible under this rule.





#### **4.12 Leave in transit**

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

#### **4.13 Liveries**

The employees shall be provided liveries as determined by the authority.

#### **4.14 Washing Facilities**

Employees who are entitled for liveries, shall be provided washing allowance every month approved in the pay structure from time to time.

#### **4.15 Income Tax**

An employee shall be responsible for to pay income tax as his/her taxable income. Company shall deduct the income tax payable by him/her at source as per the Govt. Rules and pay the same to the Government exchequer.



## CHAPTER-V

### 5.0 Leave

Unless otherwise stated, leave of an employee shall be governed by the provisions laid down in this chapter. The authority shall prepare a separate Leave Rules detailing everything.

#### 5.1 Types of leave

- |                          |                         |
|--------------------------|-------------------------|
| (a) Earned Leave         | (f) Leave not due       |
| (b) Casual Leave         | (g) Ex-Bangladesh Leave |
| (c) Maternity Leave      | (h) Quarantine Leave    |
| (d) Extra-Ordinary Leave | (i) Medical Leave       |
| (e) Accident Leave       |                         |

#### 5.2 Leave Procedure

- (a) Leave account of every employee shall be maintained as per the rules and procedures of the company as laid down in this chapter.
- (b) All applications for leave shall be submitted to the competent authority in the prescribed form.
- (c) Leave other than Ex-Bangladesh leave and Study leave admissible under these rules may be granted to an employee by the competent authority and may be allowed in combination with holidays and weekly holiday(s).

NOTE: The competent authority in this sub-rule, for the purpose of granting leave, shall be as follows, namely:

(a)	Managing Director	Chairman of the Board of Directors.
(b)	Executive Directors	Managing Director.
(c)	Deputy General Manager/ Superintending Engineer and General Managers/ Chief Engineer.	Concern Executive Director or Managing Director (Applied through the concerned General Manager/ Chief Engineer). Except for Casual leave which will be approved by the concerned GM/ CE only in case of DGM(s)/ SE (s).
(d)	From Junior Assistant Managers/ Sub-Assistant Engineer to Managers/ Executive Engineers.	Deputy General Manager/ Superintending Engineer and / or above.
(e)	In respect of all employees immediately below the level of Junior Assistant Managers/ Sub-Assistant Engineer.	In respective offices the Manager/ Executive Engineer and / or above.

**Explanation:** The Ex-Bangladesh leave, Study leave, Extraordinary leave and Accident leave will be granted by the Managing Director.

Notwithstanding anything provided herein, leave applied for may be refused when it appears to be necessary to do so, at the discretion of the management competent to grant the leave, in view of the exigencies of the company's service.

### 5.3 General Conditions

- (a) An incumbent shall be entitled to enjoy the leave admissible under the rule provided such leave is due to his/ her credit. An employee shall obtain the information regarding the status of his/ her leave in the account from the HR department.
- (b) Any leave prayer may be rejected or the time and period of leave may be rearranged and granted in the interest of the company.
- (c) An employee shall not overstay without the prior approval of the competent authority after proceeding on leave.
- (d) If an employee fails to attend his/her duty due to illness, employee shall inform of such illness to the competent authority either on the same day or on the next immediate day. If the period of absence due to illness exceeds 3 (three) days, the incumbent shall provide the medical certificate for the period of absence.
- (e) An employee may be recalled from leave to duty before the expiry of his/ her leave if the exigencies of service so warrants.
- (f) If an employee remains absent for more than 15 (fifteen) days without any permission, it shall be treated as misconduct.
- (g) Leave is a privilege, but it cannot be claimed as a matter of right.
- (h) Ordinarily, leave shall commence on the day following which the employee makes over charge (except in case of casual leave). Similarly, leave shall end on the day preceding the one on which the employee reports personally for duty in the office.
- (i) Any holidays which figure(s) in the approved holiday list for the year, intervening during leave shall be counted as a period of leave.
- (j) When the day immediately preceding the day on which an employee's leave begins or immediately following the day on which his/ her leave or joining time expires is a holiday or one of a series of holidays, the employee may leave his/ her station at the close of the day before, or return to it on the day following, such holiday of series of holidays; provided that-
  - i. his/ her transfer or assumption of charge does not involve the handing or taking over of securities or of moneys other than a permanent advance;
  - ii. his/ her early departure does not entail a correspondingly early transfer from another station of a employee to perform his/ her duties; and
  - iii. the delay in his/ her return does not involve a corresponding delay in the transfer to another station of the employee who was performing his/ her duties during his/ her absence or in the discharge from employee of a person temporarily appointed to it.
- (k) Unless the competent authority in any case otherwise direct-
  - i. if holidays are prefixed to leave, the leave and any consequent re-arrangement of pay and allowances take effect from the first day after the holidays; and
  - ii. if holidays are affixed to leave or joining time , the leave or joining time is treated as having terminated on, and any consequent re-arrangement of pay and allowances takes effect from, the day on which the leave or joining time would have ended if holidays had not been affixed.



#### 5.4 Earned Leave

- (a) **Full average pay:** Leave on full average pay shall be earned at the rate of 1/11th of the period spent on duty and the maximum that may be accumulated shall be 99 days. Accumulated earned leave can be carried forward to a maximum extent of 99 days. Any leave earned beyond 99 days will not be credited to the account of employee. With the extension/ renewal of the contract of the employee the balance of accumulated earned leave (less than 99 days) will be carried forward but the accumulation will never exceed 99 days. An employee can enjoy earned leave with the approval of the concerned authority. The accumulated 'Earned leave' may be en-cashed at any time at the expression of the employee with the approval of the controlling officer in regard to the leave. Maximum 60 days of earned leave may be en-cashed at a time. The Only basic pay will be paid while Earned leave is en-cashed.
- (b) **Half average pay:** Leave on half average pay shall be earned by an employee at the rate 01/12<sup>th</sup> of the period spent on duty and accumulation of such leave have a maximum limit of 91 days. It shall be permissible to convert leave so allowed into leave on full pay on submission of medical certificate up to maximum period of 45 days. The balance of accumulated leave will be carried forward but the accumulation will never exceed 91 days.

#### 5.5 Casual Leave

- (a) An employee shall be granted 20 (Twenty) days of casual leave in each year. Such leave may be availed by an employee with the approval of the competent authority. Casual leave shall be changed if the government order changed.
- (b) Casual Leave cannot be enjoyed for more than 10 (ten) days at a stretch.
- (c) Casual leave shall not be enjoyed between leaves.
- (d) Casual leave cannot be carried forward to the next year.

#### 5.6 Maternity Leave

- (a) A female employee shall be entitled to maternity leave for a period of 6 (Six) months which is not debitable to the leave account.
- (b) A female employee shall not be entitled to such leave if the request for granting the leave is not suggested by a registered medical practitioner or retainer doctor appointed by the company.
- (c) No female employee of the company shall be granted maternity leave more than twice (excluding still birth) during her entire service period in the company.

#### 5.7 Extraordinary Leave

- (a) An extra ordinary leave may be granted when an employee does not have any leave to his/ her credit but when the employee concerned applies in writing for the grant of such leave.
- (b) The period of an extra ordinary leave shall not be more than 3 (three) months at a time but such period may be extended under the following conditions:
  - i. When the employee is under medical treatment;



- ii. When the competent authority is satisfied that the said employee is unable to attend his/ her duties due to unavoidable circumstances;
- iii. When the competent authority may convert the period of absence without leave into extra-ordinary leave with retrospective effect;
- iv. The competent authority of the company may approve study leave for an employee generally for not more than 02 (two) years as leave without pay. However the authority may extend it up to 03 (three) years considering extra-ordinary circumstances.

#### 5.8 Accident Leave

- (a) Accident Leave may be granted to an employee who met with an accident arising out of and in the course of his/ her employment and is incapacitated to attend his/ her duties, he/ she will be granted Accident Leave, in consultation with the medical officer of the company, with pay to a maximum of 4 (four) weeks; which may be extended by the competent authority in special circumstances.
- (b) If an employee sustains any bodily injury as a result of an accident arising out of and in the course of his/ her employment, the company will provide, subject to the approval of the authority, the following benefits:
  - i. Doctor's fee;
  - ii. Cost of medicine directly related to the injury;
  - iii. Other medical cost related to the injury;
  - iv. However, the total amount reimbursable will not exceed Taka 500,000/- (Five lac).  
The Board of Directors or its designate reserves the right to change/waive the limit.
- (c) The company shall not be liable for any accident benefit, if an employee:
  - i. Was under the influence of liquor or illegal drugs at the time of the accident;
  - ii. Has willfully disobeyed an order expressly given;
  - iii. Has willfully disregarded Govt. laws or safety regulations.

#### 5.9 Ex-Bangladesh Leave

An employee may be allowed Ex-Bangladesh leave for purposes of pilgrimage, treatment, meeting or visiting close family members, study and rest and recreation outside Bangladesh. In such cases, the maximum leave allowed shall not exceed 60 (sixty) days in a calendar year and shall be debited from earned leave or shall be counted as extra ordinary leave. This leave up to Executive Directors shall be granted by the Managing Director and for the Managing Director by the Chairman of the Board.

#### 5.10 Quarantine Leave

Quarantine Leave is the leave of absence from duty necessitated by the order not to attend the office in consequence of the occurrence of the infectious diseases in the family/ household of an employee. Such leave may be granted by the head of the office on the certificate of a medical officer of the company or a govt. medical officer for a period not exceeding 21 days or, in exceptional circumstances, 30 days. Any leave necessary for quarantine purposes in excess of this period shall be treated as ordinary leave. Quarantine leave may also be granted where necessary, in continuation of other leave subject to the maximum amount of admissible under this rule. The period of quarantine leave shall be counted as working period.





### 5.11 Medical Leave

- (a) Medical leave may be granted by the competent authority to an employee on acceptable medical ground on the recommendation of the medical officer of the company. The leave may be granted for the period as recommended by the doctor appointed for this purpose. Such leave shall not be extended without the certification of the doctor. The period of this leave will be maximum 3 months at a time.
- (b) Medical leave may be combined with leave of any other kinds.
- (c) Medical leave period shall be counted as working period and shall be debited against the leave account of half average pay.
- (d) An employee shall be entitled to full average pay [as per rule 5.4 (b)] as leave salary during medical leave.

### 5.12 Leave not due

Leave not due may be granted to an employee on contract up to a maximum of three months (during one contractual period of three years) on the basis of medical certificate. When the employee returns from such leave or is granted such leave, no leave will be due to him/ her or credited to his/ her account, until the expiration of a fresh period spent on duty sufficient to earn credit of leave equal to the period of leave which was granted to him/ her as 'Leave not due'.



## **CHAPTER — VI**

### **6.0 Honorarium, Bonus and Allowances**

#### **6.1 Honorarium**

- (a) The Board may grant an honorarium to an employee for work performed which is not included in his/her job description and occasional in character and either so laborious or of such special merit as to justify a special reward.
- (b) The Board may, on a casual or intermittent basis, and under such conditions as it may prescribe, allow any of the employees, in individual cases or class of cases, to provide service to another organization at a fee prescribed by the Appointing authority for work done or service rendered by him/ her to such department or organization. A portion of the fee as decided by the appointing authority shall be paid to the concerned employee or employees.

#### **6.2 Bonus**

- (a) An employee shall be entitled to 2 (two) festival bonuses equivalent to two months basic salary in a year.
- (b) The Board, in relation to a fiscal year, may provide performance incentive bonus to an employee at such rates and on such conditions as it may deem fit subject to achievement of KPI or net profit. The government shall set and evaluate the KPI target and accordingly will approved the incentive bonus for the company.

#### **6.3 Shift Duty Allowance**

When an employee is required to work regularly on rotating shifts, the authority may allow him/ her shift duty allowance at the rate of maximum of 05% (not extending tk. 5000) of the basic during the period of shift duty as determined by the authority.

#### **6.4 Charge allowance for combination of appointment**

When an employee is assigned to perform duties of another post, in addition to his/ her own duties, he/she may be allowed an additional allowance on the following terms and conditions, namely-

- (a) There shall be a formal order from the Competent Authority for holding the additional post;
- (b) No additional allowance shall be allowed for holding charge of subordinate post;
- (c) No additional allowance shall be allowed when the period of dual charge is less than 3 weeks or more than 12 months;
- (d) No additional allowance shall be allowed for holding the charge of a superior post which has never been filled up by appointment; and
- (e) For holding additional charge of another post, the employee shall draw the pay of his/ her own post plus an additional 20% (not extending tk. 2500) of his/ her pay per month as charge allowance.

#### **6.5 Travelling Allowance**

An employee shall draw traveling and daily allowance as per rates and conditions fixed by the board envisaged in the relevant rules.

#### **6.6 Medical Benefit/ Allowance**

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

#### **6.7 Fringe Benefits**

Any fringe benefit allowed to and its rate/ amount will be decided by the board from time to time.

## CHAPTER — VII

### **7.0 General Conduct and Discipline**

#### **7.1 Fidelity and Secrecy**

- (a) Every employee shall maintain strict secrecy regarding the affairs of the company and shall not communicate directly or indirectly to any person the information which has come into his/her possession in the course of his/her duties whether from official sources or otherwise, unless he is required to do so by law or directed by a superior officer in the discharge of his/her duties.
- (b) Every employee shall before joining service, sign declaration of fidelity and secrecy in the prescribed form.

#### **7.2 Conduct and Discipline**

##### **(a) Every employee shall-**

- i. Conform to and abide by these rules;
- ii. Remain aligned to the company vision, mission, policies and goals;
- iii. Demonstrate and par Demonstrate and participate in the process and show commitment through performance;
- iv. Observe. comply with and obey all orders and directions which may, from time to time, be given by the Company and any person or persons under whose jurisdiction, superintendence or control he may be;
- v. Serve the Company and discharge his assigned duties faithfully, honestly and diligently;
- vi. Use his utmost endeavor to promote the interests of the Company;
- vii. Observe proper decorum, attend office/duty wearing uniform, use safety dresses and show courtesy in all matters to all concerned and the members of the public; and
- viii. Maintain strict secrecy regarding the affairs of the Company.

##### **(b) No employee shall-**

- i. Associate himself/ herself with any political organization, front organization of political parties or otherwise take active part in politics or any political demonstration;
- ii. Absent himself/herself from duties, or leave his/her station without obtaining permission from his/her controlling officer;
- iii. Make any public statement 'through media such as press, radio or television or e-mail or internet or web-site, unless specifically authorized to do so by the Company excepting on Company's day to day routine matters;
- iv. Accept or seek any other employment or office or part-time work, whether on payment, stipendiary or honorary, without previous sanction of the appointing authority;





- v. Engage in any trade or business without specific approval of the appointing authority;
- vi. Indulge in parochialism, favoritism, victimization, willful abuse of office, seizure (Gherao) of office or any officer or coercion to officer/staff in a body or individually.

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

**(c) No employee or member of his family shall-**

- i. Accept any gift or concession from any employee or person having or likely to have dealing with the company; and
- ii. Lend money to, or borrow money from, or place himself/herself under any pecuniary obligation to any person or firm having or likely to have dealings with the company.

- (d)** No employee shall be a member, office bearer or representative of any association or union other than a philanthropic, religious, social or professional organization unless such association or union is organized for the welfare and safeguard of the interest of the employees under the terms and conditions of the company rules and regulations in force.

**7.3 Punishment and appeal**

Grounds for penalty-Where an employee -

- (a) Is guilty of negligence to his duties; or
- (b) Is inefficient, or has ceased to be efficient; or
- (c) Is guilty of misconduct; or
- (d) Is corrupt, or may reasonably be considered corrupt because-
  - i. He/she is, or any of his dependents or any other persons through him/her or on his/her behalf is in possession of wealth which is disproportionate to his/her known source of income; or
  - ii. He/she has assumed a style of living beyond his ostensible means; or

The authority may impose on him one or more penalties specified in clause 7.5 of this chapter.

**7.4 Penalties**

- (a) There shall be the following penalties, namely: -
  - i. Censure;
  - ii. Withholding, for a specified period, of increment or promotion;
  - iii. Recovery from pay of the whole or part of any loss caused to the company by the negligence or any other misconduct of the employee;
  - iv. Removal from service; and
  - v. Dismissal from service.
- (b) Removal from service does not, but dismissal from service does, disqualify from future employment in the company.



## **7.5 Power to impose penalty**

The power to impose penalty upon an employee shall vest in the authority competent to make appointment to the post or a delegated authority, which is held by the employee in the company.

## **7.6 Suspension**

- (a) An employee may be placed under suspension, pending inquiry, for any offence. The power of suspending an employee shall normally vest in the Appointing authority or a delegated authority. But the Controlling officer may also exercise this power with the approval of the Appointing authority.

Provided that the authority may, if it considers more expedient instead of placing such employee under suspension, by order in writing require him/her to proceed on such a leave as may be admissible to him/her from such a date as may be specified in the order.

- (b) During the period of suspension, an employee shall be entitled to a subsistence allowance at the rate of one-half of his/her basic. However, he/she shall be entitled to get all other allowances admissible under the rule in full. An employee shall not, while under suspension, leave the work place without prior permission of the authority.
- (c) An employee committed to prison on a criminal charge should be considered under suspension from the date of arrest and should be allowed the subsistence allowances until the termination of proceedings against him.

## **7.7 Inquiry procedure in cases of negligence, inefficiency, misconduct and corruption**

- (a) When an employee is to be proceeded against under clause (a) or (b) or (c) 01 (d) under "punishment and appeal", he shall be called upon to submit explanation in writing to the authority within ten days for the alleged offence.
- (b) When the explanation of the employee is not found satisfactory, the authority shall frame a charge.
- (c) The competent authority shall constitute a committee consisting of three officers senior in rank to the accused to conduct the inquiry which shall submit a report after giving the employee a personal hearing if so desired by him within two weeks (may be extended if so required ) from the date of its constitution.
- (d) The competent authority shall consider the written statement submitted by the employee in his/ her defense, the report of the Inquiry Committee and other circumstances. If any, and impose such penalty as it may deem proper in the circumstances of the case.

The decision of the authority shall be communicated by an order in writing to the employee concerned. The proceedings under this rule shall be completed within four months from the date of framing charge against an employee.

## **7.8 Procedure for disposal of a case, where an employee has been convicted by a court of law**

When an employee is convicted by a court of law on charge of a criminal offence, the competent authority may dismiss or remove him/her from the service of the company, or impose any other penalty upon him without following the inquiry procedure or may not impose any penalty, if the Appointing authority decides that the offence for which he/she is convicted is not liable to disciplinary action under these rules.





## 7.9 Summary proceedings

- (a) An employee found guilty of-
- i. Habitual late attendance;
  - ii. Leaving place of duty without permission;
  - iii. Willful misrepresentation or suppression of fact;
  - iv. Misbehavior with other employees or members of the public, or
  - v. Unnecessary delay in disposal of files and records;
  - vi. Seizure. Coercion to any office or officer;

shall be called upon to submit explanation to the authority within seven days as to why disciplinary action shall not be taken against him/her for the alleged offence.

- (b) If the competent authority is, on such an inquiry, satisfied that the employee is guilty of any of the offences mentioned in above shall impose upon him/her such penalty as specified in 7.4 (a) & (b) of the 'Penalty Clause'.

## 7.10 Appeal

- (a) An employee shall have the right to appeal once only against an order imposing any penalty specified in clause 7.4 (a) & (b) of this chapter except censure to the authority next superior to the authority imposing the penalty, and where the penalty is imposed by an order of the Board of Directors, there shall ordinarily lie no appeal but the Board of Directors may review its own order suo moto or on receipt of representation from the employee concerned.
- (b) Every appeal shall comply with the following requirements, namely-
- i. It shall contain all material statements and grounds relied upon and shall be complete in all respects;
  - ii. It shall specify the relief desired;
  - iii. It shall be submitted through proper channel;
  - iv. It shall not be couched in improper language; and
  - v. It shall be submitted within thirty days from the date of receipt of the order of penalty.
- (c) An appeal may be withheld by the authority imposing the penalty, if-
- i. It does not comply with the requirements of Appeal;
  - ii. It deals with matters, which are not relevant to the case;
  - iii. It is found to be a repetition of appeal withheld or rejected before by the appointing authority unless it discloses any new point or circumstances which afford grounds for reconsideration; or
  - iv. It is addressed to an authority to which no appeal lies under this rule.
- (d) In every case in which an appeal is withheld, the appellant shall be informed of the fact and the reasons thereof.

Provided that an appeal withheld under 7.10(c) may be re-submitted at any time within thirty days from the date on which the appellant has been informed of withholding of the appeal in a form, which compiles, with the provisions of appeal requirement mentioned in Clause 7.10(b).

- (e) The appellate authority shall examine-
  - i. Whether the facts on which the order of penalty is based have been established; and
  - ii. Whether the penalty is adequate, inadequate or excessive, and after such examination shall pass such order as it considers proper.
- (f) An appellate authority may call for the records of any case including an appeal withheld by an authority subordinate to it and may pass such orders thereon as it considers fit under the provisions of these rules.
- (g) Nothing in these rules shall preclude the Company Board from revising, whether on its own motion or otherwise, any order passed by an authority subordinate to it in exercise of powers conferred on such authority by these rules.

#### **7.11 Reinstatement**

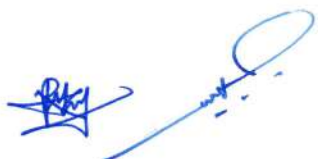
When an employee who was dismissed, removed or suspended is reinstated, the punishing or appellate authority may grant him/her for the period of his/her absence from duty:

- (a) If he/she is honorably acquitted of the charge against him/her and is reinstated with retrospective effect, the full pay to which he/she would have been entitled had he/she not been dismissed, removed or suspended; or
- (b) If otherwise, such leave with full pay or with half-pay or without pay as the punishing or appellate authority may prescribe.

**Explanation-** Except in case of leave without pay, the subsistence allowance, if any paid to an employee during suspension shall be adjusted from his/her salary on reinstatement.

#### **7.12 Bar to resign or retire by employees under suspension**






An employee under suspension or prosecution on charge of offences under these rules shall not resign or retire at his/her own option from service until the case is finalized.



## CHAPTER — VIII

### **8.0 Service Record**

A record of service of each employee shall be maintained separately in the form of Personal File and in the form of Human Resource Information System (HRIS) [using software] by the company.



## **CHAPTER-IX**

### **9.0 Retirement, Termination and Resignation etc.**

#### **9.1 Retirement**

- (a) Normal retirement is mandatory upon the employee's 60<sup>th</sup> birthday except Executive Director and above. The Executive Director and Managing Director shall retire from service on his/ her attainment of 62 years of age but the authority may extend their service up to the age of 65 years.
- (b) If any judicial proceedings instituted by the company or any departmental proceedings are pending against an employee at the time of his/ her retirement or as the case may be, ceasing to be in service, he/she shall not be entitled to any retirement contribution to any fund and the interest thereon, till the end of such proceedings and the payment of any retirement benefit to him shall be subject to the findings of such proceedings. The proceeding shall be completed within the time schedule mentioned in relevant section of the rules.
- (c) While paying retirement benefits, advances/loans if any due shall be adjusted.

#### **9.2 Resignation**

Unless otherwise provided in the terms of employment or of any bond executed by an employee, a contractual employee may resign from the service after giving 2 (Two) months' notice in writing or refunding two months' pay in lieu of such notice or for the period by which such notice falls short of 2 months and after repaying the dues of the company, if any.

#### **9.3 Termination**

- (a) Termination is used when removal of an employee by other means is not appropriate. It is permanent separation from employment rather than a temporary lay-off or retrenchment with re-employment rights.
- (b) When terminating a contractual employee, the employer must give the following benefits:
  - i. 120 days' notice or 4 (four) months' pay in lieu of notice (basic pay only) in case of contractual employee;
  - ii. Basic Salary and other allowances applicable through the last working day;
  - iii. Remuneration for unused Earned Leave (EL);
  - iv. Gratuity amount (if length of service attains/exceeds 1 (one) year of continuous service at the date of termination);
  - v. Reimbursement of the employee's Provident Fund contribution and payment of DPDC's contribution if employed for one year or more continuous years;
  - vi. Reimbursement of the employee's Provident Fund contribution only (i.e. without DPDC's contribution) if employed less than one year;
  - vii. Accrued bonus amount, if any.
- (c) The reason for termination must not be given in any termination letter.
- (d) Every terminated employee shall be entitled to a service certificate i.e. a statement giving the beginning & terminating dates of employment.



- (e) If an employee refuses to accept a termination letter a copy of the termination letter is to be displayed on the Notice Board and another copy to be sent to the address of the employee as available from the records under registered A/D post. While posting termination letter on the office notice board, it should be signed by two witnesses on the letter itself. The witnesses must be DPDC employee who is present when the letter is posted on the notice board.
- (f) All terminations must be authorized by the Managing Director or his/ her designate.
- (g) The appointing authority may terminate the services of a probationer at any time without giving any such notice in writing.

#### 9.4 Discharge

- (a) An employee may be discharged if he/she is so mentally or physically incapacitated that he/she isn't able to continue the work. An employee may be discharged from service for reason of physical or mental incapacity or continued ill health or other reasons not amounting to misconduct. A qualified medical practitioner or a medical board must be formed to examine and make recommendation. The cost will be borne by the company.
- (b) On being discharged the employee must be given the following benefits:
  - i. 04 (four) months' notice or pay in lieu (Basic amount only);
  - ii. Basic pay and other allowances applicable up to the effective date of discharge;
  - iii. Remuneration for unused Earned Leave (EL);
  - iv. Gratuity amount (if length of service attains/exceeds 1 (one) continuous year at the date of discharge);
  - v. Reimbursement of the employee's Provident Fund contribution and payment of DPDC's contribution, if employed for one or more continuous years;
  - vi. Reimbursement of the employee's Provident Fund contribution only (i.e. without DPDC's contribution) if employed less than one year;
  - vii. Accrued bonus amount in full or pro-rated on the basis of month being accrued.
- (c) In case an employee falls under occupational hazard, DPDC will explore in all possible manners to provide the employee a desk top job or other job which he/she can perform under a certain period of probation as determined by the Management. If the employee fails to succeed in the job or a bona-fide medical practitioner or a medical board concludes that the employee can't perform his/her job and accordingly Management decides to discharge the employee then he/she will be given 4 (four) months basic salary as discharge benefit in addition to other usual benefits.
- (d) All discharges must be approved by the Managing Director or his/ her designated official.

#### 9.5 Retrenchment

A retrenchment means the termination by the employer of the services of employees, not as a measure of punishment inflicted by way of disciplinary action, but on grounds of redundancy. The following rules apply to any retrenchment of employees who have worked not less than one continuous year:

- (a) The retrenched employee must be provided with four months' notice or be paid in lieu of notice;





- (b) Employees with the least seniority in the same group of employees shall be retrenched first;
- (c) Gratuity amount;
- (d) Basic Salary and related benefits up to the last date of service;
- (e) Reimbursement of the employee's provident fund contribution as well as DPDC's contribution;
- (f) Accrued bonus amount on pro-rata basis;
- (g) Remuneration for unused earn leave.

## 9.6 Grievance Procedure

Any employee who has a grievance in respect to any matter pertaining to the employment and wishes to seek redress thereof must observe the following procedures:

- (a) A written complaint should be given to their immediate supervisor.
- (b) If the employee isn't satisfied with the response from his/her supervisor, the employee should write to the next level supervisor.
- (c) If the employee is still not satisfied, he/she should write directly to the Managing Director.
- (d) An employee must bring the grievance to the notice of the supervisor within 30(thirty) days of the occurrence of the cause of such grievance, inquire into the matter and give the concerned employee an opportunity of being heard and communicate the decision, in writing to the employee.
- (e) All complaints must be in writing, signed and dated by the employee(s), if they are to receive consideration. No anonymous grievances or allegations will be considered under any circumstances.

## 9.7 Gratuity

All contractual employees who have completed a minimum of 01 (One) year of continuous service shall be entitled to gratuity benefit at the rate of 2.5 (two point five) months basic salary based on the employee's last drawn salary for every completed year of service in the following fashion:

- (a) The employee will be entitled to obtain gratuity benefit at the end of his/her service in the company.
- (b) For the purpose of computation, after computing the number of full year (s) any part thereof in excess of six (6) months shall be treated as full year and any period less than that shall not be considered.
- (c) The minimum period of 01 (One) years of continuous service shall not apply in the case when an employee:
  - i. Dies while in service of the company;
  - ii. Is discharged on account of certified permanent physical incapacity or mental infirmity;
  - iii. Is retrenched due to the redundancy of the post;
  - iv. Is retired on attaining the age of superannuating under the Service Rules of the company.



- (d) No gratuity shall be granted to an employee who has been dismissed or compulsorily retired from the services of the company without retirement benefits as a measure of punishment for his/her alleged misconduct/offense.
- (e) The last basic pay through fixation shall be the basis for the calculation of gratuity. For the purpose of computation, after computing the number of full year (s) any part thereof in excess of six (6) months [equal or more than 183 days] shall be treated as full year and any period less than that shall not be considered.

**Note: (1)** Notwithstanding containing anything in this service rules can be called into/ used to challenge any actions undertaken within the guideline of the previous DPDC Service Rules 2007 before commencement of this Service Rules.

**Note: (2)** Existing Appendix showing decision delegation concerning disciplinary process will be issued separately.

**Note: (3)** Repeal. - DPDC Service Rules, 2007, is hereby repealed. But all ongoing activities under the previous service rules, before the commencement of the new rule (2017), will be disposed of according to the provisions of previous service rules (2007) as if the new service rules (2017) has not come into force.



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# APPENDIX





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(Schedule of Recruitment and Promotion Guideline)



## Recruitment & Promotion Schedule for the employees grade 01 to grade 08

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
1.	Managing Director (Grade-1)	Maximum 60 Years	Direct recruitment	<p>(a) At least graduate in Electrical/ Mechanical Engineering or Masters in Finance/ Business Administration/ Management 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 CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(c) At least 25 (Twenty Five) years of work experience of which at least 5 (Five) years in senior management position.</p> <p>(d) At least 5 (Five) years' experience in relevant field like generation/ transmission/ distribution utilities.</p> <p>(e) Must be able to demonstrate knowledge about relevant Govt. rules &amp; regulations.</p> <p>(f) Must be able to demonstrate knowledge in company law, labour law, TQM, TPM, Preventative 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; oral) including working experience using computer.</p> <p>(j) Must have the ability to bring about change in organizational culture.</p>	N/A



## Functional Area: Technical

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
1.	Executive Director, (Technical), Engineering/ Operations (Grade-2)	Maximum 60 years	Direct recruitment	<p>(a) At least graduate in Mechanical/Electrical Engineering 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 CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(c) At least 5 (Five) years' experience in senior managerial position in the relevant field.</p> <p>(d) At least 20 (Twenty) years' work experience in the relevant field of which 5 (Five) years in generation/ transmission/ distribution utilities.</p> <p>(e) Must demonstrate experience in 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; oral) including working experience using computer.</p>	N/A
2.	Chief Engineer (Grade-3)	Maximum 57 Years	By direct recruitment or by promotion	<p>(a) At least graduate in Electrical/ Mechanical/ Civil Engineering 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 CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(c) At least 3 (Three) years' experience in senior position in the relevant field.</p> <p>(d) At least 15 (Fifteen) years' work experience in the relevant field of which 4 (Four) years in the generation/ transmission/distribution utilities.</p> <p>(e) Must demonstrate experience in operation &amp; maintenance 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.</p> <p>(h) 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 5 (Five) years as a Superintending Engineer</li> <li>Satisfactory service records</li> <li>Sound health conditions</li> </ul>

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
3.	Superintending Engineer (Grade-4)	Maximum 50 years	By direct recruitment or by promotion	<p>(a) At least graduate in Electrical/ Mechanical/ Civil Engineering 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 CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(c) At least 3 (Three) years' experience in senior position in the relevant field.</p> <p>(d) At least 12 (Twelve) years' work experience in the relevant field of which 3 (Three) years in the generation/ transmission/distribution utilities.</p> <p>(e) Must demonstrate experience in operation &amp; maintenance 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.</p> <p>(h) 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 4 (Four) years as Executive Engineer</li> <li>Satisfactory service records</li> <li>Sound health conditions</li> </ul>
4.	Executive Engineer (Grade-5)	Maximum 40 years	By direct recruitment or by promotion	<p>(a) At least graduate in Electrical/ Mechanical/ Civil Engineering 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 CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(c) At least 7 (Seven) years' work experience in the relevant field of which 3 (Three) years in the generation/ transmission/distribution utilities.</p> <p>(d) Must demonstrate experience in operation &amp; maintenance of power system and experience in public procurement etc.</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.</p> <p>(g) Must have strong communication skill in English (written &amp; oral) including computer literacy.</p>	<ul style="list-style-type: none"> <li>Total 7 (Seven) years' experience with 4 (Four) years as Sub-Divisional Engineer</li> <li>Satisfactory service records</li> <li>Sound health conditions</li> </ul>
5.	Sub-Divisional Engineer (Grade-6)	Maximum 35 years	By direct recruitment or by promotion	<p>(a) At least graduate in Electrical/ Mechanical/ Civil Engineering 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 CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(c) At least 5 (Five) years' work experience in the relevant field.</p> <p>(d) Must demonstrate experience in operation &amp; maintenance of power system and experience in public procurement etc.</p>	<ul style="list-style-type: none"> <li>At least 3 (Three) years' experience as Assistant Engineer</li> <li>Must successfully complete a training program on relevant field</li> <li>Satisfactory service records</li> <li>Sound health conditions</li> </ul>



Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion								
				(e) Must demonstrate strong participatory leadership ability. (f) Must have strong communication skill in English (written & oral) including computer literacy.									
6.	Assistant Engineer (Grade-7)	Maximum 30 years except freedom fighter quota	By direct recruitment or by promotion	(a) At least graduate in Electrical/ Electrical & Electronics/ Mechanical/ Civil/ Architecture/ Telecommunication/ Electronics & Telecommunication/ Electronics & Communication/ Communication/ Environmental/ Civil & Environmental/ Computer Science & Engineering/ Information Technology/ Information & Communication Technology/ Information & Communication Engineering from any recognized university. (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 CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0. (c) Must demonstrate strong participatory leadership ability. (d) Must have strong communication skill in Bengali & English (written & oral) including computer literacy. (e) The proportionate distribution of education specialization is as follows: <table><tr><td>Electrical/ EEE = 75%</td><td>Mechanical = 13%</td></tr><tr><td>Civil = 4%</td><td>Architecture = 1%</td></tr><tr><td>Telecom/ ETE/ ECE/ Communication = 1%</td><td>Environ./ Civil &amp; Environ. = 2%</td></tr><tr><td colspan="2">CSE/ IT/ ICT/ ICE = 4%</td></tr></table>	Electrical/ EEE = 75%	Mechanical = 13%	Civil = 4%	Architecture = 1%	Telecom/ ETE/ ECE/ Communication = 1%	Environ./ Civil & Environ. = 2%	CSE/ IT/ ICT/ ICE = 4%		<ul style="list-style-type: none"><li>At least 5 (Five) years as a Sub-Assistant Engineer</li><li>Successfully complete a course on "Basic Management".</li><li>Not more than 33% to be filled by promotion</li><li>Satisfactory service records</li><li>Sound health conditions</li></ul>
Electrical/ EEE = 75%	Mechanical = 13%												
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Telecom/ ETE/ ECE/ Communication = 1%	Environ./ Civil & Environ. = 2%												
CSE/ IT/ ICT/ ICE = 4%													



Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion										
7.	Sub-Assistant Engineer (Grade-8)	Maximum 30 years except freedom fighter quota	By direct recruitment	<p>(a) At least Diploma in Engineering in Electrical/ Electronics/ Mechanical/ Power/ Civil/ Environment/ Computer/ Computer Science/ Telecommunication/ Data Telecommunication &amp; Networking/ Construction/ Automobile Technology 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 CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 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> <p>(e) The proportionate distribution of education specialization is as follows:</p> <table><tr><td>Electrical= 55%</td><td>Construction = 2%</td><td>Environment = 2%</td><td>Telecommunication/ Data Telecommunication &amp; Networking= 2%</td><td>Electronics= 5%</td></tr><tr><td>Mechanical= 12%</td><td>Power= 16%</td><td>Civil= 4%</td><td>Computer/ Computer Science=1%</td><td>Automobile= 1%</td></tr></table>	Electrical= 55%	Construction = 2%	Environment = 2%	Telecommunication/ Data Telecommunication & Networking= 2%	Electronics= 5%	Mechanical= 12%	Power= 16%	Civil= 4%	Computer/ Computer Science=1%	Automobile= 1%	N/A
Electrical= 55%	Construction = 2%	Environment = 2%	Telecommunication/ Data Telecommunication & Networking= 2%	Electronics= 5%											
Mechanical= 12%	Power= 16%	Civil= 4%	Computer/ Computer Science=1%	Automobile= 1%											
8.	Junior Assistant Manager (Technical) (Grade-8)	N/A	By internal sourcing or promotion by promotion (Number of posts 38)	N/A	<p>Junior Assistant Manager (T) is a non-professional position.</p> <p><b>Promotion:</b> Ratio of promotion of 38 posts are as follows-</p> <p>Foreman-09: CS-10, SBA-16, Bill Supervisor-02 Draftsman-01. Having minimum service lengths mentioned below: (in the following internal sourcing process)</p>										

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
					<b>Through Internal Sourcing:</b> (1) At least 21 (Twenty One) years' experience including 03 (Three) years in the post of Foreman having S.S.C or equivalent, OR (2) with 5 (Five) years in the post of Complain Supervisor, OR (3) with 08 (Eight) years in Switch Board Attendant/ Bill Supervisor or equivalent post; OR (4) with 10 (Ten) years in Draftsman position, having Diploma in Electrical/ Electronics/ Computer/ Mechanical/ Power/ Civil Engineering from a recognized Poly Technique Institute/ HSC or equivalent. Computer proficiency required.

Handwritten signatures and initials in blue ink, including a large 'B' and several cursive signatures.


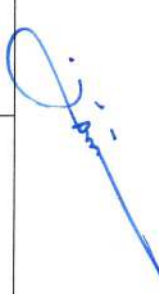



## Functional Area: Human Resource

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
1.	Executive Director, Administration & HR (Grade-2)	Maximum 60 years	By direct recruitment or by deputation	<p>(a) At least Master degree in HR/ Management or any other relevant 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 CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(c) At least 5 (Five) years' experience in managerial position in the relevant field.</p> <p>(d) At least 20 (Twenty) years' work experience in the relevant field of which 5 (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 and Corporate Governance.</p> <p>(g) Must have strong communication skill in Bengali &amp; English (written &amp; oral) including working experience using computer.</p>	N/A
2.	General Manager (HR) (Grade-3)	Maximum 57 Years	By direct recruitment or by promotion	<p>(a) At least Master Degree in HR/ 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 CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(c) At least 3 (Three) years' experience in senior position in the relevant field.</p> <p>(d) At least 15 (Fifteen) years' work experience in the relevant field of which 4 (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 and Corporate Governance.</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 a Deputy General Manager (HR)</li> <li>Satisfactory service records</li> <li>Sound health conditions</li> </ul>
3.	Company Secretary (equivalent to GM) (Grade-3)	Maximum 57 Years	By direct recruitment or by promotion/ Deputation	<p>(a) At least graduate in Law, Management, MBA 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 CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(c) At least 3 (Three) years of experience in senior position in the relevant field.</p> <p>(d) At least 15 (Fifteen) years' work experience in the relevant field of which 4 (Four) years in generation/transmission/ distribution utilities.</p> <p>(e) Must demonstrate strong participatory leadership ability.</p>	<ul style="list-style-type: none"> <li>At least 5 (Five) years as Deputy General Manager (HR)</li> <li>Satisfactory service records</li> <li>Sound health conditions</li> <li>Must have Law/ Management/ MBA degree</li> </ul>



Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
4.	Deputy General Manager (HR) (Grade-4)	Maximum 50 Years	By direct recruitment or by promotion	<p>(f) Must be able to demonstrate knowledge in TPM, TQM, Preventive Maintenance and Corporate Governance.</p> <p>(a) At least Master Degree in HR/ 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 CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(c) At least 3 (Three) years' experience in senior position in the relevant fields.</p> <p>(d) At least 12 (Twelve) years' work experience in the relevant field of which 3 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 and Corporate Governance.</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 4 (Four) years as Manager (HR)</li> <li>Satisfactory service records</li> <li>Sound health conditions</li> </ul>
5.	Manager (HR) (Grade-5)	Maximum 40 years	By direct recruitment or by promotion	<p>(a) At least Master Degree in HR/ 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 CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(c) At least 8 (Eight) years' work experience in the relevant field of which 3 (Three) years 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 and Corporate Governance.</p> <p>(f) Must have strong communication skill in English (written &amp; oral) including computer literacy.</p>	<ul style="list-style-type: none"> <li>Total 7 (Seven) years' experience with 4 (Four) years as Deputy Manager (HR)</li> <li>Satisfactory service records</li> <li>Sound health conditions</li> </ul>
6.	Deputy Manager (HR) (Grade-6)	Maximum 35 years	By direct recruitment or by promotion	<p>(a) At least Master Degree in HR/ 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 CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(c) At least 5 (Five) years' work experience in the relevant field.</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 3 (Three) years as an Assistant Manager (HR)</li> <li>Must successfully complete a training program on relevant field</li> <li>Satisfactory service records Sound health conditions</li> </ul>

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
7.	Assistant Manager (HR) (Grade-7)	Maximum 30 years except freedom fighter quota	By direct recruitment or by promotion	<p>(a) At least Master Degree in HR/ 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 CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 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 5 (Five) years as a Junior Assistant Manager (HR).</li> <li>Must be successfully complete a course on "Basic Management"</li> <li>Not more than 33% to be filled by promotion</li> <li>Satisfactory service records</li> <li>Sound health conditions</li> </ul>
8.	Junior Assistant Manager (HR) (Grade-8)	Maximum 30 years except freedom fighter quota	By direct recruitment or by promotion	<p>(a) At least graduate degree in HR/ 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 CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 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 5 (Five) years in the post of Office Supervisor/ Office Assistant cum Computer Operator (50%: 50%)</li> <li>Must have graduate degree</li> <li>Satisfactory service records</li> <li>Sound health conditions</li> <li>Not more than 33% to be filled by promotion/ Internal Sourcing</li> <li>02 posts of direct quota will be filled up by internal sourcing: 01 post from Transport Supervisor &amp; another post from Store Keeper</li> </ul>



## Functional Area: Human Resource (Others)

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
1.	Chief Medical Officer (Grade-4)	Maximum 50 years	By direct recruitment or by promotion	<p>(a) MBBS or equivalent degree from any recognized university, along with BMDC registration.</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 CGPA 4.0 on a scale of 5.0 and a CGPA 3.1 on a scale of 4.0.</p> <p>(c) Must possess at least 12 (Twelve) years' work experience in the relevant field.</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 4 (Four) years as Senior Medical Officer</li> <li>Satisfactory service records</li> <li>Sound health conditions</li> </ul>
2.	Senior Medical Officer (Grade-5)	Maximum 40 years	By direct recruitment or by promotion	<p>(a) MBBS or equivalent degree from any recognized university, along with BMDC registration.</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 CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(c) Must possess at least 8 (Eight) years' work experience in the relevant field.</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>Total 7 (Seven) years' experience</li> <li>Satisfactory service records</li> <li>Sound health conditions</li> </ul>
3.	Medical Officer (Grade-7)	Maximum 30 years except freedom fighter quota	By direct Recruitment	<p>(a) MBBS or equivalent degree from any recognized university, along with BMDC registration.</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 CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 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>	N/A








## Functional Area: Finance


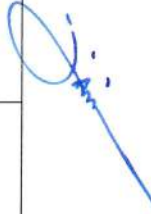


Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
1.	Executive Director, Finance (Grade-2)	Maximum 60 years	Direct recruitment	<p>(a) At least Master degree in Commerce/ Finance/ Accounting/ MBA 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 CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(c) At least 5 (Five) years' experience in senior managerial position in the relevant field.</p> <p>(d) At least 20 (Twenty) years' work experience in the relevant field of which 5 (Five) years in generation/ transmission/ distribution utilities.</p> <p>(e) Must demonstrate experience in Govt. financial rules &amp; regulations, PPA, PPR, 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; oral) including working experience using computer.</p>	N/A
2.	General Manager (Finance & Accounts) (Grade-3)	Maximum 57 Years	By direct recruitment or by promotion	<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 CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(c) At least 3 (Three) years' experience in senior position in the relevant field.</p> <p>(d) At least 15 (Fifteen) years' work experience in the relevant field of which 4 (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 and Corporate Governance.</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 a Deputy General Manager (Finance)</li> <li>Satisfactory service records</li> <li>Sound health conditions</li> </ul>

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
3.	Deputy General Manager (Finance) (Grade-4)	Maximum 50 Years	By direct recruitment or by promotion	<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 CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(c) At least 3 (Three) years' experience in senior position in the relevant field.</p> <p>(d) At least 12 (Twelve) years' work experience in the relevant field of which 3 (Three) 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 and Corporate Governance.</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 4 (Four) years as Manager (Finance)</li> <li>Satisfactory service records</li> <li>Sound health conditions</li> </ul>
4.	Manager (Finance) (Grade-5)	Maximum 40 years	By direct recruitment or by promotion	<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 CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(c) At least 8 (Eight) years' work experience in the relevant field of which 3 (Three) years 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 and Corporate Governance.</p> <p>(f) Must have strong communication skill in English (written &amp; oral) including computer literacy.</p>	<ul style="list-style-type: none"> <li>Total 7 (seven) years' experience with 4 (Four) years as Deputy Manager (Finance)</li> <li>Satisfactory service records</li> <li>Sound health conditions</li> </ul>
5.	Deputy Manager (Finance) (Grade-6)	Maximum 35 years	By direct recruitment or by promotion	<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 CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(c) At least 5 (Five) years' work experience in the relevant field.</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 3 (Three) years as an Assistant Manager (Finance)</li> <li>Must successfully complete a training program on relevant field</li> <li>Satisfactory service records</li> <li>Sound health conditions</li> </ul>



Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
6.	Assistant Manager (Finance) (Grade-7)	Maximum 30 years except freedom fighter quota	By direct recruitment or by promotion	<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 CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 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 5 (Five) years as a Junior Assistant Manager (Finance)/ Accountant</li> <li>Successfully complete a course on "Basic Management".</li> <li>Not more than 33% to be filled by promotion</li> <li>Satisfactory service records</li> <li>Sound health conditions</li> </ul>
7.	Junior Assistant Manager (Finance)/ Accountant (Grade-8)	Maximum 30 years except freedom fighter quota	By direct recruitment or by promotion	<p>(a) At least graduate 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 CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 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 5 (Five) years in the immediate lower position of respective discipline</li> <li>Must have graduate degree in Commerce/ Business</li> <li>Not more than 33% to be filled by promotion/ Internal Sourcing</li> <li>Satisfactory service records</li> <li>Sound health conditions</li> </ul>



## Functional Area: ICT

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
1.	Executive Director, ICT & Procurement (Grade-2)	Maximum 60 years	Direct recruitment	<p>(a) At least post graduate degree in Computer Science/ Engineering/ Business Administration/ Economics/ Mathematics/ Statistics/ Physics/ Applied Physics/ Business studies or related subjects/ Graduate in Engineering 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 CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(c) At least 5 (Five) years' experience in senior managerial position in the relevant field.</p> <p>(d) At least 20 (Twenty) years' work experience as Assistant Manager (ICT)/ Assistant Programmer/ Assistant Engineer and progressively in higher capacities, in a large Public/ Private Organization working in multidisciplinary environment.</p> <p>(e) Must demonstrate skill in the preparation of DPP, PPP projects.</p> <p>(f) Candidates with post Graduate Qualifications in the respective field and experience of working in large public power/ utility organization with higher relevant position will get preference.</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; oral) including working experience using computer.</p>	N/A
2.	General Manager (ICT) (Grade-3)	Maximum 57 Years	By direct recruitment or by promotion	<p>(a) At least post graduate degree in Computer Science/ Engineering/ Business Administration/ Economics/ Mathematics/ Statistics/ Physics/ Applied Physics/ Business studies or related subjects/ Graduate in Engineering 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 CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(c) At least 3 (Three) years' experience in senior position in the relevant field.</p> <p>(d) At least 15 (Fifteen) years' work experience as Assistant Manager (ICT)/ Assistant Programmer/ Assistant Engineer and progressively in higher capacities, in a large Public/ Private Organization working in multidisciplinary environment.</p> <p>(e) Must demonstrate strong 'participatory leadership ability.</p>	<ul style="list-style-type: none"> <li>At least 5 (Five) years as a Deputy General Manager (ICT)</li> <li>Satisfactory service records</li> <li>Sound health conditions</li> </ul>

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
3.	Deputy General Manager (ICT) (Grade-4)	Maximum 50 Years	By direct recruitment or by promotion	<p>(f) Must be able to demonstrate knowledge in TPM, TQM, Preventive Maintenance and Corporate Governance.</p> <p>(g) Must have strong communication skill in Bengali &amp; English (written &amp; oral).</p> <p>(a) At least graduate in CSE/IT/ECE/ETE 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 CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(c) At least 3 (Three) years' experience in senior position in the relevant fields.</p> <p>(d) At least 12 (Twelve) years' work experience in the relevant field of which 3 (Three) 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 and Corporate Governance.</p> <p>(g) Must have strong communication skill in Bengali &amp; English (written &amp; oral).</p>	<ul style="list-style-type: none"> <li>At least 4 (Four) years as Manager (ICT)</li> <li>Satisfactory service records</li> <li>Sound health conditions</li> <li>Must have graduate degree in CSE/IT/ ECE/ETE or any other relevant subject</li> </ul>
4.	Manager (ICT) (Grade-5)	Maximum 40 years	By direct recruitment or by promotion	<p>(a) At least graduate in CSE/IT/ECE/ETE 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 CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(c) At least 8 (Eight) years' work experience in the relevant field of which 3 (Three) years 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 and Corporate Governance.</p> <p>(f) Must have strong communication skill in Bengali &amp; English (written &amp; oral).</p>	<ul style="list-style-type: none"> <li>Total 7 (seven) years' experience with 04 years as Deputy Manager (ICT)</li> <li>Satisfactory service records</li> <li>Sound health conditions</li> <li>Must have graduate degree in CSE/IT/ ECE/ ETE or any other relevant subject</li> </ul>
5.	Deputy Manager (ICT) (Grade-6)	Maximum 35 years	By direct recruitment or by promotion	<p>(a) At least graduate in CSE/IT/ECE/ETE 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 CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(c) At least 5 (Five) years' work experience in the relevant field.</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 3 (Three) years as an Assistant Manager (ICT)</li> <li>Must successfully complete a training program on relevant field</li> <li>Satisfactory service record</li> <li>Sound health conditions</li> <li>Must have graduate</li> </ul>



Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
					degree in CSE/ IT/ ECE/ ETE or any other relevant subject
6.	Assistant Manager (ICT) (Grade-7)	Maximum 30 years except freedom fighter quota	By direct recruitment or by promotion	<p>(a) At least a graduate in CSE/ IT/ECE/ETE/ 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 CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 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>	<ul style="list-style-type: none"> <li>At least 5 (Five) years as a Junior Assistant Manager (ICT).</li> <li>Successfully complete a course on "Basic Management".</li> <li>Not more than 33% to be filled by promotion</li> <li>Satisfactory service records</li> <li>Sound health conditions</li> <li>Must have graduate degree in CSE/ IT/ECE/ETE/ or any other relevant subject</li> </ul>
7.	Junior Assistant Manager (ICT) (Grade-8)	Maximum 30 years except freedom fighter quota	By direct recruitment or by promotion	<p>(a) At least Diploma in Engineering in Computer/ Computer Science/ Telecommunication/ Data Telecommunication &amp; Networking Technology or graduate in any relevant subject 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 CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 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>	<ul style="list-style-type: none"> <li>At least 5 (Five) years in the immediate lower position of the relevant discipline</li> <li>Must have graduate degree in relevant subject.</li> <li>Not more than 33% to be filled by promotion/ Internal Sourcing</li> <li>Satisfactory service records</li> <li>Sound health conditions</li> </ul>

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## Recruitment & Promotion Schedule for the employees below the grade 08

Sl. No	Name of the post	Recruitment Procedure	Age Limit for Direct Recruitment	Qualification for Direct Recruitment	Qualification/ Experience for Promotion/ Internal Sourcing
01.	Foreman (Pay grade- 9)	i. By Promotion ii. Internal sourcing	N/A	N/A	<b>In case of Promotion:</b> At least 18 (Eighteen) years of experience including 5 (Five) years in the post of Cable Joiner/ Electrician/ Lineman. <b>In case of internal sourcing:</b> Candidates with 14 (Fourteen) years of relevant experience and having S.S.C/ equivalent educational qualifications and also Certificate Course completion in Power Technology/ Electrical Technology/ Mechanical Technology from govt. approved institution only be eligible to apply. Computer proficiency required.
02.	Bill Supervisor (Pay grade- 9)	i. By Promotion ii. Internal sourcing	N/A	N/A	<b>In case of Promotion:</b> At least 18 (Eighteen) years' experience including 5 (Five) years in the post of Meter Reader. <b>In case of internal sourcing:</b> Candidates with 14 (Fourteen) years of relevant experience and having Bachelor/ equivalent degree only be eligible to apply. Computer proficiency required.
03.	Cable Joiner (Pay grade- 10)	By Promotion only	N/A	N/A	At least 15 (Fifteen) years' experience in the post of Lineman Mate.
04.	Complain Supervisor (Pay grade- 10)	i. By Direct Recruitment 85% ii. Internal sourcing 15%	Maximum 30 Years except freedom fighter quota	Bachelor/ equivalent degree. Experience in customer service & relevant work will get preference. Computer proficiency required.	<b>In case of internal sourcing:</b> At least 15 (Fifteen) years' experience including 3 (Three) years in the post of Office Assistant Cum Computer Operator/ Receptionist Cum Telephone Operator/ Customer Service Attendant/ Office Assistant with Bachelor Degree/ Equivalent educational qualifications. Computer proficiency required.
05.	Switch Board Attendant (Pay grade- 11)	i. By Direct Recruitment 85% ii. Internal sourcing 15%	Maximum 30 Years except freedom fighter quota	H.S.C / equivalent educational qualifications in science group. Certificate holders in Power Technology/ Electrical Technology / Mechanical Technology from govt. approved educational institution will get preference. Computer proficiency required.	<b>In case of internal sourcing:</b> At least 14 (Fourteen) years' experience including 3 (Three) years in the post of Electrician/ Lineman/ Meter Tester with H.S.C/ equivalent educational qualifications in science group. Computer proficiency required.
06.	Draftsman (Pay grade- 10)	By Direct Recruitment only	Maximum 30 Years except freedom fighter quota	S.S.C / equivalent with Draftsmanship course passed certificate. Computer proficiency required.	N/A

Sl. No	Name of the post	Recruitment Procedure	Age Limit for Direct Recruitment	Qualification for Direct Recruitment	Qualification/ Experience for Promotion/ Internal Sourcing
07.	Meter Tester (Pay grade- 11)	By Promotion only	N/A	N/A	At least 10 (Ten) years' experience in the post of Lineman Mate. Computer proficiency required.
08.	Electrician (Pay grade- 13)	By Promotion only	N/A	N/A	At least 10 (Ten) years' experience in the post of Lineman Mate.
09.	Lineman (Pay grade- 13)	By Promotion only	N/A	N/A	At least 10 (Ten) years' experience in the post of Lineman Mate.
10.	Meter Reader (Pay grade- 13)	By Direct Recruitment only	Maximum 30 Years except freedom fighter quota	At least H.S.C in Science/ equivalent educational qualifications. Computer proficiency required.	N/A
11.	Plumber (Pay grade- 13)	By Direct Recruitment only	Maximum 30 Years except freedom fighter quota	S.S.C / equivalent certificate with a minimum of 5 (Five) years relevant experience.	N/A
12.	Lineman Mate (Pay grade- 15)	By Direct Recruitment only	Maximum 30 Years except freedom fighter quota	At least S.S.C/ equivalent educational qualifications.	N/A
13.	Data Entry coordinator (Pay grade- 9)	i. By Direct Recruitment 66.66% ii. By Promotion / Internal sourcing 33.33%	Maximum 45 Years	At least Bachelor/ equivalent degree with at least 3 (Three) years' experience in relevant work in a large organization. Must have knowledge on computer operations & data entry. Must have speed to press minimum 10000 key per hour & type 20 English words & Aptitude Test/ Practical Test.	At least 10 (Ten) years' experience as Data Entry Operator or at least 8 (Eight) years' experience including 2 (Two) years in the post of Office Assistant Cum Computer Operator. <b>In case of internal sourcing:</b> At least 10 (Ten) years' experience including 3 (Three) years in the post of Office Assistant Cum Computer Operator/ Data Entry Operator/ Office Assistant/ Accounts Assistant/ Store keeper and equivalent. Must have knowledge on computer operations & data entry. Must have speed to press minimum 10000 key per hour & type 20 English words & 10 Bangla words per minute. Must qualify Aptitude Test/ Practical Test.
14.	Data Entry Operator (Pay grade- 13)	i. By Direct Recruitment 75% ii. Internal sourcing 25%	Maximum 30 Years except freedom fighter quota	At least H.S.C/ equivalent pass with at least 3 (Three) years' experience in relevant work in a large organization. Must have knowledge on computer operations & data entry. Must have	<b>In case of internal sourcing:</b> At least H.S.C/ equivalent pass and have 3 (Three) years relevant experience in the post of Lineman mate/ Store mate/ Cleaner/ Office Support Staff and equivalent. Must have knowledge on computer



Sl. No	Name of the post	Recruitment Procedure	Age Limit for Direct Recruitment	Qualification for Direct Recruitment	Qualification/ Experience for Promotion/ Internal Sourcing
			fighter quota	speed to press minimum 8000 key per hour & type 20 English words & 10 Bangla words per minute. Must qualify Aptitude Test/ Practical Test.	operations & data entry and speed to press minimum 8000 key per hour & type 20 English words & 10 Bangla words per minute. Must qualify Aptitude Test/ Practical Test.
15.	Office Assistant Cum Computer Operator (Pay grade- 11)	i. By Direct Recruitment 75% ii. Internal sourcing 25%	Maximum 30 Years except freedom fighter quota	At least Bachelor/ equivalent degree. Must have knowledge on computer operations (Word Processing, Excel, Power Point & Internet) & data entry. Must have speed to type 40 English words & 30 Bangla words per minute.	<b>In case of internal sourcing:</b> At least 10 (Ten) years' experience in the post of Office Assistant/ Receptionist Cum Telephone Operator/ Accounts Assistant/ Store Keeper/ Meter Reader/ Data Entry Operator/Meter Tester/ Lineman and equivalent with Bachelor/ equivalent degree. Must have knowledge on computer operations (Word Processing, Excel, Power Point & Internet) & data entry. Must have speed to type 40 English words & 30 Bangla words per minute.
16.	Transport Supervisor (Pay grade- 11)	i. By Direct Recruitment 50% ii. Internal sourcing 50%	Maximum 45 Years	At least HSC/ equivalent degree or Diploma in Automobile with at least 5 (Five) years of experience in transport management related work. Computer proficiency required. Retired defense personnel will get preference.	<b>In case of internal sourcing:</b> At least 14 (Fourteen) years' experience including 3 (Three) years in the post of Driver (Heavy Duty Vehicle) with SSC or equivalent. Computer proficiency required. Personnel with Diploma in Automobile will be preferred.
17.	Driver (Heavy Duty Vehicle) (Pay grade- 13)	i. By Direct Recruitment 25% ii. By Promotion / Internal sourcing 75%	N/A	N/A	At least 5 (Five) years' experience including 3 (Three) years in the post of Driver/ Driver (Light Duty Vehicle) and having valid Heavy Duty License.
18.	Driver (Pay grade- 13)	i) By Direct Recruitment 90% ii. Internal sourcing 10%	Maximum 30 Years except freedom fighter quota	At least S.S.C/ equivalent pass with at least 5 (Five) years driving experience. Must have at least Light Driving License. Computer proficiency required.	<b>In case of internal sourcing:</b> At least 5 (Five) years' experience in the post of Lineman Mate/ Security Guard/ Store Mate/ Office Support Staff/ Cleaner or equivalent. Must have at least Light Driving License. Computer proficiency required.
19.	Office Supervisor (Pay grade- 11)	i. By Direct Recruitment 75% ii. Internal sourcing 25%	Maximum 30 Years except freedom fighter quota	At least Bachelor / equivalent educational qualifications. Candidates having computer operations knowledge will get preference. Computer proficiency required.	<b>In case of internal sourcing:</b> At least 10 (Ten) years' experience including minimum 3 (Three) years in the post of Office Assistant/ Customer Service Attendant/ Receptionist Cum Telephone Operator/ Store Keeper/ Security Supervisor having Bachelor/ equivalent educational qualifications and Training on Office Management. Computer proficiency required.



Sl. No	Name of the post	Recruitment Procedure	Age Limit for Direct Recruitment	Qualification for Direct Recruitment	Qualification/ Experience for Promotion/ Internal Sourcing
20.	Store Keeper (Pay grade- 12)	i. By Direct Recruitment 75% ii. Internal sourcing 25%	Maximum 30 Years except freedom fighter quota	At least Bachelor/ equivalent degree. Candidates having knowledge on Stores and Materials Management will be preferred. Computer proficiency required.	<b>In case of internal sourcing:</b> At least 5 (Five) years' experience including minimum 3 (Three) years in the post of Office Assistant/ Customer Service Attendant/ Receptionist Cum Telephone Operator with HSC/ equivalent educational qualifications. Store Mates having 10 (Ten) years of relevant experience with HSC/ equivalent educational qualifications will also be eligible to apply. Computer proficiency required.
21.	Medical Assistant (Pay grade- 9)	By Direct Recruitment only	Maximum 30 Years except freedom fighter quota	Must have 3 (Three) years Diploma from Pharmacy Council (Govt. approved). Experience Pharmacists will get preference. Computer proficiency required.	N/A
22.	Nurse (Pay grade- 12)	By Direct Recruitment only	Maximum 30 Years except freedom fighter quota	Must have Diploma from Nursing Institute (Govt. approved). Experience Nurses will get preference. Computer proficiency required.	N/A
23.	Assistant Accountant (Pay grade- 11)	i. By Direct Recruitment 66.66% ii. By Promotion / Internal sourcing 33.33%	Maximum 30 Years except freedom fighter quota	At least Bachelor Degree in Commerce/ Business. Knowledge in Financial Management software desired but not mandatory. Computer proficiency required.	<b>In case of promotion:</b> At least 5 (Five) years as SAA. <b>In case of internal sourcing:</b> Bachelor Degree in Commerce/ Business. 5 (Five) years relevant experience. Computer proficiency required.
24.	Senior Accounts Assistant (Pay grade- 12)	i. By Direct Recruitment 66.66% ii. By Promotion / Internal sourcing 33.33%	Maximum 30 Years except freedom fighter quota	At least Bachelor Degree in Commerce/ Business. Knowledge in Financial Management software desired but not mandatory. Computer proficiency required.	<b>In case of promotion:</b> At least 5 (Five) years as Accounts Assistant and Customer Service Attendant (50:50). <b>In case of internal sourcing:</b> Bachelor Degree in Commerce/ Business. 5 (Five) years relevant experience. Computer proficiency required.
25.	Accounts Assistant (Pay grade- 13)	By Direct Recruitment only	Maximum 30 Years except freedom fighter quota	At least H.S.C (Commerce/Business) / equivalent pass. Computer proficiency required.	N/A
26.	Customer Service Attendant (Pay grade- 13)	By Direct Recruitment only	Maximum 30 Years except freedom fighter quota	At least H.S.C/ equivalent pass. Candidates with experience in relevant work will get preference. Computer proficiency required.	N/A

Sl. No	Name of the post	Recruitment Procedure	Age Limit for Direct Recruitment	Qualification for Direct Recruitment	Qualification/ Experience for Promotion/ Internal Sourcing
27.	Office Assistant (Pay grade- 13)	i. By Direct Recruitment 70% ii. Internal sourcing 30%	Maximum 30 Years except freedom fighter quota	At least H.S.C / equivalent pass with proven computer operations knowledge in Data Entry/ Office Suite (Word, Excel, Power-Point etc.). Candidates with experience in relevant work will get preference. Computer proficiency required.	In case of internal sourcing: At least 10 (Ten) years' experience including 3 (Three) years in the post of Bill Server/ Store Mate/ Office Support Staff/ Cleaner/ Lineman Mate with H.S.C / equivalent pass. Candidate must have proven computer operations knowledge in Data Entry/ Office Suite (Word, Excel, Power-Point etc.). Computer proficiency required.
28.	Receptionist Cum Telephone Operator (Pay grade- 13)	By Direct Recruitment	Maximum 30 Years except freedom fighter quota	At least H.S.C / equivalent degree with proven computer operations knowledge and Customer handling experience. Computer proficiency required.	N/A
29.	Security Supervisor (Pay grade- 13)	i. By Direct Recruitment 75% ii. By Promotion / Internal sourcing 25%	Maximum 50 Years	Retired defense personnel.	At least 10 (Ten) years' experience in the post of Security Guard with S.S.C/ equivalent pass.
30.	Store Mate (Pay grade- 15)	By Direct Recruitment only	Maximum 30 Years except freedom fighter quota	S.S.C/ equivalent pass.	N/A
31.	Security Guard (Pay grade- 15)	By Direct Recruitment only	Maximum 30 Years except freedom fighter quota	S.S.C/ equivalent pass.	N/A
32.	Office Support Staff (Pay grade- 16)	By Direct Recruitment only	Maximum 30 Years except freedom fighter quota	S.S.C/ equivalent pass.	N/A
33.	Cleaner (Pay grade- 16)	By Direct Recruitment only	Maximum 30 Years except freedom fighter quota	Class Eight/ J.S.C/ equivalent pass.	N/A





ঢাকা পাওয়ার ডিস্ট্রিবিউশন কোম্পানী লিমিটেড  
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তারিখ: ১৭.০৪.২০১৮খ্রি.

সার্কুলার

সংশ্লিষ্ট সকলের অবগতির জন্য জানানো যাচ্ছে যে, ডিপিডিসি'র ২৩১তম বোর্ড সভায় অনুমোদিত “Dhaka Power Distribution Company Limited (Employees) Service Rules, 2017”-এর 3.3.4 (b) বিধির শেষ ০২ (দুই) লাইনে উল্লিখিত “*Each and every promotion shall be judged through an interview. The company board shall approve the interview board for promotion*”- শব্দগুলো বিধি 3.3.4 (b) হতে পৃথক করে বিধি 3.3.4 (c) হিসেবে একটি পৃথক অনুচ্ছেদ Dhaka Power Distribution Company Limited (Employees) Service Rules, 2017-এ অন্তর্ভুক্ত করা হলো।

বর্তমানে Dhaka Power Distribution Company Limited (Employees) Service Rules, 2017”-এর 3.3.4 অনুচ্ছেদটি নিম্নবর্ণিতভাবে পঠিত হবে:

**“3.3.4 Guidelines**

- (a) *Promotion of all employees shall be subject to the fulfillment of required period of service as stipulated in the schedule of Recruitment and Promotion and the rating of performance appraisal.*
- (b) *Promotion to the post of Assistant Manager and equivalent shall be subject to the fulfillment of conditions stipulated in the Schedule of Recruitment/ Appointment and the rating of the Performance Appraisal.*
- (c) *Each and every promotion shall be judged through an interview. The company board shall approve the interview board for promotion.”*

ডিপিডিসি পরিচালনা পর্ষদের ২৩৬তম সভার সিদ্ধান্ত অনুযায়ী এ সার্কুলার জারী করা হলো।

মোহা: মনিরুজ্জামান

ডিজিএম, এমপ্লয়ি ম্যানেজমেন্ট (আডমিনিস্ট্রেশন)

হিউম্যান রিসোর্সেস, ডিপিডিসি।

অনুলিপি:

১. এক্সিকিউটিভ ডিরেক্টর (আডমিনিস্ট্রেশন এন্ড এইচ.আর/ ইঞ্জিনিয়ারিং/ অপারেশনস/ ফিন্যান্স), ডিপিডিসি।
২. কোম্পানী সচিব/ চিফ ইঞ্জিনিয়ার...../ জেনারেল ম্যানেজার....., ডিপিডিসি।
৩. সুপারিনটেন্ডিং ইঞ্জিনিয়ার...../ ডিজিএম...../ সিসিও টু এমডি/ সিএমও, ডিপিডিসি।
৪. এক্সিকিউটিভ ইঞ্জিনিয়ার....., ডিপিডিসি।
৫. অফিস কপি/ মাস্টার ফাইল।





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তারিখ: ১৪.০৬.২০১৮খ্রি.

সার্কুলার

সংশ্লিষ্ট সকলের অবগতির জন্য জানানো যাচ্ছে যে, ডিপিডিসি'র ২৩১তম বোর্ড সভায় অনুমোদিত “Dhaka Power Distribution Company Limited (Employees) Service Rules, 2017”-এর Note: (2)-এর নির্দেশনা অনুযায়ী ডিপিডিসি সার্ভিস রুলস-২০০৭-এর Appendix-এ উল্লিখিত ছকটি Dhaka Power Distribution Company Limited (Employees) Service Rules, 2017-এর General Conduct and Discipline-এর আলোকে Appendix হিসেবে নিম্নবর্ণিতভাবে অন্তর্ভুক্ত করা হলো।

**Appendix**  
**[Vide Chapter-VII]**  
**7.0 General Conduct and Discipline**

Statement showing the authorities competent to order preliminary inquiry, initiate proceedings, impose penalties and to decree appeals.

Sl No.	Class of posts	Authority to order preliminary inquiry or to initiate proceedings	Authority to impose penalty other than removal from service and dismissal	Authority to impose any penalty including removal from service and dismissal	Appellate Authority
1.	Deputy General Manager/ Superintending Engineer/ Chief Medical Officer to General Manager/ Chief Engineer/ Equivalent	Head of the office not below the rank of Executive Director	Concerned Executive Director	Managing Director	Board
2.	Assistant Manager/ Assistant Engineer/ Medical Officer to Manager/ Executive Engineer/ Senior Medical Officer	Head of the office not below the rank of General Manager/ Chief Engineer/ Equivalent	Concerned Executive Director	Managing Director	Board
3.	Accountant/ Junior Assistant Manager/ Sub-Assistant Engineer	Head of the office not below the rank of Deputy General Manager/ Superintending Engineer/ Equivalent	Concerned Executive Director	Managing Director	Managing Director
4.	Below Accountant/ Junior Assistant Manager/ Sub-Assistant Engineer	Head of the office not below the rank of Manager/ Executive Engineer	Concerned General Manager/ Chief Engineer/ Equivalent	Concerned Executive Director/ Managing Director	Managing Director

মোহা: মনিরুজ্জামান

ডিজিএম, এমপ্লয়ি ম্যানেজমেন্ট (আডমিনিস্ট্রেশন)

হিউম্যান রিসোর্সেস, ডিপিডিসি।

অনুলিপি:

১. এক্সিকিউটিভ ডিরেক্টর (আডমিনিস্ট্রেশন এন্ড এইচ.আর/ ইঞ্জিনিয়ারিং/ অপারেশনস/ ফিন্যান্স), ডিপিডিসি।
২. কোম্পানী সচিব/ চিফ ইঞ্জিনিয়ার...../ জেনারেল ম্যানেজার....., ডিপিডিসি।
৩. সুপারিনটেন্ডিং ইঞ্জিনিয়ার...../ ডিজিএম...../ সিসিও টু এমডি/ সিএমও, ডিপিডিসি।
৪. এক্সিকিউটিভ ইঞ্জিনিয়ার....., ডিপিডিসি।
৫. অফিস কপি/ মাস্টার ফাইল।



ঢাকা পাওয়ার ডিস্ট্রিবিউশন কোম্পানি লিমিটেড  
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স্মারক নম্বর: ৮৭.৪০৪.৪৪৪.০০.০০.০৬০.২০১৬.

তারিখ: ০৬ চৈত্র, ১৪২৫ বঙ্গাব্দ  
২০ মার্চ, ২০১৯ খ্রিস্টাব্দ

সার্কুলার

সংশ্লিষ্ট সকলের অবগতির জন্য জানানো যাচ্ছে যে, ডিপিডিসি'র ২৩১তম বোর্ড সভায় অনুমোদিত “Dhaka Power Distribution Company Limited (Employees) Service Rules, 2017”-এর APPENDIX (Schedule of Recruitment and Promotion Guideline)-এর শেষে নিম্নবর্ণিত অংশটি সংযোজন করা হলো:

“Maximum age limit may be relaxed by 05 (five) years for departmental candidates (DPDC's employees only) applying against open advertisement for any entry level post.”

ডিপিডিসি পরিচালনা পর্ষদের ২৫৫তম সভার সিদ্ধান্ত অনুযায়ী এ সার্কুলার জারী করা হলো।

মোহা: মনিরুজ্জামান

ডিজিএম, এমপ্লয়ি ম্যানেজমেন্ট (আডমিনিস্ট্রেশন)

হিউম্যান রিসোর্সেস, ডিপিডিসি।

অনুলিপি:

০১. এক্সিকিউটিভ ডিরেক্টর (আডমিনিস্ট্রেশন এন্ড এইচ.আর/ ইঞ্জিনিয়ারিং/ অপারেশনস/ ফিন্যান্স), ডিপিডিসি।
০২. কোম্পানি সেক্রেটারি/জেনারেল ম্যানেজার...../চিফ ইঞ্জিনিয়ার....., ডিপিডিসি।
০৩. সিসিও/সিএমও/প্রজেক্ট ডিরেক্টর...../সুপারিনটেন্ডিং ইঞ্জিনিয়ার...../ডিজিএম....., ডিপিডিসি।
০৪. এক্সিকিউটিভ ইঞ্জিনিয়ার....., ডিপিডিসি।
০৫. অফিস কপি/ মাস্টার ফাইল।





# ঢাকা পাওয়ার ডিস্ট্রিবিউশন কোম্পানি লিমিটেড

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স্মারক নম্বর: চ-৭.৪০৪.৪৪৪.০০.০০.০৬০.২০১৬.৭৯৮

তারিখ: ০৬ আষাঢ়, ১৪২৬ বঙ্গাব্দ  
২০ জুন, ২০১৯ খ্রিস্টাব্দ

## সাকুলার

সংশ্লিষ্ট সকলের অবগতির জন্য জানানো যাচ্ছে যে, ডিপিডিসি'র ২৬১তম বোর্ড সভায় অনুমোদনের পরিপ্রেক্ষিতে "Dhaka Power Distribution Company Limited (Employees) Service Rules, 2017"-এ নিম্নবর্ণিত বিষয়সমূহ অন্তর্ভুক্ত/স্পষ্টীকরণ করা হলো:

ক্রমিক নম্বর	সার্ভিস রুলস-এর অনুচ্ছেদ/ বিষয়	বিবরণ	সংশোধন/ সিদ্ধান্ত
০১.	5.4 (a)	Maximum 60 days of earn leave may be en-cashed at a time.	Maximum 60 days of earn leave may be en-cashed at a time (Except for retirement, resignation, termination, discharge, dismissal, removal from service and deceased) দ্বারা প্রতিস্থাপন।
০২.	7.7 (a)	অনুচ্ছেদ 7.7 (a)-এর প্রথম লাইনে (a) or (b) or (c)-এর পরে or-এর স্থলে 01 লিপিবদ্ধ হয়েছে।	অনুচ্ছেদ 7.7 (a)-এর প্রথম লাইনে (a) or (b) or (c)-এর পরে 01-এর স্থলে or দ্বারা প্রতিস্থাপন।
০৩.	নিয়োগের ক্ষেত্রে CGPA	English Medium-এর ক্ষেত্রে যোগ্যতার বিষয়ে কিছু বলা হয়নি।	সার্ভিস রুলস্ -এ বিদ্যমান CGPA বহাল রেখে English Medium-এর ক্ষেত্রে GPA নিম্নবর্ণিতভাবে গণনা করা হবে:  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.
০৪.	এসিসট্যান্ট ম্যানেজার (এইচ.আর) পদে সরাসরি নিয়োগের জন্য শিক্ষাগত যোগ্যতা	এসিসট্যান্ট ম্যানেজার (এইচ.আর) পদে সরাসরি নিয়োগের জন্য শিক্ষাগত যোগ্যতা "At least Master degree in HR/ Management or any other relevant subject" উল্লেখ রয়েছে।	এসিসট্যান্ট ম্যানেজার (এইচ.আর) পদে সরাসরি নিয়োগের জন্য শিক্ষাগত যোগ্যতা "At least Master degree in HR/ Management/Management Information System (MIS)/International Business/ Organization Strategy and Leadership/ Public Administration/ International Relations/ Economics or MBA major in HR/ Management/ Management Information System (MIS)/International Business/ Organization Strategy and Leadership" দ্বারা প্রতিস্থাপন।
০৫.	জুনিয়র এসিসট্যান্ট ম্যানেজার (এইচ.আর) পদে সরাসরি নিয়োগের জন্য শিক্ষাগত যোগ্যতা	জুনিয়র এসিসট্যান্ট ম্যানেজার (এইচ.আর) পদে সরাসরি নিয়োগের জন্য শিক্ষাগত যোগ্যতা "At least Graduate degree in HR/ Management or any other relevant subject" উল্লেখ রয়েছে।	জুনিয়র এসিসট্যান্ট ম্যানেজার (এইচ.আর) পদে সরাসরি নিয়োগের জন্য শিক্ষাগত যোগ্যতা "At least Graduate degree in HR/ Management/ Management Information System (MIS)/International Business/ Organization Strategy and Leadership/ Public Administration/ International Relations/ Economics or BBA major in HR/ Management/ Management Information System (MIS)/International Business/ Organization Strategy and Leadership" দ্বারা প্রতিস্থাপন।

ক্রমিক নম্বর	সার্ভিস রুলস-এর অনুচ্ছেদ/ বিষয়	বিবরণ	সংশোধন/ সিদ্ধান্ত
০৬.	এসিসট্যান্ট ম্যানেজার (ফিন্যান্স) পদে নিয়োগ ও পদোন্নতি কোটা	এসিসট্যান্ট ম্যানেজার (ফিন্যান্স) পদে নিয়োগ:পদোন্নতি কোটা=৬৭:৩৩।	এসিসট্যান্ট ম্যানেজার (ফিন্যান্স) পদে নিয়োগ:পদোন্নতি কোটা=৬০:৪০ দ্বারা প্রতিস্থাপন।
০৭.	এসিসট্যান্ট ম্যানেজার (আইসিটি) পদে নিয়োগ ও পদোন্নতি কোটা	এসিসট্যান্ট ম্যানেজার (আইসিটি) পদে নিয়োগ:পদোন্নতি কোটা=৬৭:৩৩।	এসিসট্যান্ট ম্যানেজার (আইসিটি) পদে নিয়োগ:পদোন্নতি কোটা=৬০:৪০ দ্বারা প্রতিস্থাপন।
০৮.	এসিসট্যান্ট ম্যানেজার (ফিন্যান্স) পদে সরাসরি নিয়োগের শিক্ষাগত যোগ্যতা	এসিসট্যান্ট ম্যানেজার (ফিন্যান্স) পদে সরাসরি নিয়োগের জন্য শিক্ষাগত যোগ্যতা "At least Master degree in Commerce/ Finance/ Accounting/ MBA from any recognized university." উল্লেখ রয়েছে।	এসিসট্যান্ট ম্যানেজার (ফিন্যান্স) পদে সরাসরি নিয়োগের জন্য শিক্ষাগত যোগ্যতা "At least Master degree in Finance/ Accounting/ MBA (Finance/ Accounting) from any recognized university". দ্বারা প্রতিস্থাপন।
০৯.	জুনিয়র এসিসট্যান্ট ম্যানেজার (ফিন্যান্স) পদে সরাসরি নিয়োগের শিক্ষাগত যোগ্যতা	জুনিয়র এসিসট্যান্ট ম্যানেজার (ফিন্যান্স) পদে সরাসরি নিয়োগের জন্য শিক্ষাগত যোগ্যতা "At least Graduate degree in Commerce/ Finance/ Accounting/ MBA from any recognized university." উল্লেখ রয়েছে।	জুনিয়র এসিসট্যান্ট ম্যানেজার (ফিন্যান্স) পদে সরাসরি নিয়োগের জন্য শিক্ষাগত যোগ্যতা "At least Graduate degree in Finance/ Accounting/ BBA (Finance/ Accounting) from any recognized university." দ্বারা প্রতিস্থাপন।

মোহাম্মদ হাসনাত চৌধুরী

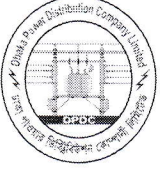
জেনারেল ম্যানেজার (এইচ.আর)

ডিপিডিসি।

অনুলিপি:

০১. এক্সিকিউটিভ ডিরেক্টর (আডমিনিস্ট্রেশন এন্ড এইচ.আর/ ইঞ্জিনিয়ারিং/ অপারেশনস/ ফিন্যান্স), ডিপিডিসি।
০২. কোম্পানি সেক্রেটারি/ জেনারেল ম্যানেজার...../চিফ ইঞ্জিনিয়ার....., ডিপিডিসি।
০৩. সিসিও/ সিএমও/ প্রজেক্ট ডিরেক্টর...../সুপারিনটেন্ডিং ইঞ্জিনিয়ার...../ডিজিএম....., ডিপিডিসি।
০৪. এক্সিকিউটিভ ইঞ্জিনিয়ার....., ডিপিডিসি।
০৫. অফিস কপি/ মাস্টার ফাইল।





ঢাকা পাওয়ার ডিস্ট্রিবিউশন কোম্পানি লিমিটেড

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স্মারক নম্বর: চ৭.৪০৪.৪৪৪.০০.০০.০৬০.২০১৬.১৪৫০

তারিখ: ২৪ কার্তিক, ১৪২৬ বঙ্গাব্দ  
১৩ নভেম্বর, ২০১৯ খ্রিস্টাব্দ

### সার্কুলার

সংশ্লিষ্ট সকলের অবগতির জন্য জানানো যাচ্ছে যে, ডিপিডিসি'র ২৩১তম বোর্ড সভায় অনুমোদিত “Dhaka Power Distribution Company Limited (Employees) Service Rules, 2017”-এর APPENDIX (Schedule of Recruitment and Promotion Guideline)-এর এসিসট্যান্ট ম্যানেজার (এইচ.আর) এবং জুনিয়র এসিসট্যান্ট ম্যানেজার (এইচ.আর) পদে সরাসরি নিয়োগের জন্য শিক্ষাগত যোগ্যতার ক্ষেত্রে যে সব বিষয়ে স্নাতক/ স্নাতকোত্তর প্রয়োজন (স্মারক নম্বর: চ৭.৪০৪.৪৪৪.০০.০০.০৬০.২০১৬.৭৯৬; তারিখ: ২০ জুন ২০১৯) তাদের সাথে ‘Law’ এবং ‘Mass Communication & Journalism’ বিষয় দু’টি অন্তর্ভুক্ত বিবেচিত হবে।

ডিপিডিসি'র নিয়োগ ও পদোন্নতি সংক্রান্ত বোর্ড কমিটির গত ২৪.০৯.২০১৯খ্রি. তারিখে অনুষ্ঠিত সভায় পর্যালোচনান্তে গৃহীত সিদ্ধান্ত অনুযায়ী এ সার্কুলার জারী করা হলো।

মোহা: মনিরুজ্জামান

ডিজিএম, এমপ্লয়ি ম্যানেজমেন্ট (আডমিনিস্ট্রেশন)

হিউম্যান রিসোর্সেস, ডিপিডিসি।

### অনুলিপি:

০১. এক্সিকিউটিভ ডিরেক্টর (আডমিনিস্ট্রেশন এন্ড এইচ.আর/ ইঞ্জিনিয়ারিং/ অপারেশনস/ ফিন্যান্স), ডিপিডিসি।
০২. জেনারেল ম্যানেজার...../চিফ ইঞ্জিনিয়ার...../ কোম্পানি সেক্রেটারি, ডিপিডিসি।
০৩. সিসিও/সিএমও/প্রজেক্ট ডিরেক্টর...../সুপারিনটেন্ডিং ইঞ্জিনিয়ার...../ডিজিএম....., ডিপিডিসি।
০৪. এক্সিকিউটিভ ইঞ্জিনিয়ার....., ডিপিডিসি।
০৫. অফিস কপি/ মাস্টার ফাইল।



# 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.org.bd

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Deputy General Manager  
Employee Management (Admin.), HR  
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1, Abdul Gani Road, Dhaka-1000.  
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স্মারক নম্বর: চ৭.৪০৪.৪৪৪.০০.০০.০৬০.২০১৬.৮৫৩

তারিখ: ২৭ আষাঢ়, ১৪২৬ বঙ্গাব্দ  
০২ জুলাই, ২০১৯ খ্রিস্টাব্দ

## সার্কুলার

ডিপিডিসি'র ২৬২তম বোর্ড সভার নিম্নবর্ণিত সিদ্ধান্তসমূহ অত্রাদেশ দ্বারা জারী করা হলো:

(ক) “Dhaka Power Distribution Company Limited (Employees) Service Rules, 2017”-এর অনুচ্ছেদ 4.8 এ নিম্নোক্ত বিধিগুলো সংযোজন করা হলো:

- (c) On every 1<sup>st</sup> July each contractual employee will receive annual increment of his/ her pay at the rate to be determined from time to time by the Board.
- (d) A newly recruited contractual employee shall not be entitled to an annual increment unless he/she completes minimum 6 (six) months during the last preceding financial year. In case of promotion of an existing employee, the increment date would be as usual i.e. 1<sup>st</sup> July of each financial year.
- (e) The annual increment in the pay grade shall be allowed unless it is withheld or forfeited by the competent authority for inefficiency or punishment. In case of any punishment or leave without pay, the increment date will not be changed but the employee will not get any benefit for the period.

(খ) কর্তৃপক্ষের অনুমোদনক্রমে প্রযোজ্য ক্ষেত্রে জুনিয়র এমপ্লয়ীর সাথে সিনিয়র এমপ্লয়ীর বেতন সমতার বিধান কোম্পানিতে বাস্তবায়ন করা যাবে।

(গ) একই অর্থ বছরে কোন এমপ্লয়ী যেন ২টি increment না পায় সে বিষয়টি নিশ্চিত করতে হবে।

মোহা: মনিরুজ্জামান

ডিজিএম, এমপ্লয়ি ম্যানেজমেন্ট (আডমিনিস্ট্রেশন)

হিউম্যান রিসোর্সেস, ডিপিডিসি।

অনুলিপি:

- ০১. এক্সিকিউটিভ ডিরেক্টর (আডমিনিস্ট্রেশন এন্ড এইচ.আর/ ইঞ্জিনিয়ারিং/ অপারেশনস/ ফিন্যান্স), ডিপিডিসি।
- ০২. কোম্পানি সেক্রেটারি/ জেনারেল ম্যানেজার...../চিফ ইঞ্জিনিয়ার....., ডিপিডিসি।
- ০৩. সিসিও/ সিএমও/ প্রজেক্ট ডিরেক্টর...../সুপারিনটেন্ডিং ইঞ্জিনিয়ার...../ডিজিএম....., ডিপিডিসি।
- ০৪. এক্সিকিউটিভ ইঞ্জিনিয়ার....., ডিপিডিসি।
- ০৫. অফিস কপি/ মাস্টার ফাইল।





ঢাকা পাওয়ার ডিস্ট্রিবিউশন কোম্পানি লিমিটেড  
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স্মারক নম্বর: ৮৭.৪০৪.৪৪৪.০০.০০.০৬০.২০১৬(০১).১৮০৪

তারিখ: ০১ মাঘ, ১৪২৬ বঙ্গাব্দ  
 ১৫ জানুয়ারি, ২০২০ খ্রিস্টাব্দ

### দপ্তরাদেশ

ডিপিডিসি পরিচালনা পর্ষদের ২৭১তম সভার সিদ্ধান্ত অনুযায়ী ডিপিডিসি'র ২৩১তম বোর্ড সভায় অনুমোদিত "Dhaka Power Distribution Company Limited (Employees) Service Rules, 2017"-এ নিম্নবর্ণিত বিষয়সমূহ সংযোজন/ সংশোধন করা হলো:

(ক) Dhaka Power Distribution Company Limited (Employees) Service Rules, 2017-এর APPENDIX (Schedule of Recruitment and Promotion Guideline)-এর এক্সিকিউটিভ ডিরেক্টর (গ্রেড-২) পর্যায় নিয়োগের জন্য প্রয়োজনীয় যোগ্যতার ক্রমিক নম্বর (C)-এর শেষে "[Superintending Engineer/ equivalent (4th grade)]" অন্তর্ভুক্ত করা হলো।

(খ) Dhaka Power Distribution Company Limited (Employees) Service Rules, 2017-এর APPENDIX (Schedule of Recruitment and Promotion Guideline)-এর শেষে নিম্নবর্ণিত অংশটি সংযোজন করা হলো:

"Required period of experience needed in a feeder post may be relaxed up to a maximum of 06 (six) months in case of exigency of service or if there is shortage of qualified employees for promotion."

স্বাক্ষর: মনিরুজ্জামান

ডিজিএম, এমপ্লয়ি ম্যানেজমেন্ট (আডমিনিস্ট্রেশন)

হিউম্যান রিসোর্সেস, ডিপিডিসি।

অনুলিপি:

০১. এক্সিকিউটিভ ডিরেক্টর (আডমিনিস্ট্রেশন এন্ড এইচ.আর/ ইঞ্জিনিয়ারিং/ অপারেশনস/ ফিন্যান্স/ আইসিটি এন্ড প্রকিউরমেন্ট), ডিপিডিসি।

০২. জেনারেল ম্যানেজার...../চিফ ইঞ্জিনিয়ার...../ কোম্পানি সচিব, ডিপিডিসি।

০৩. সিসিও/সিএমও/প্রজেক্ট ডিরেক্টর...../সুপারিনটেন্ডিং ইঞ্জিনিয়ার...../ডিজিএম....., ডিপিডিসি।

০৪. এক্সিকিউটিভ ইঞ্জিনিয়ার....., ডিপিডিসি।

০৫. অফিস কপি/ মাস্টার ফাইল।